



WEST OXFORDSHIRE
DISTRICT COUNCIL

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Name and date of Committee	Environment Overview and Scrutiny Committee: Thursday 6 February 2020
Report Number	Agenda Item No. 7
Subject	Single Use Plastics (SUPs)
Wards affected	ALL
Accountable member	Cllr David Harvey, Cabinet Member for Climate Change Email: david.harvey@westoxon.gov.uk
Accountable officer	Ness Scott, Climate Change Manager Tel: 01993 861344 Email: vanessa.scott@publicagroup.uk
Summary/Purpose	The report: <ul style="list-style-type: none">• Presents the briefing note endorsed by members of the SUPs Working Group on Thursday 5 December 2019.• Presents a WODC, Statement of Principles for the reduction of avoidable SUPs which is endorsed by the SUPs Working Group.• Presents an updated SUPs Action Plan for West Oxfordshire - endorsed by the SUPs Working Group – for incorporation within the ‘Climate Action for West Oxfordshire’ work programme moving forward.• Presents Infographics in support of a Communications Plan to reduce avoidable SUPs.
Annexes	<ol style="list-style-type: none">1. Briefing note for the SUPs Working Group meeting, 5 December 2019.2. WODC SUPs Statement of Principles.3. WODC SUPs Action Plan.4. WODC SUPs Infographic.
Recommendations	That the Committee: <ol style="list-style-type: none">a. Notes the contents of the report.b. Recommends Cabinet and Council to agree the proposed next steps as described by the SUPs Working Group in its final meeting on 5 December 2019.c. Recommends Cabinet and Council to agree to the WODC Statement of Principles and Action Plan as presented.d. Approves the dissolution of the SUP working group.

Corporate priorities	<ol style="list-style-type: none"> 1. To protect the environment whilst supporting the local economy. 2. Working with communities to meet the current and future needs and aspirations of residents. 3. To provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees/ Consultation.	<p>The following briefing and accompanying annexes have been agreed through consultation with members of the SUPs Working Group at its final meeting held on 5 December 2019.</p> <p>A WODC Statement of Principles for the reduction of avoidable SUPs has also been through a process of an internal Officer consultation.</p>

1. BACKGROUND

- 1.1. The briefing note attached at Annex 1 sets out proposals for action on Single Use Plastics (SUPs), a process for embedding this work in the Climate Action work programme for West Oxfordshire and concludes the SUPs Working Group can now be dissolved. This briefing was endorsed by members of the SUPs Working Group at its last meeting, held on Thursday 5 December 2019 and reported orally to this Committee at its meeting later that day.
- 1.2. Annex 2 presents a WODC Statement of Principles for the reduction of avoidable SUPs, which has been endorsed by the SUPs Working Group as a mechanism for communicating the Council's commitment to reducing both their own impact and that of contractors and suppliers.
- 1.3. Annex 3 provides an update on progress made on the original SUPs Action Plan developed by the SUPs Working Group in 2018/2019 and identifies the required next steps in 2020 for progression as part of the Climate Action work programme.
- 1.4. Annex 4 presents the infographics developed and agreed for the purposes of now implementing a Communications Plan.

2. MAIN POINTS

- 2.1. At the meeting of the Council held 24 October 2018, the following motion was proposed by Councillor Alaa Al-Yousuf and seconded by Councillor Alex Postan:

“This Council resolves to work towards elimination of all avoidable plastic waste and calls upon the Cabinet Member for Environment to bring forward proposals by Spring 2019 to:

 - *Phase out the use of avoidable Single Use Plastics (SUPs) in all District Council premises.*
 - *Work with UBICO, PUBLICA and contracted partners to end purchase and procurement of avoidable SUPs through the Council's supply chain.*
 - *Incentivise traders on District Council sites to avoid SUPs as a condition of their event permission.”*
- 2.2. Council referred the motion to the Environment Overview and Scrutiny Committee for consideration and report back, and the Committee subsequently established a Working Group to look at the issues in depth, with a view to making recommendations on delivering a reduction in SUPs.
- 2.3. This report now sets out the recommendations which Cabinet is to be requested to consider prior to Council. Any further view from this Committee will be reported at the Cabinet meeting on 12 February.

3. FINANCIAL IMPLICATIONS

- 3.1. These will be managed within existing budgets, should there be a requirement for additional funding a separate report will be prepared for consideration.

4. LEGAL IMPLICATIONS

- 4.1. There are no perceived legal implications associated with the proposals within this report.

5. RISK ASSESSMENT

- 5.1. There are no perceived risks to the Council associated with the items covered within this report.

6. EQUALITIES IMPACT

- 6.1. The recommendations of this report will have an equal impact on all staff and members of the Council.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1. The proposed actions within this report are designed to help reduce climate change impact by introducing new principles for how the Council, and its suppliers, consider the purchase and use of SUPs through its operations and service provision. The impact is designed to be a positive one.

8. ALTERNATIVE OPTIONS

- 8.1. One alternative option to the proposed next steps included within this report, is to take no action at all. Next steps within the Action Plan have been designed to bring the work of the SUPs Working Group to a conclusion, whilst a Communications Plan has been designed to disseminate the information developed to date. With many actions coming to a close very soon, it is recommended that the Action Plan be continued and completed in its entirety.

9. BACKGROUND PAPERS

- 9.1. None

WEST OXFORDSHIRE DISTRICT COUNCIL

THURSDAY 5TH DECEMBER, 2019

SINGLE USE PLASTICS WORKING GROUP

BRIEFING NOTE

This report is for information purposes only.

I. PURPOSE

- 1.1. To conduct a review of the single-use plastics (SUPs) action plan and agree next steps as an element of the 'Climate Action, West Oxfordshire' work programme now being led by the Climate Action Working Group.
- 1.2. To discuss the appended SUPs audit, proposed infographic designs, communications plan and draft SUPs Council Policy.

2. RECOMMENDATIONS

- 2.1 That the SUPs Working Group agree the proposed next steps for incorporation within the 'Climate Action, West Oxfordshire' work programme.
- 2.2 That the Environment Overview & Scrutiny Committee and Cabinet note the report and its appendices.
- 2.3 That the SUPs Working Group should then be dissolved.

3. BACKGROUND

- 3.2. At the meeting of the Council held 24 October 2018, the following motion was proposed by Councillor Alaa Al-Yousuf and seconded by Councillor Alex Postan:

"This Council resolves to work towards elimination of all avoidable plastic waste and calls upon the Cabinet Member for Environment to bring forward proposals by Spring 2019 to:

- *Phase out the use of avoidable Single Use Plastics (SUPs) in all District Council premises.*
- *Work with UBICO, PUBLICA and contracted partners to end purchase and procurement of avoidable SUPs through the Council's supply chain.*
- *Incentivise traders on District Council sites to avoid SUPs as a condition of their event permission."*

- 3.3. It was agreed at the meeting that a Working Group would be established to interpret the provisions of DEFRA's Resources and Waste Strategy and to make recommendations to the Cabinet on delivering a reduction in SUPs. This was then referred to the Environment Overview & Scrutiny Committee.
- 3.4. The Working Group met on the 14th March 2019 to set up the scope, projects and timescales for the SUPs preliminary action plan. This action plan included invitations to staff representatives.
- 3.5. A further meeting was held on the 11th April at which staff representatives were in attendance. The preliminary action plan was expanded. A verbal update was given at the Environment Overview & Scrutiny Committee by the Group Manager.

- 3.6. The Working Group met on the 13th June 2019 to discuss progress on the action plan and additional actions required. A communications plan was discussed and expanded.
- 3.7. The Working Group then met on 25th July 2019 for a further update. Additional actions were also discussed during a brainstorming session.
- 3.8. A final Working Group meeting is to take place on 5th December 2019 to conclude the work completed to date and agree the next steps for incorporation within the 'Climate Action, West Oxfordshire' work programme. The SUPs Working Group can then be dissolved.

4. RISKS

- 4.2. There are no risks associated with this report.

5. REASONS

- 5.2. To ensure the continued fulfilment of the corporate aim to 'protect and enhance the environment of West Oxfordshire and maintain the district as a clean, beautiful place with low levels of crime and nuisance'.
- 5.3. To reduce the Council's own impact on climate change, supporting staff and local residents, businesses and groups in taking environmentally-conscious decisions regarding SUPs.



CLIMATE ACTION for West Oxfordshire

Avoidable Single-Use Plastics, Statement of Principles

Plastic waste is one of the largest environmental challenges facing the world today. In everyday life, avoidable single-use plastic (SUPs) items may only be used for a few seconds, but once discarded can last for centuries within the natural environment.

The UK Government estimates that 8.3 billion tonnes of plastic have been produced since 1950¹, of which an estimated 150 million tonnes is currently in the World's oceans. Without urgent action to cut the growing demand for plastic, it is likely that 34 billion tonnes of plastic will have been produced by 2050¹. The majority of this will not be recycled, but rather be disposed of in landfill or will pollute the world's continents and oceans.

What are SUPs?

SUPs is a broad term which includes all products that are made wholly or partly of plastic and are typically intended to be used just once and/or for a short period of time before being disposed of. Avoidable SUPs can therefore include disposable utensils, wet wipes, plastic drinks bottle, razor blades, plastic bags, coffee cups, straws and plastic lids.

To support West Oxfordshire District Council in becoming free of avoidable SUPs, the Council will:

- Work alongside staff to ensure that avoidable SUPs are minimised across all of our offices and places of work.
- Remove, wherever possible, the use of all avoidable SUPs within catering services used during Council meetings and events.
- Support contractors to ensure that avoidable SUPs are minimised where possible.
- Encourage the wider community to make SUP-free choices.
- Ensure that the Council's Sustainable Procurement Policy minimises and considers alternatives to avoidable SUPs.
- Encourage the development of community and staff volunteering groups to collect litter and minimise plastic pollution within our parks and public open spaces.
- Aim to use recycled plastic materials as a direct replacement for SUPs where plastic use is unavoidable.
- Continually review internal waste and recycling schemes, and assess options to use commercial companies to recycle staff single use plastics e.g. [Terracycle](#) schemes for crisp packets.
- Work alongside our partners where appropriate to support innovative projects which aim to reduce avoidable SUPs waste.

¹ Smith, L. (2019) *Plastic Waste Briefing Paper*, House of Commons Library, Number 08515.

Single-Use Plastics (SUPs) Working Group

Action Plan

Last modified: 29/01/2020

Original Objectives	Factors to consider for the working group
<ul style="list-style-type: none"> To highlight the issue of avoidable SUP and reduce the amount of unavoidable plastic used across West Oxfordshire. Phase out the use of avoidable Single Use Plastics (SUPs) in all District Council premises. Work with UBICO, PUBLICA and contracted partners to end purchase and procurement of avoidable SUPs through the Council's supply chain. Incentivise traders on District Council sites to avoid SUPs as a condition of their event permission. 	<ul style="list-style-type: none"> Local elections Staff Resources OCC projects National campaigns (KBT, WRAP) The Environmental Protection (for plastic straws, cotton buds and stirrers) (England) Regulations which are to be in place April 2020.

Action Plan 2018/2019	Action Owner	Progress			Next Steps in 2020
		Completed	In progress	Follow up	
Make the Defra Waste & Resources Strategy executive summary available to the group	CL	X			
Speak to Planning and Licencing about developing wording around the 'expectation that avoidable SUPs will not be used at the event' in a WODC event licence.	LC/NS		X	X	WODC is not able to directly impose a SUPs ban at licensed events. Next Step: Disseminate a Council Statement of Principles on SUPs as the reference point for organisers of WODC licensed events, communicating expectations.
Cllr Al-Yousuf to speak with AS regarding a communications plan and identify suitable initiatives.	Cllr A-Y/AS/NS		X	X	Next Step: Implement Communications Plan <ul style="list-style-type: none"> Agree infographic with the Working Group, communicating what we can all do

Develop “SUPs Top Tips” to encourage both staff and the public to reduce single use plastic usage via the website, social media, press statements					<p>to reduce SUPs (refer Annex 3);</p> <ul style="list-style-type: none"> • Disseminate Infographic to staff via the Portal; • Set up public-facing, social media campaign to disseminate: ‘12 Days, 12 Ways to Tackle Plastic Waste’ (Scheduled 17th – 28th February 2020); • Piggyback National Campaigns where appropriate; • Councillors to share media campaign and engage Parish Councils, local groups; • Issue a Press Release once a Council SUPs Statement of Principles (Annex 1) has been consulted on, agreed and adopted; • Raise awareness to Council SUPs Statement of Principles at local, Council-certified events; Fold a Council SUPs Statement of Principles into future work on Sustainable Procurement / Climate Action.
Circulate the Publica SUPs Audit to the Working Group.	LC	X			
Invite a staff representative onto Working Group	CL/LC	X			
Contact Property Services regarding the cost of switching from plastic milk bottles to re-usable glass.	LC/AT		X	X	Next step: to be reviewed with Publica Executive Board once sustainability and cost appraisal of the options for procuring milk has been completed.
Contact Publica Executive Board to raise the issue of changing milk delivery from plastic to glass bottles.	LC	X			
Contact Waste team for tonnage data for plastics and other waste streams e.g. glass for comparison	LC	X			
Share tonnage data for plastics and other waste streams with the working group.	LC	X			

CL to share Plastic Free Coleford design guide	AT / AS	X			Update on Plastic Free Coleford Project delivered to SUPs Working Group (08/01/2020) Next step: Continued sharing of local action and design guides across Councils.
Contact North Leigh School re. link to their website	LC	X			
Explore the possibility of Elmfield Brasserie and Town Centre Shop of selling Wild Oxfordshire reusable cups to replace SUP coffee cups.	Cllr Coles	X			
Check Defra deadline change	LC	X			
Check where WODC plastic waste is recycled and whether it is exported to other countries.	LC / AT			X	Next step: As part of the review of WODC webpages for Climate Action, ensure this information is made publicly available.
Check which other schools are participating in the Terracycle scheme.	LC	X			Next step: Captured within Communications Plan.
Check with Heather McCulloch about contacting schools in relation to running a schools competition.	AF	X			
Monitor Plastic Free Coleford's social media activity	LC/AS	X		X	Next step: Continued sharing of local action between councils and social media activity where this is of interest.
Find out more details about Plastic Free Abingdon	LC	X			
Commission infographic designs for webpage and social media	LC/CDC graphic designers	X			
Printer cartridges used by WODC	LC / AT	X			
Seek to embed Single Use Plastic principles in the procurement process	CL / NS		X	X	Next step: NS to ensure that the Council's SUP Statement of Principles is considered during the drafting of a sustainable procurement framework /

					policy.
Keep the Working Group apprised of progress with 'Plastic Free Coleford' project	AT	X			
Create a Single Use Plastic webpage on the WODC website and Group to review page before it goes live.	AT / NS		X	X	Next step: NS/AT to capture and include the Council's SUPs Statement of Principles and Infographics within the re-design of 'Climate Action' webpages.
Engage with Leisure providers and encourage the elimination of Single Use Plastics	AT / NS		X	X	Next step: Disseminate the Council's SUPs Statement of Principles to Leisure contract providers following endorsement by the Environment O&S Committee and Cabinet.
Write a letter to central Government to lobby for the 2042 deadline to eliminate avoidable plastic waste in Defra's 25 year Environment Plan to be brought forward.	AT / NS		X	X	Next step: Consideration of the new April 2020 deadline for Environmental Protection Regulations on avoidable SUPs is required and letter to Government drafted to lobby for earlier implementation of the 2042 deadline.
Set up a meeting of staff representatives to discuss staff engagement and internal comms	AS / LC	X			
Funding for SUP actions – advice on officer time allocation and costs associated	AT// NS		X		Next step: Future actions to be encapsulated within the Climate Action work programme moving forward.

Key

NS: Ness Scott | Climate Change Manager (WODC)

AT: Alfred Tolley | Climate Support Officer

CL: Claire Locke | Group Manager – Commissioning

AS: Andrew Smith | Communications Officer

LC: Louise Croot | Energy and Resource Project Officer (currently on maternity leave)

PLASTICS RECYCLING

INFOGRAPHIC

12 WAYS
to reduce avoidable
single-use plastics

Say no to plastic straws and cutlery



Bring your own reusable mug for beverages



Bring your own reusable water bottle



Get the free Refill app to find places to refill your water bottles



Use a reusable bag for shopping



Take your own containers to supermarket for deli items, fish etc.



Buy items such as fruit and vegetable loose rather than wrapped in plastic



Consider purchasing items (such as washing powder) in bulk using reusable containers from refill stations.



Consider swapping plastic bathroom products for alternative materials e.g. bamboo toothbrush, shampoo bars, razors with replaceable blades rather than disposable razors.



Ditch cling film and bring lunch in a reusable container



Give up chewing gum



Consider switching to doorstep milk delivery in reusable glass bottles

