



From mountain to sea

# Street Cleansing Operational Procedure

## Approved

November 2019



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## **Introduction**

Aberdeenshire Council is the designated Principal Litter Authority in Aberdeenshire, as set out in Part 2 of the Environmental Protection Act 1990.

The Council has two statutory duties under Section 89 of the Environmental Protection Act 1990:

- Duty 1: ensure that its land (or land that is under its control), is kept clear of litter and refuse so far as is practicable.
- Duty 2: ensure that public roads (for which the Council is responsible) are kept clean so far as is practicable.

The Street Cleansing Operational Procedure defines the standards for cleansing. It has been developed to ensure that our cleansing operations comply with statutory requirements and that we maintain the quality of the local environment.

## **Procedure 1: Sweeping of Roads, Pavements and Hardstanding Areas Under Council Control.**

We are committed to providing a high quality and efficient service so that Aberdeenshire remains an attractive place to live, work and visit.

We know that standards of street cleansing and quality of the local environment are key indicators that inform our communities on how well we carry out our statutory functions.

Aberdeenshire is divided into various mechanical sweeping areas for scheduling purposes. The aim of the sweeping program is to sweep at a frequency when needed.

The core works undertaken by the street cleansing service are:

- Cleaning the streets by means of mechanical sweepers.
- Manual litter picking and sweeping in all our towns and villages on a needs basis. This ranges from daily in large towns to 6 monthly in very rural villages.
- Weed removal.
- Supply, emptying and maintenance of street litter bins.
- Syringe and sharps removal.
- Removing fly-tipped waste
- Removal of dead animals from publicly maintainable land
- Promotion of spring clean and litter pick events
- Rechargeable works to clear private and domestic premises where clearance notices have been served by enforcement officers.

The service does not include:

- Private land.
  - The Aberdeen Western Peripheral Route.
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## Procedure 2: Litter Picking

Litter picking across Aberdeenshire is conducted both on a scheduled and needs basis to ensure our streets, parks and open spaces are kept clean.

Our communities recognise that the litter problem cannot be resolved by the Council alone. Our services and community engagement work within the principles of the Scottish Government's publication, "[Towards a litter-free Scotland: a strategic approach to higher quality local environments](#)". The strategy promotes a new approach to litter, focusing on prevention instead of clean-up, and encourages action based on specific types of interventions and collaborative efforts to drive change.

We work with key partners, such as Keep Scotland Beautiful and Zero Waste Scotland, to deliver a number of actions in the strategy through the following:

- **Information** – We participate in national litter campaigns such as “*Give your litter a lift*” and “*pick up 3 pieces*”.

Our Community Waste Officers visit schools and conduct talks to community groups to speak about the issue of litter and measures to prevent it.

Our schools participate in the Eco-Schools program run by Keep Britain Tidy where they learn about litter and are encouraged to use re-usable items to prevent litter and waste.

- **Partnership Working** - We support Keep Scotland Beautiful's "[Clean Up Scotland](#)" initiative. Clean Up Scotland has two key, overlapping elements: an explicit anti-litter focus and a stewardship element focused on lasting physical improvements. Our communities play a large part in preventing litter. When individuals and groups participate in cleaning up their local areas it demonstrates that littering is not socially acceptable and it encourages people to participate to keep their towns and villages clean.
- **Infrastructure** - We provide facilities and services to reduce litter and promote recycling.
- **Enforcement** - We have enforcement procedures in place which not only allow us to take action against offenders but serve as a deterrent to littering.

### **Procedure 3: Litter Bins**

People are encouraged to take their litter home in order to reduce the need for having excessive numbers of litter bins which can themselves affect the aesthetic environment and contribute to the litter problem. However, we recognise that there is a need for litter bins in certain places.

Aberdeenshire Council Infrastructure Services is responsible for the installation, cleaning, maintenance, repair, refurbishment and replacement of all bins on land for which it is responsible. Refurbished bins should meet the same standard of quality as new bins.

Litter bins are placed on land that the Council has a statutory duty to maintain. This includes streets, parks, green spaces, but does not include land for which the Council has no responsibility, for example, factored land, private land and land which is the responsibility of a statutory transport undertaker. Special temporary responsibility may be taken for private land by the Council in the short term.

Litter bins are emptied on a frequency varying from daily in high foot fall areas to weekly in rural villages.

Installation of new bins will come about through one of three routes:

- Requests from the public.
- Requests from community councils or other interested parties.
- Recognition by the Council that additional bin facilities are required.

When a request for a litter bin is received, we will undertake a prerequisite assessment within 10 days of receiving the request, which considers footfall and distance to the nearest bin from shops, food outlets, sports/leisure facilities, bus stops and schools.

Each request or requirement for a new bin should be assessed according to the site's intensity of use and proximity to existing bins and facilities.

Where deemed appropriate litter bins with recycling facilities may be installed instead of, or in addition to, standard litter bins. Likely locations for such bins would be in close proximity to facilities such as shops, schools and recreational areas.

Aberdeenshire Council will maintain a database of all litter bins, either purchased or adopted from others (community groups, businesses, housing associations etc.). Bins will be emptied on such a frequency that will prevent them overflowing. This will be based on their location and related to the intensity of use. The frequency will also vary according to the time of year and for special events. Monitoring will ensure that these frequencies are sufficient.

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Litter bins will, as far as practicable, be a standard design and style which is consistent across Aberdeenshire. However, alternative designs of bin may be supplied in special circumstances e.g. conservation areas. All bins must be approved by the Council prior to installation.

To ensure ease of use bin design should conform to Inclusive Mobility Guidelines contained within Transport Scotland's Good Practice Guide for Roads. The guidelines state that:

*“Waste bins should be approximately 1300mm in height, should continue down or close to ground level and should have rounded edges. The bin opening should be about 1000mm above ground level. Bins should be colour contrasted to their surroundings. They should also be highly visible, including the use of coloured banding to increase visibility. The recycling bins should use coloured apertures, which are shaped according to the different waste streams for ease of use by visually impaired people.”*

Bins should be positioned out of the main line of travel or grouped with other existing street furniture so that they do not present a collision hazard for people with sight impairment or reduce the usable width of the footway for people using wheelchairs, mobility aids or guide dogs. Post-mounted bins should not protrude into circulation space as a cane or guide dog could go underneath, leading their owner into the bin.

We will consult with town centre partnerships and managers of conservation areas to ensure that bins are aesthetically fitting to the area. We may also engage in public consultation when requests are received for litter bins in conservation areas. Bins should be of high quality, durable design, with options for recycling, and floor-mounted with fixings flush with the ground.

If a member of the public, Community Council, other interested party or Aberdeenshire Council deems a bin to be no longer needed in a particular location, an assessment will be carried out. If the assessment shows the bin to be in a suitable location, it will remain in place. If the assessment shows the bin to be in an unsuitable location, consultation will be carried out by Aberdeenshire Council to find a suitable location or alternative solution.

The Council is responsible for the repair of any surface damaged by the removal of a bin.

Final decisions on all matters relating to bins, as outlined in this document, will be the responsibility of the Head of Infrastructure Services or their nominated representative.

All bins will be cleaned and maintained to a standard that is fit for purpose on a regular basis.

The condition of bins is surveyed regularly. This is set out according to the street cleaning zones laid out in COPLAR as follows:

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- Zone 3 - Once every 3 months.
- Zone 4 - Once every 6 months.
- Zone 6 - Once every 6 months.

Over time bins are subject to wear and tear, accidental damage or vandalism and will need to be either repaired or replaced.

Where a bin is deemed to have either of the following, no action to replace, repair or refurbish the bin should be taken:

- No damage.
- Reasonable wear and tear, but bin still fully functioning.

Where a bin is deemed to have any of the following, the bin should be repaired or refurbished where possible. If the extent of the damage is too severe to warrant repair or refurbishment, a replacement bin should be installed:

- Slight damage, but still functional.
- Significant damage, compromising the functioning function of the bin.
- Severe damage, causing complete loss of function of the bin.

Bins identified for replacement should be replaced within 5 working days of the assessment being made.

Bins identified for repair or refurbishment should be attended to within 5 working days of the assessment being made and completed within a further 10 working days.

Temporary bins should be installed at locations where bins are removed for repair or refurbishment.

When a bin is damaged or stolen, it will be replaced only if it meets the new bin criteria. Bins that have a history of repeated vandalism will not be replaced.

Temporary recycling and litter bins will be provided for community events at the Council's discretion. Ideally notice should be received 10 working days prior to the event, however, we will make every effort to assist if a shorter notice period is given.

Temporary bins will be positioned out of the main line of travel or grouped with other existing street furniture, so that they do not present a collision hazard for people with sight loss or reduce the usable width of the footway for people using wheelchairs, mobility aids or guide dogs.

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Should events be held on land for which the Council is responsible, we will provide a suitable number and type of bins and make arrangements with the event holder to empty them at agreed intervals. A charge may be made to supply and service the bins.

Should large-scale events be held on private land, we will provide a suitable number and type of bins and make arrangements with the event holder to empty them at agreed intervals. The event holder will be charged for the supply and service of the bins.

## Procedure 4: Dog Fouling

Owning a dog is a large responsibility, particularly when outside in a public place.

It is an offence if a dog fouls in a public place and the person responsible for the dog fails to clear it up. Public place includes any common passage, close, court, stair, back green, garden, yard or other similar common area.

The Dog Fouling (Scotland) Act 2003 Act places responsibility to clear up any waste on 'the person in charge of the dog'. This need not be the dogs' owner. If a person is caught allowing a dog to foul and not removing the waste, they are liable for the offence regardless of who actually owns the dog. If the person in charge of the dog is under the age of 16 then the person responsible is the dog's owner. There are exceptions and as such the offence does not apply to:

- A blind person in charge of a dog being used for that person's guidance;
- A person in charge of a working dog being used for the driving or tending of sheep or cattle;
- A person in charge of any dog being used on official duties by a member of Her Majesty's Armed Forces, Her Majesty's Customs and Excise or by a constable of the Police Service of Scotland;
- A person in charge of a dog being used in emergency rescue work; or
- A disabled person with a physical impairment which affects the person's mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, who is in charge of a dog trained to assist the person with any such impairment.

Dog foul is removed from Council maintained land as part of routine street cleansing programmes. Dog foul reported by members of the public will be removed from council maintained land as soon as practicably possible.

Incidents of dogs fouling on private gardens not occupied by the dog owner will be investigated by the Community Waste Officers.

Community engagement and the use of intelligence to identify dog fouling 'Hot Spots' will enable teams to provide targeted cleansing and take co-ordinated action to improve the areas.

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## **Procedure 5: Dead Animals**

Aberdeenshire Council will respond to reports of dead animals as soon as practicably possible.

Domestic dogs and cats will be collected and scanned for an owner information chip. If the owner is found, they will be offered to have the animal returned.

Dead animals will be removed from Council owned/maintained areas, roads and pavements in accordance with statutory requirements.

The Council will also remove dead animals from non-council property and unadopted roads and pavements upon request, however, there is a charge for this service. The charge is to attend - if the animal is not found or the street cleansing team is unable to access the property, the customer is not entitled to a refund and may have to pay a further charge for another visit.

Farm animals found dead out with a farm or registered location are referred to the Council's Environmental Health service who will arrange removal for further investigation and disposal.

Large dead animals are disposed via an authorised contractor.

## **Procedure 6: Fly-tipping**

Fly-tipping is the unauthorised dumping of waste on land.

We will respond to reports of fly-tipping as soon as is practicably possible.

Fly-tipped waste will be removed from council-maintained land as soon as practicably possible after the incident has been reported, in accordance with COPLAR, and items will be recycled where possible.

Reports of hazardous waste will be referred to the Scottish Environment Protection Agency (SEPA) for investigation and removed on SEPA's instruction.

Fly-tipped waste on private land is dealt with on a case by case basis with advice and support provided to the landowner by the Community Waste Officers.

Community engagement and the use of intelligence to identify 'Hot Spots' will enable teams to provide targeted cleansing and take co-ordinated action to improve the areas.

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## **Procedure 7: Seasonal Variation**

Seasonal work schedules are in place to ensure that litter and street cleansing is carried out effectively both in terms of cost and resources, i.e. spring/summer weed control, autumn leaf fall and winter grit.

Street sweeping will not take place on roads that have been gritted during the winter to allow the grit to take effect on snow and ice. These areas will continue to be monitored and serviced for litter picking and grit will be swept once the snow/ice risk has come to an end.

The public can assist by not sweeping leaves and detritus from their private property onto roads and pavements.

During days of inclement weather, street sweeping may not occur and the work will be delayed on those days.

## **Procedure 8: Sharps and Other Hazardous Materials**

The Council aims to safely remove and dispose hazardous materials such as broken glass, oil/chemical spill, needles and drug-related litter as soon as practicably possible.

The public can assist by:

- Reporting these incidents to the Wasteline or by completing the on-line report form.
  - Not picking up or attempting to clean up any of the aforementioned materials under any circumstances due to the risk of harm they present such as cuts, burns and blood-borne disease.
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## Procedure 9: Abandoned Vehicles

This procedure sets out the way in which Aberdeenshire Council deals with its statutory duties towards potentially abandoned vehicles within its area of responsibility using the provisions of the Refuse Disposal (Amenity) Act 1978, Roads (Scotland) Act 1984 and the Removal and Disposal of Vehicle Regulations 1986.

### Definitions

'Abandoned' means given up by the owner with no intention to recover or continue to accept responsibility for a vehicle.

'Abandoned Vehicle' is one that in the opinion of Aberdeenshire Council appears to have been abandoned taking into account Subsection 2(2) of The Refuse Disposal (Amenity) Act 1978. Council officers will take into account the following when reaching that opinion. This list is not exhaustive and a vehicle would not have to be displaying the full list to be considered abandoned.

- The length of time the vehicle has been in its current location.
- The overall condition, age and appearance of the vehicle.
- Statutory Off-Road Notice (SORN) if on private land.
- Whether there is a registered keeper/valid road tax according to DVLA.
- The presence of a number plate.
- Apparent roadworthiness.
- Security.
- Proximity of the vehicle to the registered address of the last registered keeper.
- The vehicle contains waste material.

'Owner' will be presumed to be the last registered keeper unless that person can provide evidence to the contrary.

'Person Responsible' in the event that no other person is clearly identified, shall be the owner at the time when any offence was committed, unless that person can provide evidence to the contrary.

'Vehicle' is defined as a mechanically propelled vehicle (or part of such a vehicle) intended or adapted for use on roads, whether it is in a fit or unfit state for use. It also includes any trailer (including caravans) adapted for use as an attachment to a vehicle or any chassis or body, with or without wheels and anything else normally

attached to a vehicle. Identifying the owner of caravans or trailers is challenging. If there is no VRM we would attempt to trace through door knocking or by using evidence gathered from neighbours.

'Vehicle only fit for destruction' It is for the local authority to assess whether a vehicle which is deemed to be abandoned is only fit for destruction. The DVLA defines vehicles as only fit for destruction where those vehicles are worth less than £2000. Aberdeenshire Council will define such vehicles as those having a trade value of less than £1000 at the time of inspection by an authorised officer, as defined in the on-line version of Parkers Price Guide (using the part exchange category in the guide). This does not take into account any damage to the vehicle or parts that may be missing. The assessed value will not take into account the value of any personal belongings or additional fixtures and fittings within the vehicle at the time of inspection or removal. If the exact model is not known (due to removal of badges etc.) it will be valued as the highest specification available for that model. Burnt out vehicles will be classed as 'only fit for destruction'.

'Occupier' is deemed as the owner, tenant or licensee or anyone who has legal possession of and control over premises.

## Relevant Land

Under Section 3(1) of the Refuse Disposal (Amenity) Act 1978 it shall be the duty of a local authority to remove abandoned vehicles from any land in the open air or any other land forming part of a highway.

In Scotland a highway is termed as road. A road is a way over which all members of the public have a legal right to pass and re-pass. This can include vehicular carriageways, footways, verges, footpaths, bridleways and cycle-tracks. It will also include any tunnels or bridges that carry such highways.

The powers of the local authority apply to all roads, footways and open land adjacent to the highway including verges, public open spaces, parking bays, garage areas and car parks that the Council maintains.

Aberdeenshire Council will only remove vehicles from private land with the written consent of the owner of the land or on expiry of any Notice served upon the owner.

Aberdeenshire Council has the legal right to refuse to remove a vehicle if it is located away from a public carriageway and the costs are "too high" to move it onto a carriageway for further onward disposal. This is defined currently as when the cost of recovery to the carriageway exceeds £100.

## Responding to Reports of Abandoned Vehicles

Members of the public can report a suspected abandoned vehicle via Aberdeenshire Council's Wasteline or email.

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Reporting an abandoned vehicle can be done either by calling the Contact Centre or filling in the online form.

The registered keeper is responsible for the vehicle and Aberdeenshire Council is authorised by DVLA to retrieve registered keeper details from DVLA using its Web Enabled Enquiry System.

If enquiries conclude that the vehicle is abandoned, Aberdeenshire Council will serve Statutory Notice where applicable and the vehicle will be removed for destruction upon expiry of Notice and a certificate of destruction will be produced. Aberdeenshire Council use Car Take Back, who will allocate the work to a local agent to execute on their behalf.

If vehicle deemed abandoned appears to be of value, the authorised officer may carry out a hire purchase investigation (HPI) check to establish if it is owned by a hire purchase company, and insurance company or has a Police "marker" as stolen. If so, the appropriate organisation will be notified.

If the vehicle is not deemed abandoned, the case will be closed with no further action. No information concerning the registered keeper will be divulged.

## Vehicles Abandoned on Private Land

Where a vehicle has been abandoned on private land Aberdeenshire Council will serve a 15 day notice, informing the occupier that they propose to move the vehicle. The vehicle will be removed following the expiry of the 15-day notice period, if there is no objection in writing from the occupier of the land in question. Any objections should be in writing, in keeping with Regulation 9 of the Removal and Disposal of Vehicle Regulations 1986. If the occupier gives the Council permission to remove the vehicle before the 15-day notice lapses, it can be removed immediately. However, if the occupier of the land objects, the Refuse Disposal (Amenity) Act 1978 states: *'where a notice has been served by the Local Authority proposing removal of a vehicle and an occupier of the land objects (within the prescribed period) to the proposal, then the Local Authority is not entitled to remove the vehicle'*.

## Contents of Abandoned Vehicles

The content of any vehicle deemed to be abandoned will also be considered abandoned. Neither Aberdeenshire Council nor contractors acting on its behalf will be liable for any documents or personal belongings lost or destroyed from vehicles deemed as abandoned.

## Costs

Aberdeenshire Council will always attempt to recover costs from the owner of the abandoned vehicle, the person who left the abandoned vehicle at the place concerned, the person convicted of the offence of abandoning a vehicle, and in certain cases the occupier of the land. These costs will include removal, storage and disposal costs.

## Damage

Aberdeenshire Council cannot be held liable for any damage resulting from abandoned vehicles.

## Storage of Removed Vehicles

Abandoned vehicles will generally remain in situ until investigations are finished and written notice is served and complete. At that point we will arrange for the vehicle to be uplifted. In certain circumstances, where leaving the vehicle would create a hazard, we will arrange uplift and storage of the vehicle until the end of the notice period. It would then be disposed of, unless it is claimed. The claimant would be liable for all costs incurred in uplift and storage of the vehicle.

Under the Removal and Disposal of Vehicles Amendment (Scotland) Regulations 2002:

- Regulation 10 - Period before which notice must be fixed to a vehicle in certain cases before removing it for destruction is 24 hours. This applies to vehicles that are in such a condition they ought to be destroyed.
- Regulation 14 - Period during which the owner may remove a vehicle before removing it for destruction is 7 days from the day the notice is served on him (15 days if it is on private land).

## Criminal Proceedings

Under the Refuse Disposal (Amenity) Act 1978 the deliberate abandonment of any vehicle on land in the open air or on any other land forming the highway, is an offence, which is punishable by a fine of up to £2500 and/or three months in prison.

Where there is suitable and sufficient evidence of an offence the local authority will consider taking legal action in line with the Crown Office Guidelines for a Specialist Reporting Agency.

## Complaints

Complaints about the removal and/or destruction of vehicles will be dealt with under Aberdeenshire Council's corporate Comments, Compliments and Complaints process.

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## **Procedure 10: Enforcement**

Aberdeenshire Council recognises that littering, dog fouling, fly-tipping and abandoning vehicles are effectively reduced by education, engagement and enforcement. We work with Zero Waste Scotland and other partners to ensure that our enforcement activity is efficient, effective and enhances deterrence. The Council will also develop close links with the community to maximise the potential to prevent offences from occurring in the first place and take robust action when they do.

The public is able to report incidents of fly-tipping, littering, dog fouling and abandoned vehicles by telephoning the Council's Wasteline or completing the online report form on the Council's website.

The Council's enforcement officers will respond to reports as soon as practicably possible. They will inspect the site for evidence of who is responsible for the offence.

If a vehicle is seen to be involved in an act of fly-tipping, littering or dog fouling and the witness is able to provide the registration number, the enforcement officer can obtain details of the registered keeper as authorised by DVLA.

The last registered keeper of an abandoned vehicle is identified by using the vehicle registration number of Vehicle Identification Number.

Each offence is dealt with on a case by case basis and enforcement officers have a range of tools they can use to deal with it, such as education, warning letters, issuing a fixed penalty notice and submitting a report to the Procurator Fiscal.

Street Cleansing operatives will be provided with basic training to gather good quality evidence that enforcement officers can use to investigate offences, issue fixed penalty notices or prepare prosecution reports.

Enforcement activity and a proactive approach will have a positive effect on reducing the amount of rubbish dropped, incidents of fly-tipping or graffiti and, in the longer term should reduce the amount of cleansing required as a result of bad behaviour.

## Procedure 11: Zoning

Aberdeenshire Council has categorised all land which it has a statutory duty to maintain as one of six zones as set out under The Code of Practice on Litter and Refuse 2018 (COPLAR).

The purpose of zoning is to take account of differences in footfall/or activities which influence how quickly an area can become littered.

The Council will assess and allocate land/roads to the appropriate zone/s and make its findings easily accessible to members of the public. Each zone is based on how busy each area is and the potential sources of litter. COPLAR links the zone categories to the maximum time the Council has to restore an area to the standard. By allocating zones, the Council can plan to meet its statutory duty to restore areas to the required standard where practicable.

The maximum response time is determined by how far from the standard a zone has deteriorated and the level of spend on preventative measures. The zoning process also provides valuable insight into sources and root causes of litter and refuse which helps the Council to decide which preventative measures to deploy.

Two factors are considered which affect the rate an area declines and are common to all land and road types:

- Footfall/vehicle intensity is defined as the average hourly footfall over a seven day period within the specific zone boundary. It is not expected that footfall/vehicle movement will be known for all areas of land.
  - Potential Litter Sources (PLSs) are considered to be premises or sites which are a potential source of litter. PLSs have varying degrees of risk of litter being generated and therefore have been split into two groups (high risk and moderate-low risk) based on the type of premises and types of litter associated with the premises. This includes but is not limited to:
    - Fast food/food on the go outlets
    - Betting establishments
    - Major regular event locations
    - Bank ATMs
    - Public houses/nightclubs
    - Leisure facilities
    - Secondary schools
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Where a combination of sources exists, four moderate-low risk PLSs are regarded as one high risk PLS.

Areas subject to a significantly higher volume of footfall/traffic than normal for a short period of time, such as one-off events, can be upgraded to the appropriate zone classification on a temporary basis. The original zone classification would resume thereafter.

Zoning is reviewed in every two-year period and during this process we consult with community groups to ensure that the zones continue to reflect the use of an area.

The Council is accountable for the health and safety of its employees. Special consideration response times may apply to areas where it may be impossible for safety reasons to remove litter, refuse and detritus accumulations within a zone's normal response times, until specialist equipment is put in place to remove it.

## **Procedure 12: Service Standards and Monitoring**

Routine cleansing is carried out in accordance with the government's Code of Practice on Litter and Refuse 2018 (COPLAR).

For all requests for cleaning and complaints, we will respond as soon as practicably possible.

In order to evidence that Aberdeenshire Council is complying with the duties, there is a requirement to monitor all our relevant land. Regular and consistent monitoring has a number of benefits:

- Evaluate performance and effectiveness of our actions at a local level.
- Identify issues which need further action and helps inform strategic decision making.
- Demonstrate how we are meeting our duties. Target prevention effectively by understanding the types of litter and refuse left in different areas.
- Optimise cleansing operations.

The standards of cleanliness achieved on the streets and public places throughout Aberdeenshire will be monitored through regular inspections, in order to evaluate whether compliance is being achieved.

General monitoring is carried out daily by street cleansing supervisors. In addition, in partnership with Keep Scotland Beautiful (KSB) the Council carries out 3 local environmental quality surveys at random sites selected by ZWS across the shire every year. These consist of 2 self-audits carried out by the Council and one validation audit carried out by ZWS. The approach used is called the Local Environmental Audit and Management System (or LEAMS) and the audits collect information on litter types and source. Alongside this, other indicators such as weeds, graffiti, fly-tipping and vandalism, are also recorded to provide an overall picture of every site.

This information enables the Council to bring greater focus to the efficient planning and delivery of street cleansing services, ensuring that design, education, enforcement and cleaning operations are effectively integrated in order to help realise outcomes.

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### **Procedure 13: Supporting Community and Other Voluntary Groups**

Aberdeenshire Council recognises the important part the community plays in reducing litter. Our Community Waste Officers work with schools, local community groups and national environmental campaign groups to encourage our communities to recognise the important and inspiring role that they could play in helping to keep their neighbourhoods healthy and happy.

We provide litter picking equipment and refuse bags for community groups and individuals who organise a litter picking event in their local area. Up to 20 litter pickers can be loaned on a first come first served basis through contacting the Council's Wasteline.

The bagged litter will then be collected at a time and location agreed with the event organiser.

## **Data Protection**

Aberdeenshire Council supports the objectives of the Data Protection Act 1998 and seeks to instruct all individuals who have access to the Council's personal data to observe its Principles. The Chief Executive has overall responsibility for the implementation of the Council's policy for Data Protection and each Service Director will retain executive authority for the compliance of employees with the Policy and associated Code of Practice.