

Committee(s): Environment, Enforcement & Housing Committee	Date: 17 th March 2020
Subject: Single Use Plastic Elimination by 2020	Wards Affected: All
Report of: Greg Campbell	Public: Yes
Report Author/s: Name: Greg Campbell Telephone: 01277 312500 E-mail: greg.campbell@brentwood.gov.uk	For: Decision

Summary

This report seeks to update members on progress following the unanimous decision to work towards a programme to ensure all the Councils buildings avoid using single use plastic by the end of 2020. And further that through the Council's representatives on the Brentwood Business Partnership a proposal for a 'Plastic Free Pledge' for Brentwood be developed to further develop this proposal in the community

Recommendation(s)

Members are asked to:

R1. To endorse the work carried out so far and support the direction of the work being taken to remove single use plastics by the end of 2020 from Council buildings

Main Report

Introduction and Background

1. Brentwood Borough Council are committed to reduce the negative effects of single use plastics on the environment. As such the Council are seeking projects and schemes to cease the use of single use plastics in line with the motion which was put and unanimously approved at the Ordinary Council on 26/06/2019 min 81.

2. The definition of a single use plastic is:

Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items include plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging' – Plastic Free Challenge

3. The Council is committed to reducing the reliance and need for single use plastics and has already taken actions to cease the use of single use plastics as well as identify other measures that will assist to deliver the ambition by the end of 2020. These are as follows

The amendment and change to procurement documents.

4. The new revised documents will require potential providers of services or goods to identify alternatives to any single use plastics they use in their supply chain where part of the tender.
5. Questions relating to reducing use of Single Use Plastics are now added to the 'Invitations To Tender' (ITT) as part of the social value criteria where this is appropriate. The Council can ask the bidder how they will deliver their product/service through the term of the contract. This will become part of the scoring criteria when awarding contracts.
6. Where contracts or purchases fall outside the requirement of ITT, companies will be requested to confirm they are not using single use plastics in what they deliver when they submit their quote.

Inventory of single use plastics being used within Council ran buildings

7. The Council has undertaken an inventory of all single use plastics being purchased for use in the Town Hall & Depot (the two buildings the Council have direct control over) Following a review of the inventory the Council will or have taken the following steps to cease, reduce or manage their use.
 - There are no longer any plastic bottles at committee meetings
 - Glasses have been provided instead of plastic cups for staff and visitors to use
 - Glass water bottles are provided in meeting rooms
 - Recycling bins have been placed in the Town Hall to encourage recycling
 - The Council have replaced hand wash plastic bottles with hand wash dispensers
 - The Council is seeking to replace single use items of stationery like pens and folders by introducing cardboard folders and bamboo pens for example. This will be an ongoing change as and when present stock runs out and other alternatives are purchased.
 - Milk will be provided in bottles and sachet packets will be removed
 - Washing up liquid bottles to be changed to refillable dispensers.
8. Following this initial audit a second audit will be undertaken in November this year to reaffirm that the changes made to remove single use plastic are still in place. Further this review will identify and further items which the first audit

could have missed and seek to put an agenda together to remove these.
November 2020

A Depot Review of Services that may use Single Use Plastics

9. The Depot will be undertaking a review of all its items which it uses to deliver its services from refuse, street scene to parks. Once this inventory is complete a review of how items identified will be replaced or ceased being used will be implemented

Encouraging Our Staff

10. The Council will also be encouraging staff to take up the challenge by:
 - Encouraging staff to use re-useable lunch boxes/water bottles etc and
 - Source supplies from companies who use sustainable packaging/low plastic packaging
11. Staff will be encouraged through the Councils newsletter and posters within our buildings to consider the environment and cease using single use plastics.

New Halls Contract

12. Later this year the Council will be awarding the halls contract which will require the successful bidder to cease the use of 'single use plastics' in the halls they operate on behalf of Brentwood Borough Council.

Housing schemes and shelters

13. The Housing schemes will undertake their own inventory and determine what action is needed to remove single use plastics from their schemes and shelters.

Council Ran Events

14. In order to affect the wider environment all future Council events including Strawberry Fair and lighting up Brentwood for example will include in its agreement for participation the need to for suppliers and vendors to not use single use plastics and confirm this when they apply to work at these events.

15. In the table below is the full programme of works being undertaken

Item	Description	Expected Date of Action	
Procurement Changes	Amend procurement documents to reflect the Council's pledge to cease using single use plastics	Complete	
Reducing Single Use Plastics in Council Buildings	Develop Inventory of Single use plastics in Council Buildings Determine where and what to do to cease using these	Inventory Complete Work to reduce – ongoing	
Cease Using single use plastics to deliver Depot Services	Carry out inventory to identify where single plastics are being used Identify those items to be changed and set out a plan to do so	Complete Inventory by September 2020 Complete list of alternatives by October 2020	
Encourage Staff to cease using Single Use Plastics	Communicate and persuade staff to cease using single use plastics via the staff newsletter and other internal communications	Ongoing through 2020 and beyond	
Cease use of Single Use Plastics in our Halls	When the New Halls Contract is awarded this will be on the understanding that there will be no single use plastics used within the halls	Award of Contract by September 2020	
Housing to remove single use plastics from their sheltered housing schemes	The Housing schemes will undertake their own inventory and determine what action is needed to remove single use plastics from their schemes and shelters.	Inventory Complete by July 2020 Complete list of alternatives by September 2020	
Cease using Single Use Plastics at Council ran events	Suppliers and vendors at Council events to agree to a non single use plastic agreement.	In place By May 2020	
Continued review	Review the work undertaken so far and consider what else is needed or could be done.	September 2020	

16. The original motion also asked that the Council's representatives on the Brentwood Business Partnership to develop a proposal for a 'Plastic Free Pledge' for Brentwood be developed to further develop this proposal in the community.

17. This request will be made by the Council's representatives and will be discussed at the next meeting of the Brentwood Partnership on the 31st March 2020.

18. The Committee is asked to note the report and endorse the work that is being carried out to remove single use plastics by the end of 2020 from Council buildings, events, work carried out by the Depot and the Brentwood Partnership. That an update of these items be reported back to the PRED Committee in the Autumn of 2020.

Reasons for Recommendation

19. Supports the Council's commitment to develop and consider projects to protect the environment.

Consultation

20. No consultation has so far taken place.

References to Corporate Plan

21. Encourage more people to become involved in the environmental aspects of their community.

22. Consider how Council assets can be utilised to promote sustainable development in the Borough.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Director of Corporate Resources

Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk

23. The Council will work within existing resources and budgets made available from the Medium Term Financial Strategy.

24. Individual projects will take into account financial considerations and will be reported if required. Any significant financial consequences will be reported to Policy, resources and Economic development Committee through the Council's budget monitoring processes.

Legal Implications

Name & Title: Amanda Julian, Director of Law and Governance and Monitoring Officer

Tel & Email: 01277 312705/amanda.julian@brentwood.gov.uk

25. The Government has introduced a draft statutory instrument after a consultation period, the Draft Environmental Protection (Plastic Straws, Cotton Buds and Stirrers) Regulations 2020 due to come into force on the 3 July 2021. The Council by adopting the recommendations will ensure that it will be compliant prior to the legislation coming into force.

Economic Implications

Name/Title: Phil Drane, Director of Planning & Economy

Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

26. As businesses become more environmentally conscious and technology enables more efficient use of resources, it is important that the Council consider ways in which it can implement green technology initiatives and encourage other businesses to do so where appropriate. The commitment to reduce single use plastics and consider alternatives across Council services and for the purposes of procurement sets a positive example. It can have a positive economic impact with new supply chains to green businesses offering alternatives to plastic, in addition to the environmental benefits.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

Background Papers

None

Appendices to this report

None