

Single Use Plastics (SUPs) Action Plan

Draft for Overview and Scrutiny Committee

Reference	Action point	Outcome	Lead officer	Timescale / Resources
Theme – Improving the Council’s performance as an organisation				
CDC 1	<p>Staff briefings – engage with staff to raise awareness and to consider how we can address the issues at CDC</p> <p>Work with West Sussex Waste Education team on Pass On Plastic pledge and providing further information</p>	<p>Council-wide support to deliver a reduction in SUPs</p> <p>Commitment to Pass On Plastic helps to maximise waste reduction and reduce plastic material in waste stream.</p>	Andy Buckley / Tom Day	<p>November 2018</p> <p>Achievable within existing Council resources with additional WSCC input</p>
CDC 2	Working with the West Sussex Waste Education Team hold waste prevention sessions for the green champions’ network and Members.	CDC staff and members have a better understanding of sustainable, plastic free alternatives.	Tom Day / Andy Buckley / Sarah Miles	<p>Pre-Council briefing in November 2018</p> <p>Achievable within existing Council resources</p>
CDC 3	Waste and recycling bins – review numbers and locations to ensure they support recycling aims. Improve signage and advice in kitchens and above the bins to make it clearer what materials can be recycled. Introduce bags to facilitate recycling in cellular offices currently without a mixed recycling bin.	Increased recycling rates of operational buildings and reduction of recyclables in the general waste stream	Roland Robinson/ Sarah Miles	<p>November 2018</p> <p>Achievable within existing Council resources</p>
CDC 4	Supply additional glasses for staff kitchen to back up staff briefing messages. REFILL bottles provided to those volunteering as green champions.	Reduce volumes of single use water bottles brought into Council offices.	Andy Buckley	<p>November 2018</p> <p>Achievable within existing budgets</p>

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CDC 5	Review all items procured for day to day running of buildings, ensuring SUPs are eradicated.	Reduce volumes of SUPs used in Council buildings.	Roland Robinson	December 2018 Achievable within existing Council resources
CDC 6	Reintroduce green champions within services or office locations to give friendly encouragement to staff to avoid SUPs and recycle where possible	Location-based champions who are able to advise and educate staff.	Tom Day/ Stephanie Evans	December 2018 Meeting twice a year. Group e-mail and updates regularly between meetings. Staff time resource required – 40 hours p.a. to coordinate and 60-80 hours p.a. for the champions depending on the number required
CDC 7	Work with WSCC and other West Sussex Districts and Boroughs, on a water refill scheme to reduce SUP water bottle use. Install a publically accessible REFILL water station within East Pallant House	Incentivise the use of re-usable water bottles as an alternative to SUP bottles	Roland Robinson	October 2018 Estimated cost £1-2k, Achievable within existing Council resources
CDC 8	Add further guidance (which will be supplied from Environmental Protection) onto the Temporary Event Notice acknowledgement letter	So that event holders are provided with guidance on reducing SUPs that they can put into effect at their event.	David Knowles-Ley	December 2018 Minimal resource required
CDC 9	Events on CDC land. Hire agreement for use of CDC land for events should ban releases of plastic balloons and other sources of litter (such as sky lanterns) and also encourage use of re-usable plastics for catering.	Reduce plastic being released into the environment, reduce SUPS use for events.	Tom Day / Ian Baker	March 2019 Achievable within existing Council resources

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CDC 10	Work with procurement to establish an environmental performance specification for business tendering for CDC contracts.	An agreed set of environment pledges on Single Use Plastics and other environmental performance issues. Businesses who can demonstrate compliance will receive an additional quality assessment score.	Tom Day / Procurement team	May 2019 Some re-direction of staff time required, estimated as 10-14 hours work to set up.
Theme – Working with local businesses				
Business 1	Presentation on reducing and eliminating SUPs at the ChiBAC meetings we have with local premises owners to see what methods they are taking to reduce the use of single-use plastics and to advise them on what could be done	To gain ideas from local premises owners and give specific advice from Waste team on actions that could implemented at their premises	Helena Giudici / Tom Day	May 2019 Achievable within existing Council resources, some officer time required
Business 2	Add guidance supplied from Environmental Protection / WSCC waste education team onto the Licensing website pages	To increase awareness of the need to reduce SUPs amongst event organisers and licensed businesses	Emma Burle	November 2018 Achievable within existing Council resources
Business 3	Raise the issue of single use plastics at Joint Advisory Group and Business Improvement District (BID) meetings to see what ideas they have and consider the use of reusable (and branded) plastic glasses and cups at events	Reduce SUPs at large licensed events	Laurence Foord (BID) and David Knowles-Ley (JAG)	December 2018 onwards Achievable within existing Council resources
Business 4	Estates - write to all tenants to encourage them to reduce their use of SUPs and increase recycling wherever possible. Consider including wording in new leases to formalise the request.	Reduced SUP use by local businesses	Catherine Day	October 2018 Temporary administrative support required

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Business 5	<p>Develop education and awareness initiatives for customers using our Business Waste and Recycling Service. Actions to consider include:</p> <ul style="list-style-type: none"> • Education package and waste audits. • Review customer base and identify customers not recycling and where service can be provided. • Assess operational resources to expand recycling collection provision. 	<p>Encourage businesses to put the right stuff in the right bin.</p> <p>Raise awareness of the cost and environmental benefits of recycling.</p> <p>Reduction in waste tonnages collected.</p>	Amie Huggett	<p>Commence early 2019 – currently focusing on implementing new disposal contract.</p> <p>Additional resource required from within Business Waste service to deliver this which would form part of wider business case for the whole service provision to be developed in 2019/20.</p>
Business 6	Support Chichester Business Improvement District (BID) in their ambition to make Chichester Plastic Free.	To be confirmed – Chichester BID are currently in the early stages of developing way forward.	Tania Murphy	<p>Timescale dependent on the BID.</p> <p>Resources will mainly come from the BID. The level of CDC involvement will need to be considered as the scheme develops.</p>
Theme – Communicating the message				
Communications 1	Make information made available via social media pages and other means on organisations and businesses which: offer re-usable coffee cups to buy or loan, use paper straws and wooden cutlery, or are members of REFILL.	To promote the availability of re-usable cups and increased public awareness of the premises which have them on offer. To promote the businesses which are taking a step towards using less single use plastic.	Public Relations with support from Licensing	Collation of information by Events team December 2018. Publicity: 2019 on-going.
Communications 2	Include press release in eBiz newsletter. Send press release to contacts at business associations	Awareness of campaign	Karen Neglia/Angela Reeve-Hurndall	November 2018 eBiz and subsequently. Minimal resource required

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Communications 3	Formulate key messages for businesses and identify relevant business sector audiences. Ensure that advice and guidance includes a call to action and focus within the messaging [Environment Protection] Identify existing and future resources to disseminate these messages [Economic Development Service]	Reduced SUP usage by local businesses.	Economic Development Service / Environment Protection / Place (BID liaison)	December 2018 onwards Minimal resource required. Involve BID to link with their work on Plastic Free community plan.
Communications 4	Building on staff waste prevention sessions, develop staff communications plan to ensure key messages are maintained.	Maximise waste reduction and reduce plastic material in waste stream.	Sarah Parker / Andy Buckley/ Sarah Miles	November 2018 onwards Achievable within existing Council resources.
Communications 5	Expand existing waste reduction and recycling campaign communications plan for residents to include information on how to avoid single-use plastics, use of plastic free alternatives, and showcasing our own pledge at the District Council. To include key communication channels: Initiatives, social media and CDC website.	Enhance existing campaign and increase residents' awareness and better understanding of sustainable plastic free products. Encourage residents to put the right stuff in the right bin and increase recycling participation rates. Reduction of plastic material found in household waste bin.	Amie Huggett with Sarah Miles. PR support.	West Sussex Waste Partnership time October 2018 onwards Communications will be developed alongside existing communications planner for recycling messages This action could be extended through additional design and print work (estimated cost up to £1,000)

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Communications 6	Expand existing Against Litter Campaign communications plan to re-focus on plastic pollution and demonstrate ways to beat it. Highlight materials recovered in litter picks which could have been recycled or not used at all.	Enhance existing campaign and increase resident's awareness of the impact littering is having on our local communities and the importance of ensuring plastics are directed to recycling streams where possible or avoided.	Amie Huggett with Sarah Miles and PR (Sarah Parker)	October 2018 onwards. Communications will be developed alongside recycling communications planner. Potentially within existing resources but subject to resource bids for PR resource being considered alongside other priorities.
Theme – Working with our community				
Community 1	Work with WSCC, other Sussex Districts and Boroughs, Chichester BID and Transition Chichester setting up a "Refill Chichester" scheme.	A co-ordinator is appointed for the District (either through a community group or at CDC) and the scheme is launched and promoted locally and nationally.	Stephanie Evans / Tom Day	March 2019 for launch Resources: this would require some re-allocation of staff time within Environmental Protection, some support from WSCC (Julie Robinson) and a bid for promotional budget of £1-2k, potentially jointly with other similar schemes locally

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Community 2	<p>Youth engagement - support the Waste Buster Plastic Planet Challenge.</p> <p>Waste Buster is a UK based environmental education organisation, and a local contract is overseen by the West Sussex Waste Partnership. Waste Buster provides resources to participating primary schools to explore plastic and recycling and how plastic pollution can be prevented. The Plastic Planet Challenge will be promoted by each District and Borough via existing communication channels to encourage primary schools to take part.</p>	<p>Motivate young people and their families to reduce plastic use and recycle.</p> <p>Inspire the next generation to take care of the environment and prevent plastic pollution.</p>	West Sussex Waste Partnership	<p>Challenge has been launched. Forms part of educational focus for 2018/19. Performance monitoring reported to the Strategic Waste Group each month.</p> <p>Achievable within existing West Sussex Waste Partnership resources.</p>
Community 3	Support local groups promoting the "Plastic Free Communities" campaign in Selsey and East Wittering	Support at least one community campaign to complete the toolkit actions and become certified Plastic Free Community	Tom Day / Stephanie Evans	<p>Timescale depends on the community groups, CDC support in place from December 2018.</p> <p>Resources: would require some re-allocation of Environmental protection staff resource. Level of support to be clearly defined in the form of an offer limited to one community group Level of Member involvement, if any, to be determined.</p>

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Community 4	Continue Selsey Bathing Water Enhancement Project into year 2 (summer 2019) and include additional action on single use plastics, particularly around food containers and take away food at the coast	Support local businesses near the coast to use alternative packaging. Decrease the amount of SUPs found in beach cleans	Dom Henly / Sarah Hughes	Selsey Beach Clean event September 2018. Year two campaign July-September 2019. Officer time and promotional resources will be fully funded by Southern Water under existing two-year agreement.