

REPORT TO SUSTAINABILITY COMMITTEE – 28 AUGUST 2019

RESOURCES AND CIRCULAR ECONOMY FRAMEWORK

1 Recommendations

The Committee is recommended to:

- 1.1 Consider and comment on the draft Resources and Circular Economy Framework (Appendix 2), which will accompany the Resources and Circular Economy Commitment, in order to give the relevant principles, expectations and guidance to all staff and Services.**

2 Background / Discussion

- 2.1 Scotland is pursuing a transition to a society and economy where we consume and waste far fewer resources. This is being supported by Scotland's [Zero Waste Plan](#) and [Circular Economy Strategy](#) which aim to facilitate a revolution in the way products are designed, used, reused, repaired and recycled.
- 2.2 Aberdeenshire Council has already committed to reducing its consumption of resources '*in support of circular economy principles and zerowaste*', within its [Environmental and Climate Change Policy](#) which was approved by the Policy and Resources Committee at its meeting on 17 November, 2016 (Item 16). There are many additional benefits, in conjunction with reducing our environmental impact and carbon emissions, including improved financial and operational performance, setting an example for the community, stimulating a regional transition to a circular economy and inspiring the opportunity for creativity and innovation.
- 2.3 The Resources and Circular Economy Commitment (Appendix 1), which was considered, approved and endorsed by this Committee at its meeting on 22 May, 2019 ([Item 9](#)), has been developed for Aberdeenshire Council to commit the Council to work towards improving the way it thinks about, purchases and manages physical resources. The Committee requested the Head of Economic Development and Protective Services to submit a report to a future meeting of Aberdeenshire Council, recommending the formal adoption of the Commitment, alongside a developed framework for its implementation, following full consultation with relevant officers, and members of other policy committees, as detailed within the report.
- 2.4 A draft Framework document (Appendix 2) is under way and is being developed to give relevant principles, expectations and guidance to all staff and Services. Officers are seeking comment from this Committee on the draft Framework, at this time.

- 2.5 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this and their comments are incorporated within the report. They are satisfied that the report complies with the Scheme of Governance and relevant legislation. The following Services and teams have also been consulted in the development of the Resources and Circular Economy Framework and Commitment and will be involved in further development of this draft Framework: Commercial and Procurement Shared Services; Property and Facilities Management; Economic Development; Waste; Education and Learning; Libraries; Sport and Physical Activity; Customer Communications and Improvement; Legal and Governance; and Older People Care.
- 2.6 Support and feedback from the Strategic Leadership Team regarding the draft Resources and Circular Economy Framework is summarised in Appendix 3.

3 Scheme of Governance

- 3.1 The Committee is able to consider and take a decision on this item in terms of Section S, paragraph 1.1 (a) of the List of Committee Powers in Part 2A of the Scheme of Governance, as it relates to monitoring the Council's work in respect of sustainable development and climate change.

4 Implications and Risk

- 4.1 An Equality Impact Assessment has not been undertaken at this time as we are awaiting feedback from Committee on how to progress. An Equality Impact Assessment will be undertaken alongside the future development of the Commitment and Framework.
- 4.2 Although there are no direct staffing and financial implications from enacting the recommendation of this report – *to review and comment on the draft Resources and Circular Economy Framework* – there would be staffing and financial implications in the instance of the subsequent adoption of the Resources and Circular Economy Framework and overarching Resources and Circular Economy Commitment. For example, establishing internal reuse systems and processes such as council-managed reuse hubs and distribution systems would require upfront investment of staff time and potentially financial resources, but would have the potential for longer-term time and cost savings. The AHSCP [Joint Equipment Centre](#) in Inverurie is an example of a project which required a large upfront investment but, through reuse, has enabled £24m of value to be delivered through an equipment spend of £3.5m since its establishment in 2010. There would also be opportunities to invest in the development of the circular economy across Aberdeenshire, such as supporting new material reprocessing industries, much in a similar way as the Council supported the development of the regional biomass industry.
- 4.3 The following Risks have been identified as relevant to this matter on a Corporate Level – Risk ID ACORP010, as it relates to environmental challenges within the Corporate Risk Register. The following Risks have been identified as relevant to this matter on a Strategic Level – Risk ID ISSR004, as it relates to climate change in the Directorate Strategic Risk Register.

- 4.4 A Town Centre Impact Assessment has not been undertaken at this time as we are awaiting feedback from the Committee on how to progress. A Town Centre Impact Assessment will be undertaken alongside the future development of the Commitment/policy.

Stephen Archer
Director of Infrastructure Services

Report prepared by: Joel Evans, Internal Waste Reduction Officer, 22 July, 2019



From mountain to sea

Resources and Circular Economy Commitment

Scotland is currently pursuing a [transition to a 'circular economy'](#)¹. This is a revolution in the way products are designed, used, reused, repaired and recycled. It means that, through innovative new processes and standards, products and materials are kept in high value use for as long as possible. This transition to a society and economy in which fewer resources are consumed and wasted will benefit our environment, economy and communities.

Aberdeenshire Council, building on its commitments in its Environmental and Climate Change Policy, recognises that it has a duty to support and lead in the transition to a circular economy both locally and nationally. The Council will therefore strive towards greater sustainability and responsibility in the way it considers, purchases and manages physical resources, innovating and collaborating in support of a more circular economy.

To meet this commitment we will:

- Promote, effect and support circular economy principles and practice internally and in our external areas of influence such as events, contractors, partners, community and government.
- Develop an internal Resources and Circular Economy Framework to give principles, expectations and guidance to all staff and Services.

Smarter purchasing

- Promote circular purchasing options, such as sharing, reuse, leasing and purchasing of items that have been designed, manufactured or sourced with circular economy principles in mind.
- Support suppliers with circular economy principles, including [circular design](#), reuse and repair, and the reduction of unnecessary use of resources.
- Avoid, where possible, the purchase of items which do not contribute to a more circular economy and do not represent a responsible use of resources, such as some single or limited use items.

Better resource management

- Establish reuse systems and processes that facilitate the efficient and effective internal sharing and reuse of all manner of council physical resources.
- Develop external links and arrangements, including with the third sector and community groups, to ensure that resources not needed within the council go to the most productive use possible, with disposal (recycling, landfill or burning) being the last resort.

Responsible disposal

- Ensure that verified, responsible disposal routes are used, and that appropriate recycling infrastructure and guidance is provided across council premises, covering all reasonably practicable materials, and that staff comply with recycling procedures.

¹ Scottish Government, 2016. Making Things Last: A Circular Economy Strategy for Scotland.



From mountain to sea

Appendix 2

Resources and Circular Economy Framework

Revision D1, 2019





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1 Introduction

This framework gives guidance to Members, leadership and Officers in working out our Aberdeenshire Council Resources and Circular Economy Commitment¹. It provides key principles and Service and site-specific guidance in the areas of smarter purchasing, better resource management and responsible disposal.

The framework supports Aberdeenshire Council's ongoing move towards an increasingly efficient, responsible and sustainable relationship with physical resources, and commitment² to circular economy³ principles. It also offers the opportunity to take a lead in an area of regional⁴, national⁵ and international⁶ focus and putting ourselves and our communities in the best position possible to reap the associated benefits⁷.

Maximising the potential benefits, including financial savings, local economic and community development, and longer-term sustainability, will require development of understanding, investment of effort and resources, and ongoing commitment, but offers an exciting challenge, requiring innovation, collaboration and a One Aberdeenshire approach.

2 Principles

The following guiding principles are provided as a foundation to support staff in the transition to a more circular approach to resources.

General

- **Innovation** – be creative and innovate to improve our working cultures and practices, and to develop initiatives in our communities.
- **Influence** – reach out and influence wider change in our region, nation and beyond.
- **Collaboration** – work collaboratively, developing good working relationships, networks and internal and community capacity.

Smarter purchasing

- **Reduction** – it is a priority to significantly reduce the physical resources that we purchase and use.
- **Planning** – for any purchase, consider the full lifecycle of the product, including reuse, repair and recycling potential.

¹ Aberdeenshire Council, Resources and Circular Economy Commitment [Appendix 1]

² Aberdeenshire Council, [Environmental and Climate Change Policy](#)

³ Zero Waste Scotland, [Defining the circular economy](#)

⁴ Aberdeen & Grampian Chamber of Commerce, [Circular North-east](#)

⁵ Scottish Government, [Making Things Last: a circular economy strategy for Scotland](#)

⁶ United Nations Framework Convention on Climate Change, [Circular Economy Is Crucial to Paris Goals – Study](#)

⁷ Scottish Government, [Benefits of a circular economy](#)

- **New thinking** – encourage and support the development of circular business models and practices through our procurement requirements.

Better resource management

- **Responsibility** – individuals and teams are responsible for the best use resources they manage.
- **Sharing** – making the most of our resources by sharing should be the norm, rather than letting resources go to waste through hoarding.
- **Systems** – development of formal and informal resource management systems, infrastructure and roles is key.

Responsible disposal

- **Incentive** – appropriate budgetary incentives should be put in place for the minimisation of waste being produced.
- **Roles and responsibilities** – all areas of the council should have clear roles and responsibilities with regard to minimising and managing waste, recycling or otherwise.
- **Infrastructure** – ensure responsible disposal routes (recycling or otherwise) are set up, along with appropriate collections, infrastructure and labelling to encourage use.

3 Guidance

The following sets of guidance for various areas of the council give direction to staff regarding how to progress with a transition to a more circular approach to resources in their areas of work. These sets of guidance should be read in conjunction with the principles, and with supporting information provided in appendices.

This section will develop over time is not intended to be an exhaustive checklist, nor to exclude initiative or innovation which is in line with the overall principles.

Feedback is welcome, particularly if you feel that more guidance could be provided for your area of work in this framework, and should be directed to [#name](#), Internal Waste Reduction Officer. Training options for Members, leadership and Officers will be considered alongside the Development of this Framework.

3.1 Care homes and very sheltered housing

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in care homes, very sheltered housing, and other similar work areas.

General

- **Champions** – consider having champions (residents and staff) in each home or complex to promote and take a lead in the application of this Framework.
- **Collaboration** – link in with the AHSCP Goods and Equipment Group – through [#name](#), Business Services Manager – to develop more efficient ways of purchasing and managing resources across AHSCP.
- **Benefits** – take advantage of associated benefits such as: generating positive engagement among staff and residents; developing community links (e.g. joint recycling or reuse schemes); and creating good news stories and PR.

Smarter purchasing

- **Stop** – avoid new purchases where resources could be practically sourced from elsewhere within the council or community, for example through [Warp-It](#).
- **Leasing** – consider leasing or sharing models for more expensive items of furniture or equipment which would only be used for a limited time period.
- **Collaboration** – following [One Aberdeenshire](#) principles, consider joint purchasing with other care homes, AHSCP groups and other council Services in the locality to improve efficiency and reduce waste.
- **Procurement** – work with and provide feedback to Procurement Services – through [#name](#), Community Benefits & Sustainable Procurement Manager – towards increasingly more circular and sustainable procurement (e.g. improving the circularity requirements for suppliers and contractors).
- **Suppliers** – work with suppliers to eliminate unnecessary packaging and, where practical, limit the purchase of single-use items.

Better resource management

- **Inventory** – complete regular inventory reviews and look to find good homes for items that could be put to better use, by using the [Warp-It](#) reuse portal or other means.
- **Systems** – network with other Services and organisations (e.g. hospitals, community groups and business) within the locality to develop systems for reuse, repair and redistribution of resources.
- **Collaboration** – consider working with the [Joint Equipment Service](#) and [NHS Scotland](#) to see what items can be reused, repaired or recycled.
- **Creativity** – look out for opportunities for creative reuse that can set a good example, such as reusing leftover cardboard for making Christmas decorations.

Responsible disposal

- **Collaboration** – work with the community and locality for responsible joint disposal options, such as battery bins and clothes banks.
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3.2 Depots

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in depots and other similar work sites.

General

- **Learning** – look across industry to identify opportunities to improve resource management.
- **Champions** – consider having champions in each team or depot to promote and take a lead in the application of this Framework.
- **Benefits** – take advantage of associated benefits such as: providing staff with the opportunity to show initiative and leadership; developing links with other Services and community businesses through resource sharing initiatives; and reducing costs by increasing resource efficiency.

Smarter purchasing

- **Leasing** – continue to consider leasing or sharing models for vehicles and equipment which would only be used for a limited time period.
- **Suppliers** – use joint purchasing power – working with other depots, Services, and even other related businesses – to encourage circular and resource efficient solutions (e.g. recycled material, remanufactured components and reduced packaging waste) from local suppliers.
- **Procurement** – work with and provide feedback to Procurement Services – through [#name](#), Community Benefits & Sustainable Procurement Manager – towards increasingly more circular and sustainable procurement (e.g. improving the circularity requirements for suppliers and contractors).

Better resource management

- **Inventory** – complete regular inventory reviews and look to find good homes for stock and equipment that could be put to better use, by using the [Warp-It](#) reuse portal or other means.
- **Systems** – network with other Services, local businesses and community groups within the locality to develop systems for reuse, repair and redistribution of stock and equipment, reducing the need for disposal and new orders.

Responsible disposal

- **Verification** – work with waste contractors to ensure the most responsible and circular disposal routes (recycling or otherwise) are in place.
 - **Innovation** – work with the community and local businesses to look for innovative new uses for waste resources (e.g. as an input to another process) which provide greater circularity, and which may develop new local industry.
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3.3 Economic Development

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in economic development and other similar work areas.

General

- **Learning** – understand the national circular economy strategy⁸ and other relevant context⁹ and support, including Zero Waste Scotland¹⁰ and Circular North-east¹¹.
- **Vision** – integrate a circular economy vision into regional economic development planning.
- **Promotion** – promote the opportunities^{9,12} for Aberdeenshire and Aberdeenshire Council to play a lead role in a transition to a circular economy, communicating these opportunities in relevant, accessible language.
- **Support** – provide inspiration, training and support to enable regional organisations and communities to think differently and transition to being more circular, for example through Business Gateway toolkits and diagnostics, and grant programme conditions and advice.
- **Celebrate** – recognise and celebrate good examples of organisations and communities thinking and working in more circular ways, for example through awards and accreditation.

Smarter purchasing

- **Funding** – when providing grants and financial support consider whether resource management and circular economy requirements would be appropriate.
- **Investment** – work with Inward Investment team, Planning and other council Services to ensure joined-up approach with regard to planning and investment for a more circular economy in Aberdeenshire.
- **Stop** – think carefully before ordering branded marketing material (e.g. pens, memory sticks, banners) and consider whether they would be a good use of resources or whether alternative marketing techniques would be better.

Better resource management and responsible disposal

- **Infrastructure** – consider how to encourage and support investment in local facilities and infrastructure to better manage resources locally in Aberdeenshire (e.g. reuse, repair, recycling, reprocessing and remanufacturing).
- **Collaboration** – work with the Waste team and other Services to develop future vision for waste and resource management in Aberdeenshire and how economic development can support progress towards this vision.

⁸ Scottish Government, [Making Things Last: A Circular Economy Strategy for Scotland](#)

⁹ Zero Waste Scotland, [Circular North East Scotland](#)

¹⁰ Zero Waste Scotland, [Our role in a circular economy](#)

¹¹ AGCC, [Circular North-east](#)

¹² Scottish Government, [Benefits of a circular economy](#)

3.4 Leisure / community centres

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in leisure or community centres and other similar work sites.

General

- **Promotion** – Engage the public in this resources and circular economy vision and encourage and support community initiatives where possible.
- **Champions** – consider having champions in each centre to promote and take a lead in the application of this Framework.
- **Collaboration** – communicate and collaborate with other centres, relevant Services, and even local businesses and community groups to find joint solutions (e.g. sharing and recycling resources).
- **Benefits** – take advantage of associated benefits such as: providing staff with the opportunity to take the lead and be creative; developing links with the community; and creating good news stories and PR.

Smarter purchasing

- **Stop** – avoid new purchases where items could be done without or resources could be practically sourced from elsewhere within the council or community, for example through [Warp-It](#). Consider the quality and safety assessments required, for example through a company like sportsafe.
- **Quality** – consider the necessity, longevity and reusability of items purchased, sports equipment and uniforms for example.
- **Leasing** – consider leasing or sharing models for more expensive items of equipment which would only be used for a limited time period.
- **Procurement** – work with and provide feedback to Procurement Services – through [Stuart Calderwood](#), Community Benefits & Sustainable Procurement Manager – towards increasingly more circular and sustainable procurement (e.g. improving the circularity requirements for suppliers and contractors).
- **Suppliers** – work with suppliers to eliminate unnecessary packaging waste – for example chemical drums to be taken back for reuse – and, where practical, limit the purchase of single-use items.

Better resource management

- **Inventory** – complete regular inventory reviews and look to find good homes for items that could be put to better use – by using the [Warp-It](#) reuse portal or other means – or recycling if beyond repair.
- **Systems** – network with other centres and organisations within the locality to develop systems for reuse, repair and redistribution of resources.

Responsible disposal

- **Planning** – plan responsible disposal options for expired equipment (e.g. trampolines) and consider disposal options in purchasing equipment. Ensure appropriate disposal responsibility agreements are in place with community groups if they are storing equipment at the centre.
 - **Collaboration** – work with the community and locality for responsible joint disposal options, such as battery bins and clothes banks.
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3.5 Libraries

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in libraries or other similar work areas.

General

- **Promotion** – Engage the public in this resources and circular economy vision and encourage and support community initiatives where possible.
- **Champions** – Consider having champions in each library (and library HQ) to promote and take a lead in the application of this Framework.
- **Benefits** – take advantage of associated benefits such as: providing staff with the opportunity to take the lead and be creative; developing links with the community (e.g. joint recycling or reuse schemes); and creating good news stories and PR.

Smarter purchasing

- **Procurement** – work with and provide feedback to Procurement Services – through [#name](#), Community Benefits & Sustainable Procurement Manager – towards increasingly more circular and sustainable procurement (e.g. improving the circularity requirements for suppliers and contractors).
- **Stop** – avoid new purchases where resources could be practically sourced from elsewhere within the council or community, for example through [Warp-It](#).
- **Suppliers** – work with suppliers to eliminate unnecessary packaging waste and, where practical, limit the purchase of single-use items.

Better resource management

- **Inventory** – complete regular inventory reviews and look to find good homes for items that could be put to better use – by using the [Warp-It](#) reuse portal or other means – or recycling if beyond repair.
- **Collaboration** – consider whether the library model of resource sharing and distribution could be used in other areas of the council and community approach relevant Services, teams and organisations to discuss ideas.
- **Creativity** – look to set an example for creative reuse in the community and act as a hub for community ideas.

Responsible disposal

- **Collaboration** – work with the community and locality for responsible joint disposal options, such as battery bins and clothes banks.
-

3.6 Management and leadership

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for management and leadership.

General

- **Learning** – understand the national circular economy strategy¹³ and other relevant context¹⁴ and support^{15,16}, and network with other Services and organisations to find and develop best-practice in your context.
- **Vision** – Integrate a circular economy vision into all relevant aspects of regional, council and team planning.
- **Roles and responsibilities** – ensure that roles and responsibilities of various teams include resources and circular economy principles.
- **Promotion** – promote the opportunities^{Error! Bookmark not defined.}¹⁷ for Aberdeenshire and Aberdeenshire Council to play a lead role in a transition to a circular economy, communicating these opportunities in relevant, accessible language.
- **Influence** – influence and feedback externally, including to the Scottish and UK governments, to support the policy, taxation and law changes required to transition to a circular economy.
- **Benefits** – take advantage of associated benefits such as: generating positive engagement and spirit among staff and the community; and creating good news stories and PR.
- **Celebrate** – recognise and celebrate good examples of teams, organisations and communities thinking and working in more circular ways.

Smarter purchasing

- **Principles** – lead and support the use of circular principles in their purchasing decisions, including: reducing unnecessary purchasing; considering leasing, reuse ([Warp-It](#)) and sharing options; and purchasing with a long-term view.
- **Procurement** – work with and provide feedback to Procurement Services – through [#name](#), Community Benefits & Sustainable Procurement Manager – towards increasingly more circular and sustainable procurement (e.g. improving the circularity requirements for suppliers and contractors).

Better resource management

- **Systems** – lead and support the development of systems for reuse, repair and redistribution of resources between Services and teams, and externally.
- **Budgets** – ensure that budgetary arrangements provide appropriate incentive for teams to share resources.

Responsible disposal

¹³ Scottish Government, [Making Things Last: A Circular Economy Strategy for Scotland](#)

¹⁴ Zero Waste Scotland, [Circular North East Scotland](#)

¹⁵ Zero Waste Scotland, [Our role in a circular economy](#)

¹⁶ AGCC, [Circular North-east](#)

¹⁷ Scottish Government, [Benefits of a circular economy](#)

- **Example** – lead by example in promoting and supporting minimisation and responsible management of waste.

3.7 Offices

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in managing or working in offices.

General

- **Roles and responsibilities** – clarify the individual and team roles and expectations for managing resources in the office, for example: managing stationery hubs; sharing unused resources through Warp-It; and appropriate waste separation and recycling. Show respect for colleagues by fulfilling your end of the bargain and supporting them in theirs.
- **Champions** – Consider having champions in each office or team to promote and take a lead in the application of this Framework.
- **Collaboration** – work across teams and Services to develop joint approaches and to share ideas and best practice.

Smarter purchasing

- **Stop** – consider a moratorium on purchasing new office stationery, rather making use of existing stationery in the team and across the council and, where practical, limit the purchase of single-use items.
- **Procurement** – work with and provide feedback to Procurement Services – through *#name*, Community Benefits & Sustainable Procurement Manager – towards increasingly more circular and sustainable procurement (e.g. improving the circularity requirements for suppliers and contractors).
- **Suppliers** – work with suppliers to eliminate unnecessary packaging waste.

Better resource management

- **Example** – set an example of valuing and making the most of resources and reducing unnecessary waste for colleagues across the council.
- **Stationery hubs** – set up and use stationery hubs to make office resources go further and reduce the amount of stationery purchased and thrown away.
- **Collaboration** – collaborate between teams to share resources and consider acting as a hub for staff to share personal resources or to take unwanted council resources.

Responsible disposal

- **Bin pods** – use centralised and well signed and equipped bin pod systems to ensure that waste is segregated appropriately and efficiently dealt with.
 - **Inductions** – use the induction process (and visitor introductions) to brief staff on the expectations regarding responsible disposal of waste.
 - **Collaboration** – clearly communicate and respect the various roles within your building for managing waste and play your part to make the system work smoothly.
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3.8 Procurement

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in procurement and related work areas.

General

- **Learning** – keep abreast of the latest methods, developments and support in the field of circular procurement^{18,19}.
- **Promotion** – promote across relevant teams and Services the opportunities available through the latest methods, developments and support in the field of circular procurement^{18,19}.
- **Collaboration** – consider the opportunities to connect with the Interreg North Sea Region ProCirc circular procurement project²⁰ through *#name*, Sustainable Procurement Sector Manager at Zero Waste Scotland.
- **Quality** – consider how circular qualities (durability, reusability, recyclability) can be further built into the procurement process and taken account of by the teams using the process.
- **Support** – consider how circular principles support could be administered to those purchasing and how procurement (and disposal) of assets and equipment could be verified according to circular principles.

¹⁸ Zero Waste Scotland, [Sustainable procurement](#)

¹⁹ Zero Waste Scotland, [Procuring for: Repair, Re-use and Remanufacturing – Category and Commodity Guidance](#)

²⁰ [Interreg North Sea Region ProCirc circular procurement project](#)

3.9 Projects / Architecture

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in design, architecture, project development and other similar work areas.

General

- **Learning** – keep abreast of the latest methods, developments and support in the field of circular design²¹ and construction²².
- **Vision** – work across relevant teams, Services and the wider community to develop a long-term vision for circular projects, buildings and infrastructure in Aberdeenshire.
- **Benefits** – take advantage of associated benefits such as: providing staff with the opportunity for CPD; reducing costs by increasing resource efficiency; and creating good news stories and PR.
- **Celebrate** – recognise and celebrate team and contractor examples of designing and working in more circular ways, no matter how small.

²¹ Business in the Community, [The Circular Office Guide](#)

²² Resource Efficient Scotland, [Design out waste in construction](#)

3.10 Schools

Guidance in working out the Aberdeenshire Council Resources and Circular Economy Commitment for staff involved in schools or other similar work areas.

General

- **Vision** – embed the resources and circular economy principles in school policy and practice, and share with staff, pupils and the community.
- **Roles and responsibilities** – clarify the pupil, teaching staff and CSN roles and expectations for managing resources in the school, for example: appropriate waste separation and recycling; managing stationery hubs; sharing unused resources through Warp-It; and. Show respect for colleagues by fulfilling your end of the bargain and supporting them in theirs.
- **Benefits** – take advantage of associated benefits such as: saving money and providing more opportunities by making the most of resources available across schools and the council; and developing further links with the community (e.g. joint recycling or reuse schemes); and creating good news stories and PR.
- **Celebrate** – recognise and celebrate good examples from across the school and community of resource conscious and circular ideas and initiatives.

Smarter purchasing

- **Stop** – avoid new purchases where items could be done without or resources could be practically sourced from elsewhere within the council or community, for example through [Warp-It](#).
- **Leasing** – consider leasing or sharing models for more expensive items of equipment or apparatus which would only be used for a limited time period.
- **Collaboration** – collaborate with other schools and Officers in Education, Procurement and Sustainability and Climate Change to discuss the challenges and opportunities for schools in purchasing in a more circular manner.

Better resource management

- **Inventory** – complete regular inventory reviews and look to find good homes for items that could be put to better use – by using the [Warp-It](#) reuse portal or other means – or recycling if beyond repair.
- **Resource hubs** – set up and use resource hubs to make school resources go further, to free up space and reduce the amount spent on resources.
- **Creativity** – look to set an example for creative reuse to pupils and in the community, and act as a hub for pupil and community ideas.

Responsible disposal

- **Incentive** – work with Education Officers to develop appropriate budgetary incentives to reduce waste and to segregate and manage waste well. Even consider if schools could make money from their waste resources (e.g. by buying paper baler and selling waste paper).
 - **Bin pods** – use centralised and well signed and equipped bin pod systems to ensure that waste is segregated appropriately and efficiently dealt with.
 - **Collaboration** – work with the community and locality for responsible joint disposal options, such as battery bins and clothes banks.
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Appendix 3: Resources and Circular Economy Framework

Directorate feedback – Resources and Circular Economy Framework draft

Feedback from Directorates on the Resources and Circular Economy Framework draft produced for Resources and Circular Economy Framework Report to Sustainability Committee (28 August 2019).

- Would be good to include young people - leadership role to encourage adults – possible involvement for the youth council.
- Would be good to have Champions to support the commitment – staff across services therefore self-managed process. Will allow for wider mobilisation of action. Champions can be used to stimulate ambition, aspiration and ideas.
- Produce a Campaign and communication plan but not in the usual traditional way - we need to be more ambitious than this. A one-page communication document would be a good start to get the message out on what we are trying to achieve.
- Rather than start new is there a way we can use the staff and buildings we have already? FM staff are eyes on the ground who can inform where action can take place – storage etc. Pockets of good examples already across the organisation.
- Should we have ambitious targets as part of the Commitment – for example we will look to stimulate the development of X number of businesses in the North East?
- Cross service development is needed – don't forget to include Area teams as they will have a good oversight from areas we do not know about.
- Waste service are very supportive – they are too downstream of the problem for impact and like that action is happening upstream to prevent resources being treated as waste.
- There is a need to change the business footprint. If the North East can provide the scale for business then it makes it worthwhile for them to get involved. Could support a move away from Council demand.
- Is the framework layout too siloed – should it be a framework for guidance with examples and then services are tasked to facilitate the development of their own charter from that? Gives them ownership of how they will deal with resources with the Sustainability team providing the support. Can learn from other services in the process.