

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE - 26 NOVEMBER 2007

REPORT ON: SUSTAINABLE DEVELOPMENT FRAMEWORK - ANNUAL PROGRESS REPORT

REPORT BY: HEAD OF WASTE MANAGEMENT

REPORT NO: 584-2007

1.0 PURPOSE OF REPORT

- 1.1 To inform the Committee of the work undertaken over the last six months to implement the Council's Sustainable Development Framework.
- 1.2 Copies of the appendices (1 - 3) have been passed to each of the Group Secretaries and are available for inspection in the members' lounge.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the committee note the contents of this report.

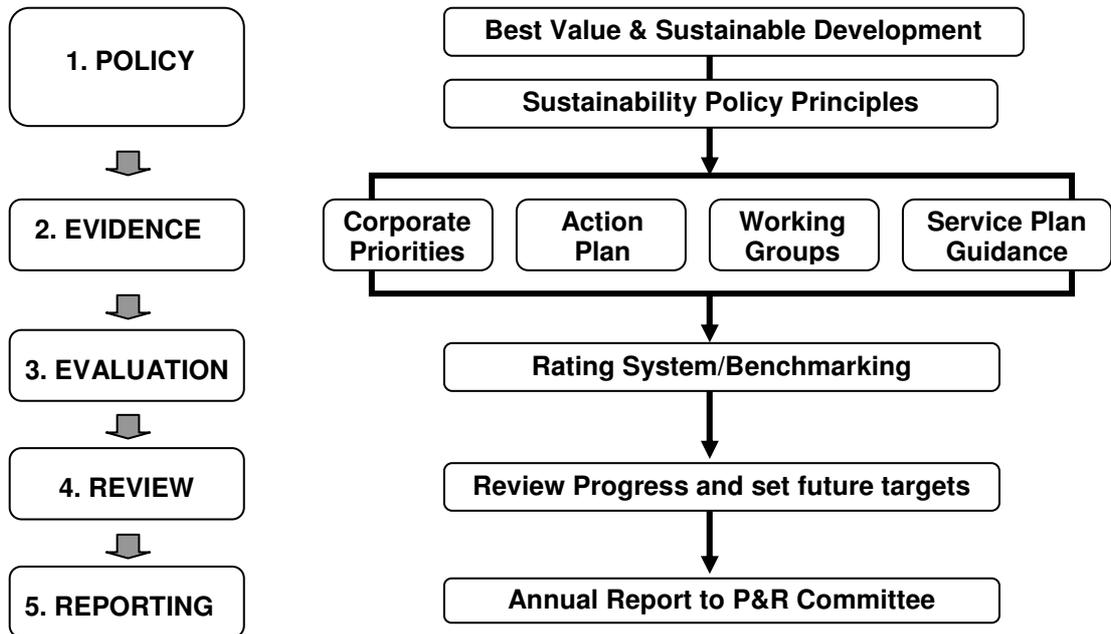
3.0 FINANCIAL IMPLICATIONS

- 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 SUSTAINABLE DEVELOPMENT FRAMEWORK - ANNUAL PROGRESS

- 4.1 The Local Government in Scotland Act 2003 introduced new statutory duties relating to Best Value and Community Planning, one of which specifically requires that local authorities discharge their duties in a way which contributes to the achievement of sustainable development.
- 4.2 In February 2005, the Council submitted its Audit of Best Value along with a corporate Best Value Improvement Plan. The Plan identified key areas for improving the Council's contribution to sustainable development and efforts are ongoing to put a framework of activity in place.
- 4.3 The Council's 'Sustainability Policy Implementation Group' (officer led) is responsible for overseeing the framework and progress is reported to the Sustainability Policy Review Group, (comprising Elected Members and Officers) twice yearly in April (Interim) and October/November (Annual Review). The Review Group assesses progress and set targets for the following year.
- 4.4 There are four areas of 'Evidence' that progress is measured against as highlighted below:

Figure 1: Sustainable Development Framework



4.5 Corporate Priorities Update

4.5.1 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 May - October 2007.

4.6 Action Plan Update

4.6.1 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 May - October 2007.

4.7 Working Group Updates

4.7.1 In addition to the Sustainability Policy Implementation Group, internal task-based groups currently tackling sustainability themes are drawn together under the Sustainable Development Framework. 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, others are short term or convene when necessary.

4.7.2 The groups are:

- Sustainable Construction Group
- Internal Waste Audit Review
- Best Value Energy Management Group
- Strategic Environmental Assessment
- Travel Action Group
- Climate Change Working Group

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

4.8 Service Plan Guidance Update

4.8.1 The Corporate Planning Dept produced a set of Service Plan Guidelines (2007 - 2011). The aim is to ensure that the Council has a comprehensive set of guidelines that integrates within new Service Plans the core performance management framework (Objectives/Indicators/Projects) with the other main corporate compliance and resource plans (Equalities; Sustainable Development; Human Resources; Assets; ICT; Procurement of goods and services).

4.8.2 In order for departments to provide evidence of how they contribute to sustainable development, additional guidance was incorporated into the Service Plan Guidelines. This requires each department to report on two aspects:

(a) Self-Assessment Questionnaire

- ▶ Adapted from the 'Best Value and Sustainable Development toolkit for Local Authorities', the questionnaire is designed to enable departments to assess their current position against Paths to Improvement for sustainable development and help formulate actions for its Sustainability Policy Action Plan. The guidance poses a number of service specific questions suggesting Paths to Improvement against which the Council can assess the stage reached (i.e. the stage of policy; or progressed to implementation; or have moved on to reach outcomes). Departments are also required to provide evidence on how the selected stage has been reached.

To date, four Departments have returned completed questionnaires.

(b) Sustainability Policy Action Plan

- ▶ The Council's Sustainability Policy is supported by a corporate Action Plan that details what actions and initiatives each dept. is taking forward to contribute toward the Policy. The action plan is monitored through the Council's 'Strategic Plan Monitoring Database' and reviewed annually. Once Departments have completed the Self-Assessment Questionnaire, they are required to complete a template to provide evidence of actions and initiatives they are undertaking (or planned to undertake within the service plan timeframe) that relate to the Sustainability Policy principles.

Finalised Action Plans will be required within Department Service Plans by the end of November.

5.0 PRIORITY ACTIONS FOR 2008

- 5.1 At the Review Group meeting on 5th November 2007 a number of priorities for further action in 2008 were agreed.
- a) Develop a Climate Change Action Plan as required under Scotland's Climate Change Declaration (evidence).
 - b) Assess and develop current Departmental actions to be made corporate and include in all future Service Plans (evidence).
 - c) Develop action on the sustainable development objectives of the Council's Procurement Strategy 2007-2011 (follow up from the Best Value Improvement Plan Key Measure).
 - d) Assess suitability of using Quality of Life Indicators as reporting mechanism (evaluation and reporting).

6.0 POLICY IMPLICATIONS

- 6.1 This Report has been screened for policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty and Equality Impact Assessment.
- 6.2 As the subject of this paper relates directly to the Sustainability Policy, all ten principles will be addressed. The development of a framework for sustainable development, along with a Policy, Corporate Priorities and SMART action plan, demonstrates progress with the Council's overall approach to sustainable development and in fulfilling its 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.
- 6.3 This report presents an update of progress in implementing the Council's Sustainable Development Framework and therefore does not require Strategic Environmental Assessment (SEA).
- 6.4 There is also 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.

7.0 CONSULTATION

- 7.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Assistant Chief Executive (Community Planning) and Head of Finance have been consulted on this report.

8.0 BACKGROUND PAPERS

Housing, Dundee Contract Services and Environment Services Committee,
11th June 2007

Report No 271-2007 - Sustainability Policy - Interim Progress Report.

Policy & Resources Committee, 20th Nov 2006

Report No 639-2006 - Sustainability Policy - Annual Progress Report.

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

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Jim Laing
Head of Waste Management

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7th November 2007

SUSTAINABILITY POLICY - CORPORATE PRIORITIES

Policy Principle	CORPORATE PRIORITIES 2005-2008	UPDATE May - October 2007
1. Compliance with Legislation	<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."¹</p> <p><i>(Priority Action monitored through Council's SEA Dept contacts).</i></p>	<p>The Council's SEA Framework is in place and officers from each Department have received necessary training. Updated guidance relevant to the SEA Scotland Act and new Scottish Government reporting templates was also issued to officers during a briefing held on 3rd September 2007.</p> <p>Formal Screening Reports have been carried out for the 'Dundee Public Open Space Strategy'; 'Core Paths Plan' and the 'Climate Change Framework & Action Plan'.</p> <p>Determination Notices have been publicised stating that full SEA's will be undertaken for the 'Dundee Public Open Space Strategy' and the 'Core Paths Plan'.</p> <p>A Determination is to be made whether the 'Climate Change Framework & Action Plan' will require SEA. Comments from the Statutory Consultees indicates that a full SEA will not be necessary.</p>
2. Energy & Water Consumption	<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."²</p> <p><i>(Priority Action monitored through Council's Best Value Energy Management Group and Energy Champions Group).</i></p>	<p>The Council has achieved approximately 6% reduction in its energy usage with a corresponding carbon emissions reduction of approximately 5%, compared to the benchmark year (i.e. 2002). New energy targets are now being prepared, which shall take into account properties' hours of use, type of use and changes to the property portfolio (e.g. new build projects and management of existing buildings).</p>
3. Purchasing & Procurement	<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."³</p>	<p>The Council was awarded a combined Scottish Executive and Scotland Excel one-off funding of £327,000 to progress its E-Procurement initiatives and implement a Procurement Strategy that was approved at P&R Committee 12th March 2007. The Strategy sets out the Council's approach to sustainable procurement, ethical investment, and corporate social responsibility and work will continue to implement these objectives over the next four years.</p>
4. Transport & Travel	<p>"Establish and promote a Staff Travel Plan for the Council."⁴</p>	<p>October Update awaited. Update from April 2007: A Travel Action Group (TAG) with reps from all Depts has now been established and is being led by Head of Planning & Transportation. TACTRAN will support delivery of the DCC Travel Plan, however, the lack of a DCC Travel Plan Co-ordinator may delay progress.</p>
5. Built Environment	<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."⁵</p> <p><i>(Priority Action monitored through Council's Sustainable Construction Group).</i></p>	<p>October Update awaited. Update from April 2007: As a result of the last auditors inspection on 7th December 2006, the Architects Division successfully retained its ISO:14001 accreditation. 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>The Engineers Division are developing their existing Quality Management System to incorporate environmental issues with long term aim of achieving accreditation to ISO:14001.</p>

APPENDIX 1

Policy Principle	CORPORATE PRIORITIES 2005-2008	UPDATE May - October 2007
6. Open Spaces	"Establish a framework for the future protection, enhancement, management and maintenance of open space in the city." ⁶	<p>Updating the Dundee Public Open Space Strategy is nearing completion. The associated action plan has also been revised to deliver an outcomes based approach through integrating the Learning, Planning & Evaluation (LEAP) Framework.</p> <p>The Strategy will be subject to SEA and work is continuing on the scoping stage of the process. Consultation on the Strategy and SEA to be undertaken simultaneously.</p>
7. Natural Heritage	"Comply with the duty of the Nature Conservation (Scotland) Act 2004 to further the conservation of biodiversity." ⁷	<p>The Council agreed its annual concordat with Scottish Natural Heritage for 2006-07 and a report on progress through the year was presented to the Council's Management Team in October 2006. Both organisations have been implementing the 21 actions contained in the Concordat. A meeting to review future Concordats is to be arranged.</p> <p>The Council is a major partner in Tayside Biodiversity Partnership, Action Fund Assessment Panel and Chair the Tayside Urban Sub-group. A whole range of projects have been taken forward under the TBP and Dundee Partnership for the Environment over the last 12 months.</p>
8. Waste Management	<p>"Implement Phase 3 of the Council's Internal Waste Review action plan to improve the organisation's waste minimisation and recycling performance." ⁸</p> <p><i>(Priority Action monitored through Council's through Waste Champions).</i></p>	<p>The Waste Audit is now fully implemented and has reached Phase 3 of the project which is monitoring and evaluation. There is no doubt that the audit has led to a fundamental change in the way that the Council manages its waste, the challenge now is to sustain that change and where possible improve even further.</p> <p>Several projects are proposed for the coming months which will assist in meeting this challenge.</p>
9. Minimising & Remediating Pollution	"Continue to review and assess air quality and where necessary declare Air Quality Management Areas (AQMA's) and produce action plans to improve air quality." ⁹	<p>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 and is developing an Action Plan to improve air quality and reduce the number of people affected.</p> <p>Local Air Quality Updating and Screening Assessment 2006 sent to the Scottish Executive in January 2007. The report concluded that there is no need for a detailed assessment on carbon monoxide, benzene, lead, sulphur dioxide and 1,3-butadiene since there is no risk of these pollutants exceeding target levels.</p> <p>The screening assessment report indicates that PM10 concentrations are predicted to exceed levels at the target date of 2010 at one site (Union Street) Guidance awaited from the Scottish Executive on whether a detailed assessment is required.</p>
10. Education & Awareness Raising	"Promote sustainable development throughout the Council by raising awareness of the Sustainability Policy and action plan and encourage schools to achieve Eco-School status." ¹⁰	All schools in Dundee are registered for the programme. 20 schools have attained the Bronze Award (up from 13 in April 2007) and 6 have attained Silver (up from 5). 2 schools have achieved Green Flag status (up from 1).

Notes:

¹ European Directive 2001/42/EC was transposed into Scottish law on 20th July 2004 by *The Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004*. The regulations require that formal environmental assessment is undertaken of certain public sector plans and programmes (referred to as "strategic environmental assessment" or SEA). At the same time, "A Partnership for a Better Scotland" includes the commitment to legislate for SEA of all public sector strategies, programmes and plans. The SEA Regulations put in place a systematic process for identifying, predicting, reporting and mitigating the environmental impacts of these plans and programmes. The Regulations include requirements for consultation at key stages of the assessment process, with statutory Consultation Authorities and the public.

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 predicated to exceed the National Air Quality Standard for Nitrogen Dioxide (NO₂) 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 29th October 2007

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 October 2007
52	EMS in Engineers	Develop an environmental management system (EMS) for the Engineers Division and achieve ISO:14001 accreditation.		On Schedule	Last Requested 31/03/2007 (Plan End Date reached)	Assessment not available. Previous update from 06/11/06: Develop existing Quality Management System to incorporate Environmental issues with long term aim of achieving accreditation to ISO:14001.
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	16/03/2007 (Plan End Date reached)	SHQS Investment plan now being implemented, year one 2005/06 on target. 2006/07 investment now underway. Three year investment plan 2007-2010 agreed.
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	05/09/2007	Council's SEA Framework in place and officers trained in each Dept. SEA Briefing update held for officers on 3rd 2007. A full SEA is to be carried out for the Dundee Public Open Space Strategy and Screening Reports for the Core Paths Plan and Climate Change Framework & Action Plan are currently with the statutory consultees for the comment. Determinations on whether SEA is required for these two plans will be taken upon receipt of comments.
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 October 2007
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	Requested 31/08/2007	Assessment not available. Previous update from 08/03/07: Higher level of funding has now been obtained and a number of projects are being evaluated.
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).	Completed	16/03/2007	As of the 31/3/2007 the energy losses associated with street lighting equipment has reduced to 13.05% a fall of 27.5% 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.	Completed	10/01/2007	Completed. 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	14/09/2007	The claim for EEC2 monies for 2006/7 is just being completed for submission to Scottish Gas. It comprises claims for: installation of 503 condensing boilers insulation to 178 lofts insulated render installed at 84 dwellings

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	16/03/2007 <i>(Plan End Date reached)</i>	The work described previously is currently on-site with a completion date within the next 3 months. The design for a further sheltered development in Brington Place is currently being finalised. Serious consideration is being given to incorporating a district heating scheme with the central boiler fuelled by biomass (subject to any boiler being given permission under the terms of Dundee's status as a smoke-control city).Funding through the Scottish Biomass Support Scheme is also being pursued for this.
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	30/07/2007	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	Completed. 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	Completed. 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	Requested 31/08/07	Assessment not available. Previous update from 19/02/07: The Demonstration House project moves towards completion. The Sun City Co-ordinator has been appointed.

Statistic	Value
Total Number of Records	9
Completed	44.44%
On Schedule	55.56%
Ahead of Schedule	0.00%
Behind Schedule	0%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 2

Sustainability Policy Principle:

3. PURCHASING & PROCUREMENT

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress October 2007
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	13/09/2007	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.	Completed	06/03/2007	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	05/09/2007	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	13/09/2007	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	13/09/2007	Final implementation will take effect on the implementation of Authority Financials.
14	Progression of E-Procurement	Progress E-Procurement. Electronic purchasing system replacing paper based system.	Development work required	On Schedule	05/09/2007	Final implementation will take effect on the implementation of Authority Financials.
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	13/09/2007	For 2006/07 figure is running at 65%.
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	13/09/2007	In 2006/07 continues to run at 85%. This is lower than in previous years as Council Tax cheques are now included in the calculation. The target figure of 90% is still considered achievable in the near future.
17	Internal Electronic Billing	Increase use of Internal Electronic Billing reducing interdepartmental paper invoices.	Further development underway to reduce internal paper invoices.	On Schedule	13/09/2007	Final implementation will take effect on the implementation of Authority Financials.
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	13/09/2007	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.	Unlikely to be achieved	31/07/2007	The revised Project is yet to be advised. Consequently, this Project remains on hold. The original Project was deemed unachievable due to technical and development cost.
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	Completed. 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	10/08/2007	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. 5. Office lunchtime CPD sessions are arranged with manufacturers/suppliers of products considered to be sustainable/environmentally friendly.
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.	On Schedule	01/03/2007	Target of 75% being achieved presently. Decision to increase target to 90% now taken - to be measured 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	Completed. 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	Completed. 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	Completed. 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	Completed. 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	Completed. A minimum 20% of CRT Monitors have been replaced by TFT Monitors.

Statistic	Value
Total Number of Records	19
Completed	36.84%
On Schedule	57.89%
Ahead of Schedule	0%
Behind Schedule	0.00%
Unlikely to be Achieved	5.26%
Abandoned	0%

Assessments not available = 0

Sustainability Policy Principle:

4. TRANSPORT & TRAVEL

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress October 2007
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.	Ahead of Schedule	Requested 31/08/2007	Assessment not available. Previous update from 15/02/07: 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. Further development of Quality Partnerships should yield further fleet enhancements. 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	24/04/2007 (Plan End Date reached)	Existing signalised junctions with pedestrian facilities, as well as signal controlled pedestrian crossings, are maintained to high standards and refurbished when required. Pedestrian refuge islands are installed where appropriate, and kerbs lowered at crossing points.
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	Requested 28/02/2007, 31/08/07	Assessment not available. Previous update from 05/09/06: 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	20/04/2007	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	Requested 28/02/2007, 31/08/07	Assessment not available. Previous update from 12/09/06: 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	17/08/2007	Tay Estuary Rail Study recommendations and Upgrade of Dundee Rail Station included as Interventions in the TACTRAN Regional Transport Strategy. Also Network Rail, draft Rail Utilisation Strategy for Scotland proposes more frequent and quicker trains between Dundee and Edinburgh.

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	24/04/2007 (Plan End Date reached)	1)Traffic management at signalised junctions is being adapted to support bus priority which will be introduced on an area basis, the first being to the east of the City 2)Sites where pedestrians have difficulties crossing the road are investigated, prioritised and measures introduced within budget allowances.
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	05/03/2007 (Plan End Date reached)	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.	Completed	16/11/2006	The completion of the BCPT project has brought high quality facilities to the Whitehall area of Dundee allowing easy interchange between bus and rail (almost all bus services in the Dundee area pass along High Street, Crichton Street, Whitehall street and Union Street). Additionally the BCPT and SmartBus projects introduced cutting edge public transport information in all formats that highlight the ease of interchange bus to bus and bus to rail.
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	31/08/2007	Assessment not available. Previous update from 05/03/07: Regular review meetings being held with Council's Risk Manager to monitor and review personal injury damage claims.
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.	Ahead of Schedule	20/04/2007	During Spring and Summer 2007 Dundee City Council and TACTRAN have undertaken a major travel awareness campaign promoting dundeeliftshare.com and dundeetravelinfo.com throughout the area. Dundee achieved 100% roadside public transport information by August 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	20/04/2007	A Travel Action Group (TAG) with reps from all Depts has now been established and is being led by Mike Galloway. TACTRAN will support delivery of the DCC Travel Plan, however, the lack of a DCC Travel Plan Co-ordinator may delay progress.
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	17/08/2007	All new schools (PPP) required to produce school Travel Plan within one year of opening. Education Department has issued exemplar Travel Plan Information to all school Heads to develop Travel Plans during 2007. P&T Dept continuing to work with Education Dept on Travel Plan for Craigie High School.
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 31/08/2007	Assessment not available. Previous update from 12/06/06: latest monitoring indicates Dundee on course to meet target

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).	Completed	24/04/2007	Review of standing charges complete. Agreement reached to allocate charges in more transparent manner in future years.
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	16/04/2007	LTS monitor being undertaken with a view to providing input into TACTRAN RTS. RTS was submitted for Ministerial approval on 30 March 2007. The timescale for ministerial approval is June/July 2007. LTS will be updated following this.
60	Supplementary policy documents on transportation	Prepare supplementary strategy documents on cycling, walking, road safety, public transport and freight.	Completion of documents.	On Schedule	16/04/2007	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 01/04/2007, 01/10/07	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	17/08/2007	The cyclathon is still being run by Claverhouse Rotary Club.

Statistic	Value
Total Number of Records	19
Completed	10.53%
On Schedule	78.95%
Ahead of Schedule	10.53%
Behind Schedule	0%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 6

Sustainability Policy Principle:

5. BUILT ENVIRONMENT

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress October 2007
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.	Behind Schedule	13/09/2007	Phase 1 works nearing completion. Discussion ongoing to manage timing of further works relative to refurbishment of McManus Galleries.
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	17/09/2007	Meeting to be held at Director level in Nov to establish parameters before setting up a working group to develop ideas. Thereafter a brief will be prepared. No deadline for committee approval of brief.
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	26/04/2007 <i>(Plan End Date reached)</i>	Objection to CPO being negotiated. now 4 private housing sites underway. Two more derelict properties being pursued. Clean Close Co now has 300 closes under contract and are employing 14 staff, most previously unemployed.
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	17/09/2007	Whitfield SUDS scheme complete. Extensive public consultation undertaken on draft Hilltown framework. Vacant and Derelict Land Fund and Community Regeneration Fund have been used to deliver environmental improvement schemes undertaken in Trottick and Hilltown.
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.	Behind Schedule	27/02/2007 (Plan End Date reached)	First draft of consultants report received and under review. Early meeting with S.E. to be arranged to review process for formalising funding bids.
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	30/07/2007	Last meeting held 4/7/07 - next meetings planned for 8/8/07, 19/9/07 and 31/10/07.
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.	Completed	11/04/2007	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	17/09/2007	awaiting britain in bloom results
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	14/02/2007 (Plan End Date reached)	City Architectural Services houses an expert library of good practice guidance on the provision of inclusive design. This maintained library is a source of reference for other departments. Best practice in accessible environments is developed through such projects as Janet Brougham House residential home for the elderly with dementia and tactile signage at Baxter Park

Statistic	Value
Total Number of Records	14
Completed	42.86%
On Schedule	43%
Ahead of Schedule	0%
Behind Schedule	14.29%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 0

Sustainability Policy Principle:

6. OPEN SPACES & WOODLANDS

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress October 2007
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	09/10/2007	Review of Open Space Strategy continuing. Greenspace audit now complete. Coldside LCPP agreed as pilot area for development of Environmental and Open Space Masterplan. Brief nearing completion. Core team assembled. Initial time projection for reporting of Pilot Masterplan to committee is April 2008.
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.	Behind Schedule	17/09/2007	project still at design stage
115	Playground Improvements	Regeneration strategies – playground improvements to Mill O'Mains, Milnbank, Stirling St, Baxter Park.	To increase user participation in city parks by providing improved facilities.	Behind Schedule	23/05/2007	Baxter Park Play Area now open to the public. Associated landscape works to be complete by 2 July 2007.
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	17/09/2007	ongoing consultation with the local community
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	07/09/2007	March 07 to Aug 07. A programme of events has been held over the summer months .Attendance total over 100. These were promoted using a WIAT funded brochure/visitor guide for 2007. A new waymarked trail was created by children attending a Ranger led arts week. This is incorporated into the Arts Trail near the Visitor Centre.

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	17/08/2007	Preparing for second round of informal consultation to take place between September 2007 to December 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	17/08/2007	Old information boards have been removed and new boards are in preparation. Upgrades at Trottick and Mallaig Avenue are imminent.
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	17/08/2007	Urban walking week will be held week beginning 17th September to tie in with other dept and council events. Broughty Ferry Walking Group has been established, with 5 regular walkers.
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	17/08/2007	The Greenways East project is due to be reported to committee in September and work should be starting on this route shortly after. The project will cost approx £30,000 to complete and will provide a link between the Green Circular at Claypotts, Dawson Park and the Green Circular at the south end of Strips of Craigie.
123	Local Access Forum	Local access forum to assist with core path planning and advising on access issues.	Statutory duty, quarterly meetings.	On Schedule	17/08/2007	The Local Access Forum has a core group which has met quarterly since Feb 2005, This has included 2 AGMs. The group is 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	Requested 28/02/2007, 31/08/07	Assessment not available. Previous update from 28/09/06: 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	17/08/2007	Website for Middleton Woods is kept up to date. Branded events posters and information leaflet are being utilised. New children's fun sheet is being distributed and proving popular. This work has been funded through the WIAT grant. Support for the work of the community based management group continues. Public event in May 2007 has attracted 40 people. Family event planned for 16th September and small scale tree planting events in the autumn and winter. Liaison with the Police over motorcycles using the woods continues to be necessary. Partnership with Woodland Trust Scotland has allowed local Primary Schools to become involved with tree plant and classroom sessions, with 2282 trees being planted by 216 children with help from 72 adults in the planting season 06/07.

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.	Unlikely to be achieved	17/08/2007	Some of the Community Paths Challenge projects in the Outdoor Access Strategy have been taken forward as part of other projects or have been funded by independent groups. 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.
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Statistic	Value
Total Number of Records	13
Completed	0%
On Schedule	76.92%
Ahead of Schedule	0%
Behind Schedule	15.38%
Unlikely to be Achieved	7.69%
Abandoned	0%

Assessments not available = 1

Sustainability Policy Principle:

7. NATURAL HERITAGE

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress October 2007
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	05/09/2007	DCC has contributed £2900 per annum (2005/06 to 2007/08) to lever landfill tax funding for the Tayside Biodiversity Action Fund. Various projects have been carried out across the city and match funding is to be sought to continue the fund (dependant on Landfill tax monies continuing).
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 heritage of Dundee.	Implement the sixteen actions contained in the 2005/06 Concordat.	On Schedule	11/04/2007	Concordat to be discussed in May 2007
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	10/09/2007	SNH are considering a funding application for 20hrs per week until March 31st 2009
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	10/09/2007	Through urban ranger funding and Ardler village Trust support, some local initiatives have taken place. However, without major external funding this Plan is unlikely to be achieved.
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	13/09/2007	The project continues to be proactive and successful and has established a strong profile for this important conservation work. 2000 postcards were sent to householders in the Red Squirrel buffer zones and this resulted in 300 Householder information packs being sent out. 25 surveyors carry out monthly surveys and the collated data is used in Dundee and by the Scottish Squirrel Survey national database. The project hosted the national Red Squirrel conference in Dundee and contributed to the development of the Scottish Red Squirrel strategy as promoted by Scottish Natural Heritage. Media interest from the BBC Television STV and on the Radio(BBC radio Four). Local press coverage on a frequent basis has enhanced the work in Dundee. The development of a website has provided an international profile to the project. Funding was secured to produce a DVD to provide information and Education to a wider audience. 100 copies are ready for distribution.

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	Requested 31/08/07	Assessment not available. Previous update from 12/03/07: 10 recorders were involved in 2006 and the number of known nest sites increased from 7 to 25. In addition the recorders noted screaming swifts (indicating probable nest sites) in 40 places. Large areas of Dundee remain unsurveyed. 50 nest boxes were made by groups and put up in 2004. This was not very successful as the wooden boxes do not last long enough to attract swifts which are slow to colonise new sites. Therefore the emphasis has shifted to encouraging social landlords to retain existing swift nest sites and provide new ones. A risk assessment for the risk to householders and the public of having swift nest boxes on buildings (with particular reference to bird flu) was prepared for Hillcrest Housing Association in January 2007. Managers at Hillcrest and Heather McQuillan of the Housing Department have raised bird flu as a reason for not proceeding with swift work. Andy Mulholland of the Planning and Transport indicated that there was no prospect of including advice about swifts in supplementary planning guidance.
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	17/08/2007	Tayside Biodiversity Action Fund has agreed to fund pond restoration including silt extraction. Work on site to commence September 2007. 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. Community event held at Trottick part funded by Scottish Natural Heritage attracted 50 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	07/09/2007	Work continues in line with the management plan for the period 2006 to 2011. Identified grassland management works and invasive species removal are ongoing as is path maintenance. Six volunteer sessions are planned over the autumn-spring period. Public events have been held over the past summer with more this autumn. Partnership working with staff from Parks & Outdoor Leisure Section and Broughty Ferry Environment Project has resulted in improvements for wildlife and for visitors to the site. This includes removing silt from old wetland area to reform an area of standing water, albeit for only part of the year.

Statistic	Value
Total No. of Records Completed	8
On Schedule	87.5%
Ahead of Schedule	0%
Behind Schedule	0%
Unlikely to be Achieved	12.5%
Abandoned	0%

Assessments not available = 1

Sustainability Policy Principle:

8. WASTE MANAGEMENT

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress October 2007
4	Building Waste	Increase the recycling of building waste.	20% of building waste to be recycled by 2007.	Behind Schedule	05/03/2007 (Plan End Date reached)	An estimated 3314 tonnes of waste has been generated by the activities of Dundee Contract Services in the period April to December 2006. 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 4% of building waste was recycled in 2005/06. In addition, 54.5% 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	Requested 31/08/2007	Assessment not available. Previous update from 26/02/07: 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	13/09/2007	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	05/09/2007	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	13/09/2007	Aluminium cans continue to be recycled. Volume decreasing due to more people drinking water.
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 01/10/2007	Assessment not available. Previous update from 13/04/07: Review is currently ongoing and several new materials/ techniques are being trialled.
57	Re-tread Trials	Identify sites and conduct trials into the further use of the 'Re-tread' process including unmade footpaths.		Completed	02/11/2006	Initial trial complete. No further action meantime.
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	Completed. 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	10/08/2007	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, or at periods deemed appropriate for the size of Contract, highlighting volume, type and quantity of waste recycled. Contractors are required to use a Waste Management Contractor from our approved list. Contractors' waste management obligations are a standard agenda item for Contract Pre-Start Meetings. Project Clerk of Works issue Form F535 for completion by the Contractors. Senior Clerk of Works inputs the information received under KPI's in Architects 'P' Drive. 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	Completed. 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	Completed. 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.	Completed	09/03/2007	30 sites now in place
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	Completed. 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	Completed. 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	Completed. 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	Completed. 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	28/08/2007	Ongoing programme planned until March 2008. Further funding to progress campaigns to be applied for thereafter.
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

Statistic	Value
Total Number of Records	20
Completed	60%
On Schedule	35%
Ahead of Schedule	0%
Behind Schedule	5%
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 October 2007
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	Requested 28/02/2007, 31/08/07	Assessment not available. Previous update from 15/09/06: £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	Completed. The Scottish Executive 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	02/02/2007 (Plan End Date reached)	Draft document out for consultation
134	National Air Quality Strategy Framework (1)	Declare an Air Quality Action Area (AQMA) for NO ₂ 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 31/08/07	Assessment not available. Previous update from 02/02/07: Local Air Quality Updating and Screening Assessment 2006 sent to the Scottish Executive in January 2007. The report concluded that there is no need for a detailed assessment on carbon monoxide , benzene, lead, sulphur dioxide and 1,3-butadiene since there is no risk of these pollutants exceeding target levels.
135	National Air Quality Strategy Framework (2)	Undertake further assessment of PM ₁₀ to establish if the 2010 objective will be exceeded and declare an AQMA if required.	Assessment of PM ₁₀	On Schedule	Requested 31/08/07	Assessment not available. Previous update from 02/02/07: The screening assessment report indicates that PM10 concentrations are predicted to exceed levels at the target date of 2010 at one site (Union Street) Guidance awaited from the Scottish Executive on whether a detailed assessment is required.

Statistic	Value
Total No. 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 October 2007
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	05/09/2007	Policy adopted in Feb 2006 and action plan being implemented and monitored through SPMD. Priority areas for action in 2007 ongoing and Review Group mtg due to be held on 5th Nov 2007. Progress Report to Committee will follow thereafter.
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	24/04/2007	21 schools have now gained environmental awards. 2 schools have gained gold, 11 schools silver and 6 bronze health awards. 8 schools have gained a SHAW award
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	08/08/2007	Continued awareness raising through Connecting the Agendas Strategy. In -service in school available on request.
3	DCS Sustainability Policy	Write a Departmental Policy on sustainability.	Policy to be agreed by May 2005.	Completed	19/05/2006	Completed. 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	05/09/2007	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.	Abandoned	08/10/2007	Department is no longer taking part in the scheme.
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 2007.	Behind Schedule	04/09/2007	The completion date for the Demo ECO House is now revised to February 2008 due to the complexity of co-ordinating the many suppliers and contractors who have free-gifted materials and time. The external building element is significantly completed and internal works commenced. Additional funding is being secured to appoint a full time construction presence to drive the project to completion.

107	Discovery Smartcard Initiative (1)	Implement Discovery Smartcard Initiative.	70,000 card holders and 7 applications by end 2007.	On Schedule	23/08/2007	There are approx. 59,000 cards issued of which 34,690 are now branded as the National Entitlement Card. The figure of 70,000 will only be met by adding further applications that invite people aged between 26 and 60 such as commercial bus travel or adult education, library and leisure memberships - these are being developed. 85% of 12-18 year olds and 87% of over 60s have a card. There are twelve applications that the card is used for.
108	Dundee Partnership communication	Manage Dundee Partnership communication through website.	All administration through website by March 2007.	On Schedule	04/09/2007	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. Dundee Partnership website featured in Dundee Partnership Newsletter asking for feedback on website. Site is being particularly well used by the Environment Theme.
109	Dundee Partnership for the Environment	Promote Dundee Partnership for the Environment.	Maximise awareness through DP communication strategy in 2006/7.	On Schedule	04/09/2007	Awareness Raising training for 22 participants held early June, good spread across partnership. Summer Partnership newsletter 10,000 copies distributed and put on partnership website along with August Partnership Digest. Further Community Engagement training programmed for October/ November 2007
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.	Completed	16/04/2007	A range of environmental Community Learning projects have been delivered as per target.
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.	Completed	04/04/2007	Future of Funding after April 2007 not secure. Dependant on Scottish Executives follow on for current CRF funding stream.
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	Completed. 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	Completed. 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	04/09/2007	Committee Report agreed on 27th August. The activities that young people get involved in are decided by them with support from youth workers. Where appropriate environmental education will inform these decisions.
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	04/09/2007	A range of provision for children and young people exists across Dundee including drop - in opportunities. Where appropriate environmental issues are considered as part of the programme.
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	17/08/2007	Staff are making good use of the recycling centre, particularly for plastic bottles, aluminium cans and glass. E-mail reminders are put out advising that the facility is there.

Statistic	Value
Total Number of Records	17
Completed	29.41%
On Schedule	58.82%
Ahead of Schedule	0%
Behind Schedule	5.88%
Unlikely to be Achieved	0%
Abandoned	6%

Assessments not available = 0

TOTAL October 2007

Statistic	Value
Total Number of Records	128
Completed	28.69%
On Schedule	60.94%
Ahead of Schedule	1.56%
Behind Schedule	4.69%
Unlikely to be Achieved	2.34%
Abandoned	0.78%

Total Assessments not available = 16 (12%)

TOTAL April 2007

Statistic	Value
Total Number of Records	128
Completed	28.69%
On Schedule	64.06%
Ahead of Schedule	0.78%
Behind Schedule	3.13%
Unlikely to be Achieved	2.34%
Abandoned	0%

Total Assessments not available = 12 (9%)

**APPENDIX 3: SUSTAINABILITY POLICY - WORKING GROUPS:
ANNUAL PROGRESS REPORTS**

**DUNDEE CITY COUNCIL - SUSTAINABLE CONSTRUCTION GROUP AND
SCOTTISH SUSTAINABLE CONSTRUCTION FORUM**

Annual Progress Report - October 2007

Background

The Sustainable Construction Group was set up by the then City 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 has become so successful that the Scottish Executive currently provides funding each year for incidental and administrative expenses. The City Architectural Services Officer chairs this group.

Achievements/Progress

Sustainable Construction Group - 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. The most recent meeting was held on 31 October and twelve people attended from five different departments. As well as construction the Disability Discrimination Act is on the agenda as are Waste Management and Energy Management.

Scottish Sustainable Construction Forum - This group last met in Perth in September where the theme was biomass heating. Three presentations on biomass fuel and boilers and their applications were given by experienced practitioners. The next meeting is on 8 February in West Lothian.

**Stuart Brown (Architectural Services)
5th November 2007**

DUNDEE CITY COUNCIL - BEST VALUE ENERGY MANAGEMENT GROUP

Annual Progress Report - October 2007

The Best Value Energy Management Group, chaired by Chief Executive and consisting of Depute Chief Executive (Finance), Director of Economic Development and City Architectural Services Officer meets on a quarterly basis to provide the highest possible leadership to the Council's commitment to reduce its dependence on the future use of fossil fuels. The group monitors and reviews the Council's progress towards achieving a reduction in greenhouse gas emissions from energy use, by examining the Council's Energy Management action plans and summary matrix including targets and timescales for initiatives, records revisions and amendments and benchmarks progress. Two action plans for 2007/09 (one detailing the Council's energy management strategy and the other for the installation of the physical measures within the Council's properties) have been agreed by the group and disseminated to all departments.

The Energy Champions group, consisting of representatives of all departments, convenes on a monthly basis to assist with the communication, facilitation and promotion of initiatives designed, in accordance with the City Council's sustainability policies and best practice, to ensure the efficient consumption of energy in City Council's properties.

The group encourages and maintains awareness on energy issues, promotes good-housekeeping measures, distributes posters and stickers on the importance of energy saving measures and provides information on energy contract price trends. The group fully participated and supported staff awareness and motivation initiatives.

Achievements / Progress

The Council has achieved approximately 6 % reduction in its energy usage with a corresponding carbon emissions reduction of approximately 5%, compared to the benchmark year (i.e. 2002). New energy targets are being prepared, which shall take into account properties' hours of use, type of use and changes to the property portfolio (e.g. new build projects and management of existing buildings).

An extensive staff awareness and motivation initiative is currently ongoing; to date 163 people have attended awareness and motivation workshops. A number of action items resulting from the workshops, together with proposals from various sources within the Council, have been included in the energy management strategy and property physical measures action plans as part of the continual review of the Council energy policy and strategies.

Energy surveys have been completed for the 20 non-education and 21 education highest energy-consuming properties. The survey of each property investigated a minimum of 41 energy saving initiatives (including renewable energy micro-generation), complete with a cost analysis, estimated payback periods, and estimated energy consumption and greenhouse gas emissions savings. The surveys identified 152 energy saving initiatives deemed suitable to be progressed immediately and when implemented will reduce energy consumption by 2,000,000 kWh and carbon dioxide by 717 tonnes a year.

**Alex Gibson (Economic Development Department)
25th October 2007**

DUNDEE CITY COUNCIL - STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

Annual Progress Report - October 2007

Background

The Council has a statutory duty under the 'Environmental Assessment (Scotland) Act 2005' to undertake Strategic Environmental Assessments (SEA) when preparing or modifying any of its plans, programmes and strategies (PPS) started on or after 20th February, 2006.

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

This statutory instrument replaces the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004 implemented to enact 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 implication of the change in the law is that under the Scottish Act, a much wider range of PPS now potentially require SEA than those under the former Regulations.

Achievements / Progress

Training and Guidance

To ensure that SEA is effectively mainstreamed and properly integrated into the plan preparation process, the Council 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 in August 2006.

Since then, the Scottish Executive has developed a toolkit and set of templates for local authorities to use when preparing the necessary reports as part of the SEA process. During 2007, the Council's guidance was merged with the Scottish Executive toolkit and a short briefing held for officers in September 2007. 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.

Committee Reports Format

Under the Revised Committee Reports Format issued by Committee Services, if the subject of the Committee Report concerns the preparation of a PPS, then it must include reference to Strategic Environmental Assessment (SEA). If SEA is required the undernoted must be inserted in the Report.

"A Strategic Environmental Assessment has been carried out and is appended to this Report."

Council SEA's to Date

Three Council PPS are currently in the SEA process and outlined on the next page:

APPENDIX 3

PPS	Stage	DCC Recommendation	Consultee Views	DCC Determination
Dundee Public Open Space Strategy	Scoping	SEA Required	SEA Required	SEA to be undertaken
Dundee Core Path Plan	Scoping	No SEA Required	SEA Required	SEA to be undertaken
Climate Change Framework 2008-2015 and Action Plan 2009-2011	Determination	SEA Required	No SEA Required	No SEA Required

Bryan Harris (Waste Management Department)
26th October 2007

DUNDEE CITY COUNCIL - CLIMATE CHANGE WORKING GROUP

Annual Progress Report - October 2007

Scotland's Climate Change Declaration

Dundee City Council signed Scotland's Climate Change Declaration in January 2007. This commits the Council to:

- Work with the Scottish Executive and the UK Government to contribute to the delivery of Scotland's and the UK's Climate Change programmes, including to reduce greenhouse gas emissions and to adapt to future climate change scenarios.
- Produce and publicly declare a plan, with targets and timescales, to achieve a significant reduction in greenhouse gas emissions from our own operations. This will include our energy use and sourcing, travel and transportation, waste production and disposal, estate management, procurement of goods and services, and improved staff awareness.
- Ensure that greenhouse gas reduction and climate change adaptation measures are clearly incorporated into our new and existing strategies, plans and programmes, in line with sustainable development principles.
- Assess the risks and opportunities for our services and our communities of predicted climate change scenarios and impacts, and take action to adapt accordingly and in line with sustainable development principles.
- Encourage and work with others in our local community to take action to adapt to the impact of climate change, to reduce their own greenhouse gas emissions and to make public their commitment to action.
- Publish an annual statement on the monitoring and progress of our climate response, detailing targets set, actions taken, outcomes achieved and further actions required.
- Collaborate with other organisations to promote good practice on climate change mitigation and adaptation

Development of a Climate Change Framework and Action Plan

The key requirement is to produce a plan with targets and timescales for action to reduce greenhouse gas emissions and adapt to climate change. To develop this plan, the Council has established a Climate Change Working Group with representatives from most departments, chaired by the Assistant Chief Executive (Community Planning). The working group is currently considering, and consulting within each department on, a draft Climate Change Framework for the period 2008-2015 and an initial Action Plan for the period 2008-2011.

The Framework will include sections on the impact of climate change, activities so far, vision, targets, monitoring and reporting. It will set out a series of objectives and future actions under the key headings of mitigation, adaptation and awareness raising. The working group is aiming to produce a revised draft of the Framework in November 2007, following which this will be submitted to the Chief Executive's Management Team and then to Committee for approval.

Awareness Raising

By way of preparation for the forthcoming discussions on the draft Framework and Action Plan, presentations based on a summary of the material from the Al Gore film 'An Inconvenient Truth' have been given to Elected Members, the Chief Executive's Management Team and the Dundee Partnership for the Environment. The Management Team agreed that staff should be offered the opportunity to see the Al Gore film and arrangements are currently being made for this.

Bill Findlay (Corporate Planning Department)
4th October 2007