

# APPENDIX 1

## Southwark Council – Single Use Plastic Strategy

### Introduction

As outlined in the council's plan, Southwark Council is committed to the removal of single use plastic. In 2018, the council stated:

'In everything we will make sure we are being greener and tackling problems like air quality and climate change. We will make sure we limit our environmental impact so that future generations can live in a cleaner, greener Southwark.

One action in support of this commitment is that the council will specifically 'end the use of single use plastic in the council'.

The Strategic Director of Housing and Modernisation leads on this commitment. This strategy sets out how the council will remove SuP from its operational estate.

### Definition

The council defines SuP as:

'any plastic items which are either designed to be used for one time by the consumer before they are thrown away or recycled, or likely to be used in this way. '

Such items include disposable cutlery, plastic straws, thin plastic carrier bags, drink stirrers and crisp and sweet packets.

This definition is in line with definition adopted by UN and other bodies

### Background

In 2018 the Blue Planet II Series, watched by 17 million people in the UK, was groundbreaking in bringing to the public's attention the scale of damage caused to the environment by the use of SuP. The result of this hard hitting programme is driving action across Governments, business and has stirred public interest.

A number of key public sector organisations and businesses have pledged support to the removal of SuP. In the UK alone, the Scottish Government has pledged to remove SuP from their sites. The Welsh Government are considering a number of cross-UK initiatives such as a deposit return scheme and has set aside additional funding for this initiative.

The UK Government has consulted on an approach to tax items containing SuP, wanting to be seen as 'Tackling the Plastic Problem', and are also consulting on the banning the distribution and/or sale of plastic straws, stirrers and plastic-stemmed cotton buds in England, as well as investigating other UK wide initiatives.

Under draft plans, the Irish Government will ban SuP from government departments and public bodies by 2021.

The corporate facilities management division on behalf of the council has already taken steps to identify SuP across the operational estate, having removed some of

the more obvious examples (plastic cups, stirrers and plastic cutlery etc.) and is leading on a London Councils learning network to reduce the use of such plastics.

### **Scope and Objective**

This strategy outlines the approach that the council will take to remove SuP from its operational estate, those buildings that the corporate facilities management division has responsibility for maintaining.

Although, the council's ban on single use plastic does not include plastic brought in by staff and visitors, through education, we will encourage staff and visitors to reduce the amount of SuP brought into our buildings, by engaging with staff and visitors by various communication approaches.

In considering realistic alternatives to SuP, the council will seek solutions that do not in themselves create other and potentially more harmful environmental issues. The council will also consider other factors in their assessment to ensure value for money and also any potential health and safety implications.

There may be occasions where there no realistic alternative to SuP and in those instances; alternatives and removal options will continue to be identified as demand drives further advances in SuP alternatives. And in the meantime steps to reduce the use of such plastics as far as reasonable will be implemented.

The council's procurement strategy which already considers environmental matters through the gateway process will be reviewed to ensure that future procurements also consider SuP removal. The strategy will also encourage key contractors to work with the council to maximise the reduction in the use of SuP throughout their supply chain.

The working being carried under this strategy is in parallel and alongside the work that is underway in the Environmental and Leisure Directorate and the reduction of SuP borough wide.

The strategy is supported by an 'Outline and Action Plan' document that lays out how the council intends to implement the strategy.

## APPENDIX 2

### Supporting Document

### Outline and Action Plan

### Approach

The council proposes a phased approach to the eradication of SuP plastic.

The following route map will be adopted to assist with the ultimate removal of all SuP, across the operational estate.

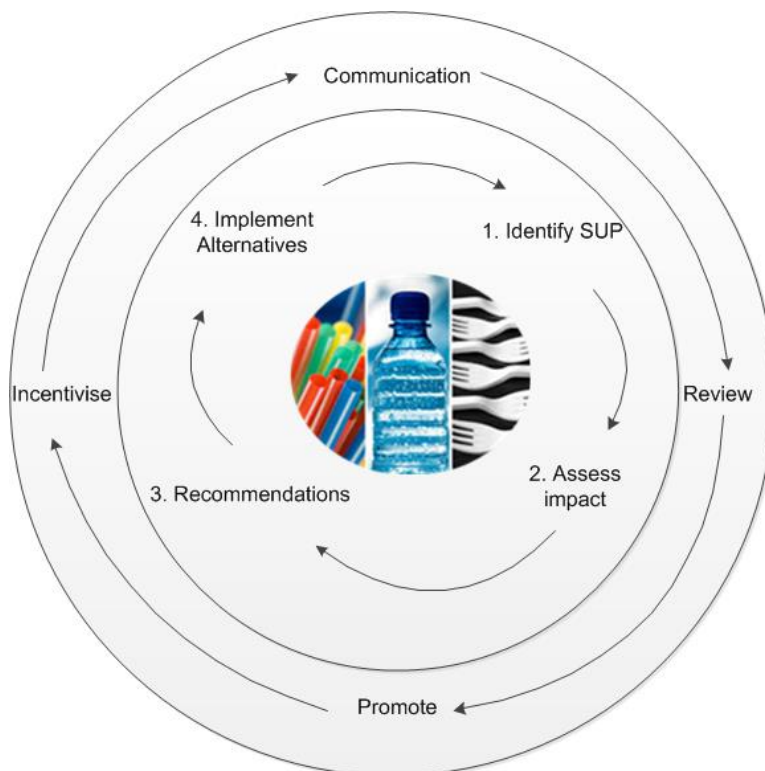


Diagram 1 –  
Route MAP to

SuP removal

#### 1. Identify use of SuP across the council

SuP will be identified across the council's operational estate. This will include, but not limited to, the use of disposable coffee cups, plastic cups, plastic cutlery, plastic bags, plastic straws, takeaway containers, hospitality consumables, and cleaning product containers.

#### 2. Assess the Impact

A risk to the removal of SuP is that the alternatives proposed may in themselves cause disposal or environmental issues. In assessing alternatives, consideration will also be given to the cost, the ease of use etc. The impact of that alternative will be assessed, to ensure that it is a viable solution.

### 3. Recommendations

The most appropriate alternative to SuP will then be recommended. Recommendations may well include complete removal with no replacement, replacement with an alternative.

### 4. Implement Alternatives

Once appropriate alternatives have been identified then the alternative will be implemented. Where possible contracts will be revised and new contracts will be utilized to source alternatives. Following initial pilot where appropriate, there will be a phased roll out of alternative solutions.

## **Continuum**

### Stakeholder Engagement

Continuous engagement with stakeholders throughout the 4 stage process is critical. Engagement will be made with all relevant stakeholders, including end users, suppliers, and those organisations that may be able to offer help in implementing the strategy.

A communication plan will support this engagement with a range of engagement tools utilized; road shows with staff, presentations, and corporate communication tools.

### Communicate Promote and Incentivise

A communication plan will be developed. Where required, education, training, and communication campaign, will support the implementation. In addition consideration will be given to incentivising staff to not only use the alternatives available but also to promote a drive of SuP brought into the council by staff and visitors.

### Continuous Review

The council will continue to monitor and review the use of SuP, identifying where additional SuP may be being introduced to the council. The council will also continue to identify new alternatives to SuP as they become available.

## **Finance and Resources**

The Strategic Director of Housing and Modernisation will ensure that adequate finance and resource is available to implement the strategy. Where practicable, costs will be managed within existing budgets. However, where there are elements of the implementation that may require resource and additional funding and this impact will be factored into the assessment process.

## **The Plan**

The council has developed an action plan in support of the strategy.

A short, medium and long-term plan is aligned to the SuP removal route map. A number of different variables will impact on how quickly and easily the council can

remove SuP, including site location, type of SuP involved, availability of alternatives, and resources requirement. These will be factored into the plan.

The action plan outlines actions, responsibility, outcomes, officer responsibility and deadlines. This action plan will be monitored regularly and regular updates provided to relevant stakeholders.

An annual update on the action plan will be published.

### ***Short Term***

In the short term the council will concentrate on the gold sites (Tooley Street, Queens Road Complex, Sumner House, Bournemouth Road, Talford Place and Curlew House). These are sites that are managed by the corporate facilities management division and have the largest concentrations of staff, highest use of consumables and full-time onsite FM support who can help facilitate the removal.

Consideration will also be given to seeking Accreditation of Plastic Free City, the City of London's sponsored initiative to drive the reduction of SuP.

Working with the corporate procurement team, to revise the process to implement the changes required to the procurement process.

### ***Medium Term***

In the medium term, the council will have by then raised the profile of the strategy, learned lessons from the Gold site implementation and be in good position to extend the strategy to the remaining corporate facilities management supported sites.

The plan will also seek to implement a standard in SuP removal as appropriate benchmarking tools evolve.

As the market for alternatives to SuP is continuously evolving, there will also be an annual review of alternatives to ensure that the council is implementing the most appropriate alternatives.

### ***Long Term***

In the long term, the remaining council run sites will implement the strategy; removing all SuP from across the council's operational estate by the end of 2021.

Support will also be provided to those sites where corporate facilities management does not have direct control, including the community school estate.

The corporate facilities management team will stay abreast of industry changes, implementing cost neutral initiatives as soon as possible. The strategy's early actions will be reviewed and progress reported on periodically. Further work will be carried and implemented across the council's supply chain.

### **Measuring Success**

The council will measure the success of this strategy by developing key performance indicators which will consider:

- Progress made against the action plan

- Reduction in the amount of SuP being purchased by the council
- The number of contractors with a SuP strategy
- The level of SuP being generated by key sites across the council

The council will also measure its success by how well it supports other related strategies, including the wider borough-wide SuP reduction strategy and the council's recycling strategy.

## APPENDIX 2

### ACTION PLAN

| Short Term | Ref | Action   | Outcome   | Owner       | Deadline               |
|------------|-----|--|---|-------------|------------------------|
|            | ST1 | Set KPIs for measuring SuP strategy success  | Measurement tool for SuP reduction                                  | Head of CFM | Apr-19                 |
|            | ST2 | Gold sites - identify SuP use  | List of SuP across gold sites                                       | Head of CFM | Apr-19                 |
|            | ST3 | Tooley Street atrium education day   | Education of Staff in Tooley street                                 | Head of CFM | May 19                 |
|            | ST4 | Gold sites - agree approach for each SuP   | Agreed alternative for each SuP                                     | Head of CFM | Jun-19                 |
|            | ST5 | Gold sites – Implement alternative solution, including with contractors, suppliers | Phased removal of SuP across Gold sites                             | Head of CFM | Sept 2018-<br>Oct 2019 |
|            | ST6 | Communication and engagement plan with staff and visitors                          | Increased staff awareness and reduction in staff and visitor use of | Head of CFM | Oct-19                 |
|            | ST7 | Coordinate 2 London local authority events   | Cross London engagement, best practice and consistency              | Head of CFM | Oct-19                 |
|            | ST8 | Investigate relevant standard in SuP   | Benchmark position on SuP response                                  | Head of CFM | Dec-19                 |

| Medium Term | Ref | Action  | Outcome   | Owner       | Deadline      |
|-------------|-----|---|---|-------------|---------------|
|             | MT1 | Silver sites and bronze sites - identify SuP use  | List of SuP across silver and bronze sites                              | Head of CFM | Nov-19        |
|             | MT2 | Silver and bronze sites - agree approach for each SuP   | Agreed alternative for each SuP   | Head of CFM | Jan-20        |
|             | MT3 | Silver and bronze sites – Implement alternative solution, including with contractors, suppliers | Phased removal of SuP across Gold sites                                 | Head of CFM | Apr-20        |
|             | MT4 | Implement standard in SuP   | Benchmark position on SuP response                                      | Head of CFM | Apr-20        |
|             | MT5 | Engage with procurement to incorporate strategy in procurement approach                         | Procurement process that considers third parties providers SuP strategy | Head of CFM | December 2019 |

|  |     |  |   |             |        |
|--|-----|--|---|-------------|--------|
|  | MT6 | Annual review - existing SuP use, available alternatives etc | Ensure continued SuP strategy implementation and identification of new alternatives to support strategy | Head of CFM | Jun-20 |
|--|-----|--|---|-------------|--------|

| Long Term | Ref | Action  | Outcome   | Owner                                     | Deadline   |
|-----------|-----|---|---|---|------------|
|           | LT1 | Remaining operational sites (e.g. libraries, one stop shops, leisure centres) - identify SuP use  | List of SuP across remaining operational sites  | Head of CFM                               | Jul-20     |
|           | LT2 | Remaining operational sites - agree approach for each SuP in conjunction with Departmental responsible person   | Agreed alternative for each SuP   | Head of CFM/<br>Departmental Leads        | Oct-20     |
|           | LT3 | Remaining operational sites – Implement alternative solution, including with contractors, suppliers   | Phased removal of SuP across remaining sites  | Head of CFM/<br>Departmental Leads        |            |
|           | LT3 | Remaining operational sites – Implement alternative solution, including with contractors, suppliers   | Phased removal of SuP across remaining operational sites  | Head of CFM/<br>Departmental Leads        | Jan-21     |
|           | LT4 | Extended education programme for schools and other sites which are not in direct council control to seek engagement on initiatives to drive down use of SuP | Supporting the reduction and ultimate removal of SuP across schools, and other sites where council does not have direct control | Children and Adult Services<br>Department | March 2021 |
|           | LT5 | Annual review - existing SuP use, available alternatives etc  | Ensure continued SuP strategy implementation and identification of new alternatives to support strategy                         | Head of CFM                               | Jul-21     |