












Environmental Services SIP - Direct Services Quarter 4 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 45 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. A total of 53 Business Workshops were run during 2009/10 with almost a 100% uptake for all sessions. A number of subjects were covered including marketing & selling skills, e-commerce, understanding finance and record keeping.	
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 800 in number during 2009/10, of which 420 were start up enquiries.	
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 83 new businesses in Moray during 2009/10.	
ENV09_1.1.4	Business Gateway to lead or assist in running 4 collaborative business networking/promotional events during 2009/10	31 Mar 2010	Business Gateway led and/or assisted in running 5 collaborative networking/promotional events held in Moray during 2009/10. The events were jointly run with a number of partner agencies including Moray College, Moray Chambers of Commerce, Highland and Island Enterprise and the Federation of Small Businesses.	


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 was completed at the end of 2009, contract has been tendered and awarded and marketing programme has now begun for the property.	
ENV09_1.2.2	<u>Buckie Business Park</u> : conclude conditional missives, and apply for outline planning permission.	31 Mar 2010	Detailed design works have been completed for the Buckie Business Park, however submission for planning permission has had to be postponed until missives have been progressed. It is proposed that his action be carried forward to 2010/11.	
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. Now working on detailed design of park layout. Discussions with Transport Scotland critical to feasibility of site. It is proposed that his action be carried forward to 2010/11.	




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	There was 27 new business growth plans agreed during 2009-10, as well as 5 new social enterprise growth plans developed. There are now 53 businesses and 10 social enterprises with growth plans in place in Moray. The new growth businesses were of varying size from existing international businesses of scale to recent business start ups. The anticipated yield over the next three years for the new growth plans agreed this year (27) is £26.8 million of gross value added.	

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	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 diverted 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 have been produced and are 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	At the Economic Development & Infrastructure (ED&I) Committee on the 20 th April it was agreed the funding of £40,000 for 2010/11 and £60,000 for 2011/12 be committed from the ED&I budget with the acknowledgement that match funding for projects will continue to be sought.	
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	The Map board is currently being designed and will be installed by June 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	Contractor was appointed and has completed consultation work and art work. Contractor is awaiting proofs from printer and final checks with group (March 2010). Planning Applications have been submitted for all 4 towns for Markets.	
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 has been completed and is currently being publicised. (March 2010)	
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 Board is being sent to manufacturer. (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	Due to unforeseen weather conditions building work was delayed but is now nearing completion. Mosaic work has been completed.	
ENV09_1.4.15	Forres - programme of shop front improvement aimed at improving appearance of town centre - Q4	31 Mar 2010	Forres re-wiring project has been completed and a number of premises took advantage of the TCRF.	
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 completed end March 2010. Submitted to ED&I Services Committee on 20/04/10 and approved for final stakeholder consultations.	
ENV09_2.1.2	Maintain a reduction in the number of fatal road collisions	31 Dec 2010	There were 3 fatal road collisions in Moray between April 2009 and March 2010. (Provisional)	
ENV09_2.1.3	Maintain a reduction in the number of serious road collisions	31 Dec 2010	There were 23 serious road collisions in Moray between April 2009 and March 2010. (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	Consultants are working on the option appraisal. Workshop with consultants and officers was delayed twice due to bad weather. Reports to service committee are likely in August and December 2010 reporting progress and seeking approval to progress to consultation, with a report on route preference in March 2011.	
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	Liaison carried out and continuing. This will provide input to Committee report in August 2010 (as outlined above).	





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 Oct 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 installed at Seafield Hospital, Netherha Road, Highfield Road and West Church Street Buckie which were funded through developer contributions. There is potential for a bus lay-by and shelter to be installed in Barhill Road in the future which will be 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 as at the end of March 2010.	
ENV09_3.1.4	Prepare Active Travel Plans for the new HQ	30 Apr 2010	Active Travel plans are progressing in line with the development of the office plans.	






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	23 LEADER presentations were delivered in 2009/10 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	£608,831 of LEADER funding has been approved during 2009/10 in Moray. 33 applications were received during the year, of which 24 were approved and funding provided. The full time equivalent of 32 jobs has been created through the contribution of LEADER funding to the projects. 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	104 initial enquiries were received during 2009/10 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 June 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. Action carried forward for 2010/11 with a revised due date of September 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. Action carried forward for 2010/11 with a revised due date to be confirmed.	
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. Action carried forward for 2010/11 with a revised due date to be confirmed.	






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 group 1 apprentices finished European Computer Driving Licence (ECDL). All group 1 apprentices completed ICS award scheme. Three apprentices have successfully completed Scottish Vocational Qualification (SVQ) level 3, with four further apprentices nearing completion. The remaining four apprentices are continuing to make steady progress.	
ENV09_4.3.2	Investigate opportunities for partner agencies to participate in scheme and recruit apprentices	31 Mar 2010	Recent conversations with community planning partners indicate willingness in principle but no funding available at the present time.	
ENV09_4.3.3	Explore opportunities of other funding bodies to develop further schemes that will benefit young people	31 Mar 2010	Awaiting outcome of MAPS to explore how the two schemes may work together.	
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. The majority of group 2 apprentices have completed or are nearing completion of the ECDL. All group 2 apprentices have started SVQ and Higher National Certificate (HNC) awards. Diverse range of subjects will require closer scrutiny of progress.	


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:- Rothies (April 2011) and Forres (Burn of Mosset) (October 2009)	30 Apr 2011	Forres (Burn of Mosset) Flood Prevention Scheme is complete other than minor works issued recently and landscaping works planned to be completed in the correct season. Further Post completion Flash Reports will be issued until the end of the Maintenance period to the Flood Alleviation Sub Committee. Progress on Rothies 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 inquiry due mid 2009 for the Elgin Scheme to protect 600 homes and 180 businesses to 1 in 200 year standard	31 Jul 2009	Progress on Elgin Flood Alleviation Scheme is generally satisfactory except for the delays caused by the reporter to the Public Local Inquiry (PLI) requiring additional information. Efforts will continue to mitigate the delays to maintain the Scheme completion date. A revised Project Execution Plan and programme will be submitted once a likely date for the conclusion of the PLI is known.	
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 pre-hearing was held on 8 December 2009 and the Public Local Inquiry was set for 6 days from 8 June 2010 to 17 June 2010. This will delay the programme and a revised project Execution Plan was submitted to the Flood Alleviation Sub-Committee on 21 April 2010.	
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	Quarter 4 recycling rates were substantially lower (33.6%) than expected due to a combination of poor weather hampering both depositing at recycling centres and the removal of waste from Elgin to re-processors. Recycling rates for the year averaged at 41.5% and continue to perform above the Scottish target of 40%, although annual rates of waste recycling are down from previous years.	

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	Data has been collected on energy consumption of identified council buildings and work is being undertaken with suppliers of SMART meters to arrange initial installation of meters. Installation of meters will begin in quarter 1 (2010/11) and continue as a rolling programme through to 2014.	
ENV09_8.1.4	Green procurement information	31 Mar 2010	Production and distribution of supplier newsletter providing information on potential green sourcing for future council purchasing. Sustainable Procurement Action Plan compiled and embedded in Procurement Strategy 2010 – 2013 which will be produced in May 2010.	