















Environmental Services SIP - Direct Services Quarter 3 update

Action Status	
 Completed	 Assigned; In Progress
 Unassigned; Check Progress; Not Started	 Overdue
 Cancelled	


1. More businesses will be established in Moray 1.1 Business Gateway

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_1.1.1	Provide a programme of a minimum of 30 free business training workshops on various subjects such as marketing, record keeping and customer care through the year	31 Mar 2010	Programme of training workshops developed through a training provider (Consentia) for 2009/10. Ran 36 Business Workshops up to the end of quarter 3 with almost a 100% uptake for all sessions.	
ENV09_1.1.2	Provide business advice and support to at least 320 new and existing businesses in Moray through 2009/10	31 Mar 2010	Provided information and advice to new and existing businesses exceeding 250 in number up to end of quarter 3.	
ENV09_1.1.3	To promote and assist the establishment of at least 60 new business start-ups in Moray through 2009/10	31 Mar 2010	Provided assistance and support leading to the creation of 59 new businesses in Moray up to the end of quarter 3 (target 40).	
ENV09_1.1.4	Business Gateway to lead or assist in running 4 collaborative business networking/promotional events during 2009/10	31 Mar 2010	Two presentations to students and lecturers at Moray College on 7 October 2009 along with PSYBT. From this 16 enquiries were received from students interested in finding out more about starting a small business.	




1. More businesses will be established in Moray
1.2 Business parks and industrial units

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_1.2.1	<u>Enterprise Park Forres:</u> completed 10,000 ^{2ft} science unit. Develop sectoral and property propositions (mainly for inward investment), and take to market.	31 Mar 2010	Building completed and awaiting handover from contractor following commissioning of heating systems etc. Already engaged in discussion with company who are considering moving into this completed unit.	
ENV09_1.2.2	<u>Buckie Business Park:</u> conclude conditional missives, and apply for outline planning permission.	31 Mar 2010	HIE are still in discussions with landowner and other interested parties. Currently undertaking detailed design. Seeking to make a submission for planning permission by the end of March 2010	
ENV09_1.2.3	<u>Elgin West Business Park:</u> conclude initial site investigation, and seek to negotiate conditional missives.	31 Mar 2010	Site investigation concluded. Currently at stage of working on detailed design of park layout. Looking to conclude missives by end of March 2010.	














1. More businesses will be established in Moray
1.3 Account Management Programme

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_1.3.1	HIE will deliver 26 growth plans from businesses of significant growth potential based in Moray during 2009-10.	31 Mar 2010	At the end of quarter three we have 18 businesses growth and 5 social enterprise growth plans agreed. We are currently processing several applications for grant assistance in support of previously agreed growth strategies. On the basis of what we currently understand we expect to achieve our target of 26 business growth plans by the end of March 2010.	

1. More businesses will be established in Moray
1.4 Moray Towns Partnership

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_1.4.01	Begin implementation of marketing/tourism projects that received match funding through LEADER - Q1	30 Jun 2009	Projects that received Leader match funding are either completed or well under way.	
ENV09_1.4.02	Publication and distribution of 'Tear off Town Maps' and leaflets to promote and improve information for visitors to Lossiemouth and Forres - Q1	30 Jun 2009	'Tear off Town Maps' and Leaflet projects have been completed for Lossiemouth and Forres.	
ENV09_1.4.03	Preparation and submission of Scottish Government Town Centre Regeneration Fund for match funding for a number of Partnership projects - Q1	30 Jun 2009	The first bid to the Scottish Government Town Centre Regeneration Fund for match funding for a number of Partnership projects was submitted on time, however the bid was unsuccessful. A bid for the second round of funding has been submitted and currently awaiting outcome.	

Appendix 1

ENV09_1.4.04	Publication and distribution of Business Directory/Handbook aimed at improving marketing of local businesses in Keith - Q2	30 Sep 2009	Keith Area group assessed situation and have divert resources to the Visitor Information Point Scheme.	
ENV09_1.4.05	Publication and distribution of Business Directory/Handbook aimed at improving marketing of local businesses in Lossiemouth and Forres - Q2	30 Sep 2009	Both Forres and Lossiemouth Handbooks has been produced and being distributed.	
ENV09_1.4.06	Keith - production of Leaflet wallets to help improve marketing of Keith - Q2	30 Sep 2009	Keith Information Wallets have been produced and distributed to Visitor Information points	
ENV09_1.4.07	Investigate future funding sources for Phase 2 of Moray Towns Partnership - Q2	30 Sep 2009	Investigations for future funding sources as part of Phase 2 of Moray Towns Partnership have begun and will continue.	
ENV09_1.4.08	Formation of the Buckie Business Association - Q2	30 Sep 2009	Buckie Business Association has been formed	
ENV09_1.4.09	Lossiemouth - installation of 3 map boards to show walks between East and West beach, improving tourist facilities and information - Q3	31 Dec 2009	One Town Centre map board is to be installed in James Square, currently slow progress being made. It is anticipated that works will be completed by 31 March 2010.	
ENV09_1.4.10	Keith - promotion of Farmers/Continental Market and improvements and decorations on Mid Street. Both schemes to attract shoppers and visitors to Keith - Q3	31 Dec 2009	Currently in the process of appointing a contractor to carry out the Art work. Project has been delayed as it was anticipated that the project would form part of the Keith Regeneration bid, however the bid failed and the project has now returned as part of the Moray Towns Partnership works. It is anticipated that works will be completed by 31 March 2010.	
ENV09_1.4.11	Forres - carry out a feasibility study and produce detailed plans on promotion of 'be a disabled-friendly town', improving access throughout the town - Q3	31 Dec 2009	Feasibility Study is nearing completion and is in the 'Write Up' stage. Milestone should be completed by Mid February.	
ENV09_1.4.12	Forres - production and installation of information boards - marking the start of the coastal walk - to improve tourist information - Q3	31 Dec 2009	Information Boards are nearing completion and will be installed by 31 March 2010.	
ENV09_1.4.13	Buckie - production and distribution of Buckie eco-shopping bags; establishment of Buckie website; and promotion of events including Art events and Buckie Festival - Q3	31 Dec 2009	The Buckie eco-shopping bags have been produced and distributed, website established and promotion of Buckie events including Art events and Buckie Festival.	
ENV09_1.4.14	Lossiemouth - Ramsay Mac Donald Viewpoint upgrades, enhancing visitor facilities - Q4	31 Mar 2010	Building currently in progress as is the mosaic aspect. This project has gone slightly over budget as the spec was increased.	
ENV09_1.4.15	Forres - programme of shop front improvement aimed at improving appearance of town centre - Q4	31 Mar 2010	In process of choosing a contractor to carry out High Street re-wiring. All towns were given the opportunity to apply for Shop front Improvement Scheme through the successful Town Centre Regeneration Fund bid	
ENV09_1.4.16	Buckie - development of Buckie Community Radio; extension of the Speyside Way to Buckie; promoting Buckie as a terminus/start of 'The Speyside Way' - Q4	31 Mar 2010	Community Radio - progress being made with developing project including volunteers and location search. Speyside Way - orders have been placed for necessary equipment to extend walk.	

2. Moray will benefit from an improved and safer transportation infrastructure
2.1 Local Transport Strategy

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_2.1.1	Preparation of the second Moray Local Transport Strategy	30 Jun 2010	Draft strategy due end of March 2010	
ENV09_2.1.2	Maintain a reduction in the number of fatal road collisions	31 Dec 2010	There were 2 fatal road collisions during quarter 1 and 2. In quarter 3 there has been 1 (provisional)	
ENV09_2.1.3	Maintain a reduction in the number of serious road collisions	31 Dec 2010	There were 13 serious road collisions during Quarter 1 and 2 in Moray. In quarter 3 there have been 4 (provisional)	

2. Moray will benefit from an improved and safer transportation infrastructure
2.2 Elgin Traffic Management Plan





Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_2.2.1	Evaluation of options Elgin Western District Distributor Road	30 Jun 2010	Works ongoing	
ENV09_2.2.2	Completion of Reiket Lane Railway Bridge construction	31 Jul 2009	Reiket Lane Railway Bridge construction completed and opened July 2009	
ENV09_2.2.3	Liaise with Education, Housing, Planning, Estates and Roads for South West Elgin, to produce Elgin Traffic Management Plan	30 Jun 2010	Works ongoing	

3. Number of people accessing sustainable transport will increase
3.1 Number of people accessing sustainable transport will increase

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_3.1.1	% change in the number of journeys to work made by public or active transport	31 Mar 2010	Figures on the % change to journeys in Moray made to work by public and active transport will be available in October 2010.	
ENV09_3.1.2	Review new residential and commercial development and correlation to bus contracts	31 Mar 2010	Real time information systems are due to be installed at 4 locations in Buckie in January 2010 which have been funded through developer contributions.	
ENV09_3.1.3	Schools engaged with travel plan process and travel plans completed	31 Dec 2009	91% of schools currently involved in the travel planning process	
ENV09_3.1.4	Prepare Active Travel Plans for the new HQ campus	30 Apr 2010	Assessment of design proposals and transport connections underway	






4. People in Moray will have access to better paid employment

4.1 Rural Development Strategy

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_4.1.1	Establish operational procedures and systems to run, monitor and evaluate the LEADER programme.	31 Dec 2009	Target met. Processes and procedures have been put in place and assessed by The Moray Council Audit and Scottish Government Rural and Inspections Directorate staff.	
ENV09_4.1.2	Rolling programme of community meetings/events to increase engagement and awareness of LEADER funding. At least 20 presentations to be given during 2009/10.	31 Mar 2010	20 LEADER presentations have been delivered to a variety of Community Groups across Moray to promote awareness and applications	
ENV09_4.1.3	Approval of at least £300,000 of LEADER funding during 2009/10.	31 Mar 2010	Over £450,000 of LEADER funding has been approved at the end of quarter 3. 18 local projects have benefited from the funding to date. The list of projects and funding amounts can be viewed on the Moray LEADER website (morayleader.org.uk).	
ENV09_4.1.4	Receive at least 100 initial enquiries from interested applicants during 2009/10.	31 Mar 2010	Over 75 initial enquiries have been received to date where the LEADER team have offered guidance and advice as appropriate.	





4. People in Moray will have access to better paid employment

4.2 Development of a Moray Life Sciences Centre






Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_4.2.1	Outline of Moray Life Science Centre Business Case to be developed	30 Jun 2009	The Moray Life Science Centre Business Case complete and agreed by the Board of Moray College in June 2009. £3m of ERDF has already been secured, Moray College has committed its share of the £9.75m cost, and HIE Moray are currently considering the request of £1.5m on the basis of the business case. NHS Grampian's £3.5m contribution presents some difficulty for the Board at a time of decreasing capital funding and growing demands.	
ENV09_4.2.2	Appointment of Project Manager and Design Team	31 Jul 2009	Moray College has taken on this role until now but this now has to be undertaken by a project specialist. Positions of Project Manager and Design Team members have been advertised and tenders received. Decision taken not to appoint until greater certainty in relation to funding. All going well, the Project Team should be in place by March 2010.	
ENV09_4.2.3	Design Development RIBA Stage	30 Sep 2009	Decision taken not to proceed to next stage until funding secured from all partners. Revised due date of 30 May 2010	
ENV09_4.2.4	Technical Design RIBA Stage E	31 Dec 2009	Decision taken not to proceed to next stage until funding secured from all partners. Revised due date of 31 August 2010	
ENV09_4.2.5	Commence Pre-Construction RIBA Stage F-H	31 Mar 2010	Decision taken not to proceed to next stage until funding secured from all partners. Revised due date of 31 August 2010	

4. People in Moray will have access to better paid employment


4.3 Expand the Apprentice Scheme to all Partners and to include graduates and manual workers

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_4.3.1	Continued professional development of 1 st group of apprentices	31 Mar 2010	All apprentices from Group 1 (Jan 09) making good progress. All ICS awards awaiting finished and awaiting assessment. 9 x ECDL passports completed, further 2 almost completed. Have started and completed 3 elements of the 8 required for SVQ. No leavers and all wishing to remain in post	
ENV09_4.3.2	Investigate opportunities for partner agencies to participate in scheme and recruit apprentices	31 Mar 2010	Council Officers involved in the Apprenticeship scheme have been in discussion with Moray College, NHS Grampian, Highland and Island Enterprise and Skills Development Scotland. Moray College is interested in the scheme, and will be able to take on one (perhaps two) apprentices in 2010. NHS Grampian and Careers Scotland/Skills Development Scotland are also keen but are unlikely to be able to employ apprentices in the near future.	
ENV09_4.3.3	Explore opportunities of other funding bodies to develop further schemes that will benefit young people	31 Mar 2010	Worked with Jacqui Taylor to promote new scheme that will be aimed at more vulnerable young people, long term unemployed and Looked After Children. Funding applications completed.	
ENV09_4.3.4	Recruitment and placement of the 2 nd group of apprentices within Moray Council departments	30 Sep 2009	Adverts were placed in June 2009 for a second batch of apprentices as part of the Moray Council apprentice scheme. 12 were recruited, and started on 7th September 2009. All apprentices from Group 2 (Sept 09) making progress. 3 x ECDL passports completed 7x making progress and 3 not as yet started. No ICS (Institute of Customer Services) from January 2010 - new programme CSP to run from April 2010. One apprentice undertaking Sports Development HNC made good start. Slow starts to the SVQs.	



6. Residents and businesses will be protected against potential flood damage**6.1 Residents and businesses will be protected against potential flood damage**

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_6.1.1	All premises to be protected to 1 in 200 year standard by:- Rothes (April 2011) and Forres (Burn of Mosset) (October 2009)	30 Apr 2011	Forres (Burn of Mosset) Flood Prevention Scheme is completed other than minor works issued recently and landscaping works planned to be completed in the correct season. A final report will be submitted to the Sub-Committee at the meeting on 24 February 2010. Progress of Rothes Flood Prevention Scheme is generally satisfactory. Where progress is not aligned with the agreed programme, efforts will continue to mitigate slippage and bring the Schemes back on programme or provide satisfactory justification for why this is not possible and propose changes to the approved programme.	
ENV09_6.1.2	Public enquiry due mid 2009 for the Elgin Scheme to protect 600 homes and 180 businesses to 1 in 200 year standard	31 Jul 2009	The Elgin Flood Alleviation Scheme Public Local Inquiry finished on 25 September 2009. The Inquiry Report is anticipated around the turn of the year.	
ENV09_6.1.3	Public Inquiry due mid 2009 for the Forres (River Findhorn and Pilmuir) Scheme to protect 904 homes and 76 businesses to 1 in 200 year standard	28 Feb 2010	A Public Local Inquiry (PLI) is likely to delay the programme but until a date is set there is little point in amending the programme. Some delay can be anticipated. A Reporter was appointed for the PLI and it was likely that a pre-inquiry meeting would be held before the end of 2009.	
ENV09_6.1.4	Surface water drainage - improvements in consultation with Scottish Water	30 Apr 2010	This is an on-going issue. Work on the Elgin drainage areas study is complete.	
ENV09_6.1.5	Monitor new housing developments and carry out flood risk assessments on all future developments in risk areas by introducing new arrangements to streamline process make it more consistent	30 Sep 2010	The Council does not carry out flood risk assessments, but rather requires developers to carry them out where appropriate. The Council considers planning applications and comments on these and any flood risk assessment submitted. This applies to all developments, not just housing. The new process is in place.	

7. Minimise Waste and Encourage Recycling - Diverting waste from Landfill**7.1 Diverting waste from Landfill**

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_7.1.1	Meet the Scottish Government's target:- 40% for recycling and composting	31 Mar 2010	Cumulative form 3rd Qtr shows 45.15%, therefore still above the target of 40% and unlikely to drop below this	

8. Carbon Management and Climate Change
8.1 Carbon Management and Climate Change

Action Code	Action Title	Due Date	Latest Note	Status Icon
ENV09_8.1.1	Establish baseline data for Council buildings	31 Dec 2009	Relevant council building energy consumption data has been gathered, verified and logged onto TEAM Sigma. This was completed at the end of Nov as part of our Carbon Trust Standard assessment. This information is being used to establish council building baseline data.	
ENV09_8.1.2	Benchmark school energy consumption	31 Dec 2009	Comparison reports generated for schools using UK government national benchmarks	
ENV09_8.1.3	Roll out smart meters to Council buildings	31 Mar 2010	Currently looking at council buildings where SMART meters will be installed and possible costing. Meters are leased on a 5 year contract so it is important to identify appropriate buildings.	