

Single-Use Plastics Five Years Action Plan - Spelthorne Borough Council

Theme 1: Getting our house in order					
Objective 1: End the sale and provision of SUP products in order to phase out the use of SUP across our estates and operations wherever possible.					
Output	Action		Classification	Lead	Target Date
1.1 Identify SUP streams in SBC owned buildings	1.1	Audit the main SBC operational buildings (Council Offices, White House Depot, Laleham Nursery & Day Centres) to identify main SUP streams.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Sept 19
	1.2	Audit SUP use in pavilions, village halls and other SBC buildings.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Mar 20
1.2 Group SUP items into level of difficulty to eliminate e.g. easy, moderate, hard.	1.3	EASY- plastic drink bottles, plastic drink cups, plastic food takeaway boxes, plastic cutlery, plastic grocery bags, straws, stirrers, sauce sachets and tea bags with plastic wrappers.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Dec-19
	1.4	MODERATE- hot drink cups and lids, coffee capsules and stationery.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Mar-20
	1.5	HARD- bin bags, food wrappers, yogurt pots, milk bottles, composite food packaging (e.g: chocolate boxes, biscuit trays, crisp bags, soup containers), cleaning supplies (e.g: washing-up fluid, other cleaning fluids and wet wipes), food packaging film, protective packaging for fragile items etc.	Measure and Control	Sustainability Officer / Waste & Recycling Officer	Dec-21

Theme 2: Working with Suppliers and Contractors					
Objective 2: Ensure that our Procurement Strategy, Procurement Policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use in their service provision including at any events that are run.					
2.1 Revise existing Procurement Strategy, Procurement policy and procedures.	2.1	Publish the SUP Strategy on intranet and external website - this is to support and act as a driver for any variations the authority's procurement policy (as well as general awareness raising).	Measure and Control, Restrict access	Sustainability Officer	July-19
	2.2	Incorporate SUP reduction criteria in to procurement policy and work collaboratively with Surrey Procurement Group where possible.	Measure and Control, Restrict access	Head of Procurement	Sept -19 On-going
	2.3	Procurement of only recyclable or reusable containers for catering facilities where applicable.	Measure and Control, Restrict access	Contracts Manager	Dec-19
	2.4	Procurement of cleaning materials to include only recyclable or reusable containers.	Measure and Control, Restrict access	Facilities Manager	Sept-23
2.2 Ensure where contractually possible that no SUP cups, bottles, straws, plates, cutlery etc. are used by contractors at events we run.	2.5	Compile list of events currently run by SBC.	Measure and Control	Sustainability Officer	Sept-19
	2.6	To eliminate the use of SUP at internal events we run.	Measure and Control	Sustainability Officer	Mar-20
	2.7	To eliminate the use of SUP at external events we run.	Measure and Control	Sustainability Officer	Mar-21

		<i>To encourage those external organisers (who apply for licensing for public events) to use alternatives materials to replace SUP items such as paper cups, plates and trays etc.</i>	<i>Good Practice</i>		<i>NOC (No overall control)</i>
Objective 3: Support greater awareness and action in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.					
3.1 Promote the use of eco-friendly and fit-for-purpose alternatives.	3.1	Share good practice between Surrey Environment Partnership (SEP) Task Group representatives.	Operational effectiveness	Senior Waste & Recycling Officer	On-going
	3.2	When a SUP item cannot be eliminated or replaced by a reusable option, thoroughly assess any proposed alternatives to ensure that they have a lower environmental impact.	Operational effectiveness	Sustainability Officer / Senior Waste & Recycling Officer	Ongoing
		<i>Keep up with emerging trends and new alternatives as they become available.</i>	<i>Operational effectiveness</i>	<i>Sustainability Officer / Senior Waste & Recycling Officer</i>	<i>GP (Good Practice) - ongoing</i>
		<i>Replace SUP items with reusable items in order to avoid any type of single-use waste at the first instance.</i>	<i>Good Practice</i>		<i>GP</i>
3.2 Embed our SUP objectives into other key organisational policies and plans.		Speak to CEX & Deputies where possible and encourage them to include SUP objectives in business plans, corporate strategies etc	Engagement initiative	Group Head Neighbourhood Services / Sustainability Officer	GP

3.3 Improve knowledge of recycling facilities, where they are provided in-house, across our own estate and enable our employees to recycle better.	3.3	Look at best practice guidance on the WRAP Recycle Now website, and use this as a template for offices.	Facilities	Waste & Recycling Officer	Dec-19
	3.4	Ensure water dispensers are sufficiently available and in good working order.	Facilities	Facilities Manager	July-19 On-going
	3.5	Application of standardised labelling for each waste stream, and corresponding bins across all sites.	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-19
	3.6	Reduce number of internal bins (where applicable) and assess saving in employee/cleaner time emptying bins.	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-19
	3.7	Place internally standardised bin containers in central areas (where applicable).	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-19
	3.8	Assess your largest SUP contributors by volume to identify key target for change.	Operational Effectiveness, Good Practice	Sustainability Officer / Waste & Recycling Officer	Dec-19
	3.9	Format specific initiatives: stationary - offer recycled and/or recyclable options on site, offer a stationary recycling bin	Good Practice, Operational Effectiveness	Waste & Recycling Officer	Dec-19
	3.10	Input of standardised colour coded bins for each waste stream and for every consolidated waste zone.	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-20

	3.11	Increase ratio of recycling volume to general waste volume (where applicable).	Facilities, Operational Effectiveness	Waste & Recycling Officer	Dec-21 Ongoing
		<i>Keep staff informed of best practice and waste performance & initiatives through regular updates by using internal communication channels such as intranet, newsletters, notice board etc.</i>	<i>Good Practice</i>	<i>Waste & Recycling Officer</i>	<i>GP</i>
		<i>Record waste weights supplied by waste service company and monitor to reduce and control cost.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Control materials on site by offering onsite options, for example tea and coffee instead of externally sourced disposable cups. Compare value of saving of provision of coffee and tea facilities with increase in cost of waste volume of non-recyclable material.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Format specific initiatives: drinks cups - remove plastic cups & consider offering cup recycling service for compostable products.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Ongoing training support and communication for cleaning teams regarding recycling.</i>	<i>Good Practice</i>	<i>Facilities Manager / Senior Waste & Recycling Officer</i>	<i>GP</i>
		<i>Work with all waste authorities and actors in Surrey to collectively purchase solutions for hard to recycle materials.</i>	<i>Good Practice</i>	<i>Senior Waste & Recycling Officer</i>	<i>GP</i>
		<i>Organise waste awareness days provide guidance and education for staff that encourages good recycling practices.</i>	<i>Good Practice</i>	<i>Waste & Recycling Officer</i>	<i>GP</i>

Theme 3: Raise Awareness across Surrey					
Objective 4: Share best practice, raise awareness, and support our own staff, partner authorities, communities, schools, businesses and beyond towards making their own buildings SUP free zones.					
4.1 Raise staff awareness and encourage positive behaviour change to reduce the use of SUP.	4.1	Regularly share best practice guidance with your staff for cascading the SUP message.	Engagement initiative (employee focussed)	Sustainability Officer / Waste & Recycling Officer	Dec-19 Ongoing
	4.2	Regularly create accessible online content (i.e. social media) for wide ranging readership on the topic of SUP.	Engagement initiative	Sustainability Officer / Waste & Recycling Officer	Dec-19 Ongoing
4.2 Communicate the importance of protecting our urban environments, rural environments and waterways in Surrey through various channels including our social media, and support and promote plastic free initiatives, awareness raising campaigns and actions for reducing plastic waste at a wider level.	4.3	Look out for local SUP initiatives to support and get involved in, and promote via communication channels.	Engagement initiative	All	Dec-19 Ongoing

4.3 Support our schools, businesses, communities and beyond in their efforts to become SUP free by sharing and demonstrating our best practice.	4.4	SCHOOLS- Work with the SCC team that encourages schools to participate in Eco Schools Awards, to see how SUP can be included in the programme. Incorporate SUP in to the annual Schools Eco-conference and Junior Citizenship events.	Engagement initiative	Senior Waste & Recycling Officer	Dec-21
	4.5	BUSINESSES (High street retailers in particular) - Map out links to local businesses (eg LEPs) and ways to engage with them to encourage SUP reduction.	Engagement initiative, Monitor & Control	Sustainability Officer / Economic Development Manager	Dec-19 Ongoing
	4.6	Work closely with ENVIRONMENTAL GROUPS to ensure their support for our SUP policy implementation.	Engagement initiative	Countryside & Commons Officer	Dec-19 Ongoing
	4.7	RESIDENTS- Agreement & implementation of joint communications in order to raise public awareness about the harm caused by SUP use & encourage consumer behaviour change.	Engagement initiative	Surrey Environment Partnership / Senior Waste & Recycling Officer	Dec-21
Theme 4: Support Surrey to take action					
Objective 5: With the support of our partner authorities, innovate and encourage people in Spelthorne to reduce their SUP use, with a particular focus on busy public locations, and other areas where we have control or influence.					
5.1 Work with partners in joint ventures and innovative projects for reducing single-use plastic waste e.g: water fountains & Refill	5.1	Assess potential for a local Refill scheme and develop water refill stations across high street locations with the involvement of businesses.	Infrastructure requirement for desired change	Sustainability Officer / Economic Development Manager	Dec-21

Scheme.	5.2	Look into costs and practicalities of putting water stations in public areas and liaise with water supply companies whether any support can be given. Joint procurement options to be explored.	Infrastructure requirement for desired change	Sustainability Officer / Allotments & Parks Officer	Mar-20
	5.3	Support effective roll out of Deposit Return Schemes across Surrey.	Infrastructure requirement for desired change	Surrey Environment Partnership / Senior Waste & Recycling Officer	Dec-23
	5.4	Adopt goals set out in the UK Plastics Pact and promote to businesses in Surrey	Engagement initiative, Monitor & Control	Sustainability Officer / Economic Development Manager	Dec-21
	5.5	Explore ways to support local businesses wherever we can on SUP reduction and encourage switch to widely recycled or lower environmental impact alternatives where SUPs are unavoidable (i.e. use of widely recycled polymers over polystyrene).	Engagement initiative, Monitor & Control	Economic Development Team	Dec-21
	5.6	Introduce a Green Business category at the Spelthorne Means Business Awards	Engagement initiative	Business Engagement Officer	Sept-20
	5.7	Work with Staines Market to reduce their use of plastic packaging and plastic bags	Engagement initiative	Service Monitoring Officer	Dec-20
		<i>Help retailers and fast-moving consumer goods (FMCG) companies wherever we can to support their goals towards reducing SUP</i>	<i>Good Practice</i>		<i>Dec-21</i>

5.2 Use government legislation/initiatives that regulates/encourages against the use of single-use plastics to support our efforts where we can.	5.8	Lobbying government for incentivised schemes e.g: offering tax rebates for sustainable alternatives.	Engagement initiative, Monitor & Control	Joint Waste Solutions, Surrey County Council	Dec-19 Ongoing
	5.9	Support government initiatives to ensure broad buy-in from manufacturers to reduce SUP waste arising from their products/services.	Engagement initiative, Monitor & Control	Joint Waste Solutions, Surrey County Council	Dec-23
5.3 Support communities and litter-pick initiatives to ensure our parks, riversides and open spaces are free from plastic litter.	5.10	Promote local litter pick events	Engagement initiative	Waste & Recycling Officer	Dec-19 Ongoing
	5.11	Signpost people to the organisers of big litter pick events (such as Keep Britain Tidy) where they can find local litter picks.	Engagement initiative	Waste & Recycling Officer	Dec-19 Ongoing