

Single Use Plastics Scrutiny Review

DRAFT Report Tuesday 26 March 2019



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Membership of the Regeneration & Environment Overview and Scrutiny Committee

Members

Cllr Rizwana Jamil, (Chair)
Cllr Joanne Dodds, (Deputy Chair)
Cllr Ralph Berry
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Julia Pearson – Bradford Environment Forum

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Chairs Foreword

This report has been produced by the Regeneration and Environment Overview and Scrutiny Committee, to make a number of recommendations in response to the Council resolution on Tuesday 16 January 2018; for the Environment and Waste Management Overview and Scrutiny Committee to undertake a detailed Scrutiny Review into Single Use Plastics and make recommendations.

Since the Council resolution on Tuesday 16 January 2018, the Regeneration and Economy and Environment and Waste Management Overview and Scrutiny Committees have merged. Subsequently, this scrutiny review was undertaken by the new Regeneration and Environment Overview and Scrutiny Committee.

The recommendations in the report come under the three key lines of enquiry in the terms of reference of the review – reducing the use of single use plastics by Council staff and visitors, engaging with users of Council parks and other recreational facilities to reduce the use of single use plastics and working with partner organisations, local businesses and residents to encourage a reduction in the use of single use plastics across our District.

Underpinning all of this, will be the need to look for alternatives to Single Use Plastics and best practice elsewhere.

I would like to thank fellow councillors, co-opted members of the committee and council officers for taking part in this scrutiny review, but my thanks especially go to the members of a variety of expert community groups and representatives from different organisations who took the time to attend the information-gathering sessions and to contribute their ideas and experience so fully to our discussions.

As you will see from the recommendations, the Council needs to identify where Single Use Plastics is the most significant, where they can be easily removed or alternatives identified and where there are challenges in finding alternatives.

Cllr Rizwana Jamil
Chair, Regeneration and Environment Overview and Scrutiny Committee

Executive Summary

This scrutiny review follows on from the Council meeting on Tuesday 16 January 2018, where Council considered a motion in relation to Single Use Plastics and recommended that the Environment and Waste Management Overview and Scrutiny Committee undertake a detailed Scrutiny Review into Single Use Plastics and make recommendations.

This review, undertaken by the newly formed Regeneration & Environment Overview and Scrutiny Committee, offers a wider perspective on ways in which Bradford Council can reduce its use of Single Use Plastics whilst at the same time encouraging and working with key partners and local organisations to stimulate a behaviour change towards a reduction in the use of Single Use Plastics across the District.

The three information gathering sessions undertaken as part of this scrutiny review focused on three areas for improvement, in accordance with the terms of reference adopted at the Environment and Waste Management Overview and Scrutiny Committee on Tuesday 20 February 2018. Specifically, the committee resolved to:

- 1. reducing the use of single use plastics by Council staff and visitors on its own estate;*
- 2. engaging with the users of Council parks and other recreational facilities to reduce the use of single use plastics;*
- 3. working with partner organisations, local businesses and residents to encourage a reduction in the use of single use plastics across our District.*

As a result of the review, this Committee has made a number of recommendations for consideration. These are contained (a) within the body of the report and (b) summarised at the end for ease of reference.

Chapter 1 - Introduction

At its meeting on Tuesday 16 January 2018, Council considered a motion in relation to Single Use Plastics and recommended that the Environment and Waste Management Overview and Scrutiny Committee undertake a detailed Scrutiny Review into Single Use Plastics and make recommendations.

Regeneration and Environment Overview and Scrutiny Committee will consider the final report, prior to its submission to full Council.

Regeneration and Environment Overview and Scrutiny Committee members began their deliberations on Wednesday 19 September 2018, with the session focusing on setting the scene into how Bradford Council currently deals with the single use plastics. At the information gathering sessions on Tuesday 9 October 2018 and Tuesday 27 November 2018, members met with representatives from external organisations.

Key Aims and Scrutiny Process

The key aims of this stage in the scrutiny review are as outlined on the previous page.

Members have received and gathered a range of information from a number of different sources, including:

- relevant documents;
- relevant data;
- written submissions from, or meetings with, interested parties.

National Context

Around eight million tonnes of plastic makes its way into oceans each year, which poses a serious threat to the natural and marine environment. Moreover, there is now a growing acceptance local, nationally and globally of the negative impact that plastic waste is having on our environment. Furthermore, local authorities, businesses and communities are combining their efforts to adapt their policies and practices and sharing best practice with a view to reducing the use of Single Use Plastics.

A Green Future: 25 Year Environment Plan

A key aim of the Environment Plan is to work towards the elimination of all avoidable plastic waste by the end of 2042.

Resources and Waste Strategy

The Government published its Resources and Waste Strategy, (18 December 2018), which is currently out for consultation.

This strategy sets out the preservation of stock of material resources by minimising waste, promoting resource efficiency and moving towards a circular economy; whilst at the same time minimising the damage caused to the natural environment by reducing and managing waste safely, carefully and tackling waste crime. The Strategy will work alongside the 25 Year Environment Plan.

In relation to reducing plastics, the Strategy sets out how it will:

- stimulate demand for recycled plastic by introducing a tax on plastic packaging with less than 30% recycled plastic;
- ban plastic products where there is a clear case for it and alternatives exist;
- support developing nations to tackle pollution and reduce plastic waste.

Chapter 2 – Key Findings

This section presents the findings of the Regeneration and Environment Overview and Scrutiny Committee into Single Use Plastics, covering the agreed key lines of enquiry for this Scrutiny Review.

The key recurring issues that have arisen during this scrutiny review have centred around:

- Moving towards becoming a plastic free organisation;
- Procurement of goods and materials;
- Improved recycling offer;
- Education and awareness raising;
- Greater Partnership working.

Moving towards becoming a plastic free organisation

There was overwhelming support amongst councillors and officers that Bradford Council needs to set an example in relation to how it deals with single use plastics use across the organisation. Members felt that a “statement of intent”, needed to be made by Bradford Council in relation to stopping the use of single use plastics and striving towards becoming a plastic free organisation.

It was felt that the phasing out of single use plastics across the Council and the development of a Single Use Plastics Policy were fundamental in achieving this. This is an approach being adopted by other Councils such as Birmingham, Brighton, Bristol, Plymouth, Solihull, East Sussex and Leeds.

Participants also felt that it was important to achieve a balance between getting the right environmental improvement, whilst not creating a cost pressure for the Council. However, it was acknowledged that Bradford Council needed to start somewhere and to start identifying what are the biggest single items that the Council can concentrate on and where the Council has the biggest purchasing power.

Members unanimously agreed that Bradford Council should stop using single use plastics from its buildings, recreational facilities and event. In the first instance such items should include plastics cups and cutlery. The phasing out and stopping the use of plastic cups and cutlery from all Bradford Council meetings, events, recreational facilities and buildings was considered to be necessary by members.

During the course of the information gathering sessions, there was agreement amongst members that Bradford Council should appoint a member and officer Single Use Plastics Champions to oversee the Councils approach to becoming a plastic free organisation.

Recommendation 1

That Bradford Council commits towards becoming a plastic free organisation by 2024 and that Bradford Council develops a Single Use Plastics Policy with Implementation Plan to assist the Council becoming a plastic free organisation. The Implementation Plan should be reported back to the Regeneration & Environment Overview and Scrutiny Committee in 12 months.

Recommendation 2

That Single Use Plastics Champions be appointed:

- I. Council appoints a Member Champion;***
- II. The Strategic Director for Place appoints an Officer Champion.***

Bradford Councils Events team informed Councillors that they welcomed this scrutiny review and reviewing the use of Single Use Plastics in Bradford Council. Hundreds of plastic bottles are being used and left at the many Council run events that have and are taking place. Colleagues also made Councillors aware that other Councils were exploring the use of water stations at events, so that people attending events will have a bottle of water and fill it at the station. However it was felt that more should be done, in stopping the use of single use plastics in Bradford Councils buildings and at events.

Recommendation 3

That Bradford Council Events team explore the feasibility of using water station at Council run events.

Officers from Bradford Council's Parks service informed councillors that the biggest issue they faced is the plastics sacks that are used inside park bins, with some of these bins being emptied between one to three times a week. The bins are lined with a plastic bin sack and this is where this becomes an issue. Councillors were also told that the service would go through 100's of plastics sacks a week and other options now needed to be explored to reduce the use of plastics in this area. Other options could include using biodegradable sacks, or ensuring that the bins have a permanent plastic lining in them. Even though this would mean that park bins have a plastic lining, it would reduce the need to purchase and put plastic sacks in them.

Recommendation 4

That officers within Bradford Councils Parks Service explore and develop options for reducing the plastic used inside the Councils Parks and consideration be given to using biodegradable bags as oppose to using plastic bin liners.

Procurement of goods and materials

Continuing on, colleagues from Bradford Councils Procurement team, stated that there is a Social Value Policy which is applied to all procurements and contains 30 different objectives that are taken into consideration when procuring goods. Members heard that the Council may not be "big" enough yet to influence suppliers to remove single use plastics as packaging from their products that they sell to the Council. Nevertheless, it could be possible to favour those suppliers who are taking positive steps to eliminating single use plastics. This is something that is not currently within these objectives. There was agreement, that this is an approach that should be used, during the evaluation process when procuring goods.

Recommendation 5

That officers within Bradford Councils Procurement team develop an objective within the Social Value Policy, which looks to favour those suppliers who are taking positive steps to eliminating single use plastics. This will need to be advertised in the procurement process, so that suppliers are aware.

Members agreed that further work should be undertaken with the suppliers of goods to Bradford Council, in terms of products such as post-its, sugar, salt and ketchup to establish whether such products can be wrapped in biodegradable single use packaging. There was agreement that this is something that Bradford Councils procurement team should pursue, and moving towards ensuring that products arrive in biodegradable packaging, rather than just pure plastic.

Members felt that it was imperative that Bradford Council works much closer with its suppliers, with a view to using minimum packaging for products that the Council receives. Furthermore, in situations where packaging has to be used, then it should be recyclable or made of biodegradable material.

All participants stressed the importance of organisations such as Bradford Council, and other Local Authorities “pushing” suppliers through the Local Government Association and Yorkshire Purchasing Organisation to develop alternatives to single use plastics, whilst at the same time achieving the correct balance between the right environmental improvement and not creating a cost pressure for the Council. There was consensus that the key issue here was about identifying what the biggest single items that we could concentrate on are, together with where we as an organisation have either the biggest purchasing power, in finding a way of sourcing the goods ourselves or joining with other local authorities.

Recommendation 6

That Bradford Councils Procurement team, work with suppliers through Yorkshire Purchasing Organisation, to explore the development of more recyclable or biodegradable material in packaging of products it purchases.

There was some discussion on Bradford Councils spend on supplies, types of supplies and how this is linked in with single use plastics. Officers from Bradford Councils Procurement team stated that the Council’s expenditure on supplies (goods, products and materials) in 2017/18 amounts to £23.5m out of a total spend of £433m. This figure excludes direct expenditure by the District’s schools.

The five largest categories of spend (worth £14.5m) are as follows:

- Food;
- Building Supplies;
- Housing and Homelessness Service;
- IT Hardware;
- Facilities / Office Management.

The food category is the largest area of spend for Bradford Council, which is at £5.7m.

Yorkshire Purchasing Organisation (YPO) is the Council's largest supplier of food products, at an estimated £1.6m (the current data set runs from September 2017 to June 2018).

The Council's top ten suppliers of goods, products and materials by value are:

- Yorkshire Purchasing Organisation (Food and other supplies);
- Bechtle Direct Ltd (IT supplies);
- Brake Bros Foodservice Ltd (Frozen food supplies);
- Ron Chalker (The potato man) Ltd (Fruit & Veg);
- Morris Quality Bakers (Bread);
- JW Young Butcher Ltd (Meat & Poultry);
- Edmondson Electrical Ltd (Electrical supplies);
- Veka Plc (Window profiles for ISG);
- Web (M&E) products Ltd (Electrical supplies);
- Uriah Woodhead & Son Ltd (Building materials).

The Council's aggregate spend with the above suppliers totals £5.9m.

43% plastics are present in food products supplied by the YPO, as a part of the food container or wrapping, (but plastics will also be present in packaging across products procured in all supplies categories).

Officers from Bradford Council's Civic Catering service highlighted that as a service they are phasing out the single use plastics and bottles. However, Civic Catering provide school meals to approximately 140 schools in Bradford. This involves purchasing large quantities of food like tins of sweet corn and beans, which come packaged in plastic. The issue is that there is no way of controlling where this waste goes, as it could just go straight to landfill, without any recycling or separation of plastics taking place. Councillors also heard from officers that it is not possible to encourage food manufacturers to change how they package their products, without public intervention. It was felt that as an organisation, Bradford Council should not just try to minimise, but recycle this waste and adopt an approach which has no additional cost to the service.

There was also consensus amongst participants that as a Council, Bradford should be lobbying the Government and manufacturers, in relation to the different plastic types being used for packaging as there are so many different types of plastics that are being used in packaging.

Furthermore, it was also felt that as Bradford Council is part of the Local Government Association, more discussions should also be taking place with other Councils in lobbying the packaging industry and Central Government, to make that "step change", in reducing the amount and types of plastic packaging by manufacturers, with a view to changes in legislation.

Recommendation 7

That Bradford Councils Chief Executive and Leader of the Council writes to the Local Government Association, requesting that they lobby the packaging industry to develop alternatives to plastic packaging.

Members felt strongly about the need to make an instruction to purchasing, to not buy single use plastic items unless there are no alternatives and are essential. Furthermore, where alternatives are available, the environmental and economic cost must be taken into consideration and any single use plastic must be purchased as a last resort. Some participants expanded further on this and indicated that there should actually be an ethical procuring purchasing policy within Bradford Council. There was consensus amongst Councillors, that this should be the starting point for the Council when looking to become a plastic free organisation.

Recommendation 8

That Bradford Councils Procurement Team develop a mandatory e-learning package for all Bradford Council staff who have undertake a purchasing role, focusing on ethical procurement in relation to single use plastics.

Improved Recycling offer

Several contributions from Councillors during the first evidence-gathering session indicated that it was not really going to be possible to remove all of the plastics out of Bradford Council's activities. However there was agreement that the Council could do more in terms of dealing with materials as they arrive, through recycling. For instance at the moment there is no recycling offer available for the Councils Trade Waste customers, for them to be able to separate their waste between waste and recylates, such as plastics.

Continuing on, there was further discussion on the recycling offer available to the Bradford Council's Trade Waste customers. As a lot of trade waste goes into the one bin including recylates and plastics and that consideration should be given to collecting on alternate weeks for businesses, (one week trade waste and the next week recylables. This would be dependant on take-up of this from businesses.

Colleagues in Facilities Management understood the concerns about reducing the use of plastic cups, plates and cutlery in Bradford Council buildings; however they indicated that a more pressing concern was the waste produced by schools. As there is no recycling offer available to schools and that all school waste is going straight to landfill, without any recycling taking place, (a similar issue has been raised earlier in discussions, but in relation to Trade Waste customers). There was consensus amongst participants that there should be a recycling offer available to schools.

Recommendation 9

That officers within Bradford Councils Trade Waste service explore the options for extending the recycling offer available to Bradford Councils Trade Waste customers and for schools across the District.

Whilst officers from Bradford Councils Waste Management Service did recognise the importance of recycling and education around recycling, they were also very clear about developing alternative approaches to not creating the waste in the first place. In terms of the hierarchy of waste, re-use is higher than recycling and waste prevention is higher than re-use. The focus should be to not create the waste in such a way in which it only gets used once and then thrown away.

Education and Awareness raising

There was considerable debate amongst participants about the need to educate and assist in the understanding of Bradford Council employees in relation to the importance of recycling and in particular reducing the use of single use plastics across the Council. Councillors heard that there is a Waste Minimisation Policy and Recycling Policy for Bradford Council. However, it was felt that the key messages contained within these two policies should be reiterated to Bradford Council staff, through perhaps a staff survey or a mandatory e-learning package.

Recommendation 10

That Bradford Councils Climate Change and Waste Management services develop an e-learning package for all Council staff and Councillors to reinforce the key recycling messages within the Bradford Council Waste Minimisation and Recycling Policies, (other appropriate approaches should also be considered and implemented as necessary).

Greater Partnership working

In relation to how Bradford Council might work with partner organisations, local business and residents to encourage a reduction in the use of single plastics across the District, Councillors heard from representatives from a number of organisations. The key points from these discussions are set out below.

Tesco

Tesco's have a "Little Helps Plan", which is their commitment to reducing the total amount of packaging they use and to make all of their packaging fully recyclable and combustible by 2025. As part of this plan, all Tesco packaging will be fully recyclable or combustible and all paper and cardboard will be 100% sustainable.

Tesco's three step plan is:

- Material and design – collaborating with suppliers to reduce the types of materials they use, therefore less packaging is used and packing is easier to recycle;
- Recovery and Recycling – greater innovation and examples include, reversed vending machine where customers who can bring plastics bottles and they will get money back and in stores encouraging customers who visit delicatessen counters to bring their own containers and use paper to wrap meat or fish and then put in customer container;
- Changing customer behaviours – to educate in order to help change customers' behaviours and help shoppers who want to reduce their packaging output.

Since 2007, Tesco has reduced packaging by 37%. The avoidance of polystyrene from fish packaging has taken 653 tons of plastic out of the supply chain. Seven hundred million single use carrier bags have been removed and bags for life plastic made from 94% recycle plastics in 2017.

The representative from Tesco did express frustration at the difference in recycling standards in local authorities and indicated that all organisations have a responsibility to try and educate customers/citizens a lot more and about increasing recycling. Tesco would also like to work much closer with Bradford Council to help educate the citizens of the District, for instance in relation to recycling.

Morrison's

Morrison's are striving towards making sure that all plastic are fully recyclable by 2025 and are moving towards plastic free isles and have currently reached 40%. The representative from Morrison's told members that they were also looking at encouraging customers to reuse bags and bringing in their own containers into the store so that you can get fresh meat and fish. As well as this, five pence carrier bags are no longer provided.

Morrison's also have plastics champions within their organisation and also engage with customers through listening groups, with the aim of reducing Single Use Plastics.

Councillors were informed that Morrison's operate vending machines in stores, whereby customers can put their plastic bottles and get back 10 pence onto their Morrison's Card, as with Tesco. There was some discussion on this aspect and that perhaps such vending machines could be placed into stores in areas of the District where they are not performing well in terms of recycling rates. There was a feeling that there should be more partnership working with Bradford Council on this.

Recommendation 11

That Bradford Councils Waste Service, in conjunction with Morrison's and Tesco's explores the use of plastic bottle vending machines in stores within areas where recycling rates are not high.

Newby School

Newby School are involved in recycling children's milk bottles, card and waste paper and have been doing this for about six months. As they were previously producing 100 litres of plastic waste every day that was just going into landfill.

Members were informed that the school is keen for Children to get involved in recycling at a young age and they have become very involved on a daily basis and are getting used to collecting plastic bottles, washing them and taking them to the bins.

Representatives from Newby School did indicate that they had asked Bradford Council for a Trade Waste bin for the recycling of the bottles, but the Council did not provide this facility and are subsequently having to use the normal household recycling bins.

Members heard that schools are treated as a commercial customers and the recycling offer to available to commercial organisations is not very well developed, as is with domestic collections.

Newby school also try to work with other schools in their locality, there has not been as much take-up on this from schools. We need to work together more closely, in relation to how we recycle single use plastics.

Plastic Free Bingley Group

Representatives from Plastic Free Bingley Groups informed members of the toolkit that they use, with the aim of achieving plastic free status for Bingley Town by:

- persuading local businesses to stop using single use plastics;
- involving communities, the Church and schools in reducing single use plastics;
- arranging public events about reducing the use of single use plastics.

Members also learned that recycling boxes are placed in shops in Bingley for items that Bradford Council does not take away like biscuit wrappers, (collected at the library), beauty packaging, (collected at Boots) and packing from household cleaners, (collected at the Co-Op). This facility is run by a company called Terri Recycle and any money they make from the recycling containers goes to the charity, Surfers against Sewage and the Rain Conversation Society.

Colleagues from the Plastic Free Bingley Group, did emphasise that they were keen to work more closely with Bradford Council on this.

Members discussed the possibility of implementing a similar scheme like a “score on the doors” system, as there is for food; but specifically focusing on best practice “scores on the doors” for environmentally friendly and aware businesses operating in the Bradford District. Similar to what was happening in Bingley.

Recommendation 12

That Bradford Councils Climate Change and Recycling Services explore options for greater collaborative working with organisations within the District, (including schools, businesses and local organisations), to assist in educating the citizens of the District of the importance of reducing single use plastics and recycling as a whole.

Greenpeace

Colleagues from Greenpeace highlighted that Single Use Plastics is a global problem with vast amounts of plastics going into the oceans, which is increasing all the time.

Members heard that 36 million plastic bottles are used a day and only 20 million get back into recycling and for this reason , it is imperative to start trying to reduce the amount of plastic we make and reduce the amount we use.

Collecting plastics is not the issue, its actually finding an outlet which depends on what the market demand; as not all types of plastic are recyclable.

Refill

Refill is a national campaign, allowing individuals to turn up with a glass, bottle, refillable bottle or plastic bottle and ask any organisation that is signed up with Refill to fill their bottle with tap water. Refill has not faced any challenges in businesses signing-up to Refill, as businesses view this positively and have seen increases footfall in terms of

people come through their premises to refill their water containers, with no obligation for them to buy.

Members learned that Bradford Council has added all its sports centres to the Refill App, however not all Bradford Councils buildings were signed up. There was agreement that Bradford Council should pursue this.

Recommendation 13

That Bradford Councils Climate Change team work with the local Refill Bradford Group and explore using Council buildings that allow public access, to be use used as a refill station.

Yorkshire Purchasing Organisation, (YPO)

Yorkshire Purchasing Organisation, YPO), is a joint committee of 13 Councils, of which Bradford is one of the members. YPO are a large supplier to both Bradford Council and to schools of products and food and have approximately 1,100 products.

Officers from YPO informed Councillors that they are addressing the usage of single use plastics in a number of ways. First is an audit of suppliers and to understand what it is they are doing on reducing plastic waste.

YPO are also seeking to have more control over their own products in terms of removing plastics out of their business as much as possible, for instance removing plastics and replacing them with recycled board.

Another example is currently YPO sell 32 million exercise books which had previously been covered in opaque film, this has now changed to recyclable film. That's is now 15 tons per year that can enter recycle.

However, members did feel that YPO could be doing more in relation to exploring new recyclables products as apposed to single use plastics.

PFF Packaging Group

During the third information gathering session, members of Environment and Waste Management Overview and Scrutiny also heard from the Managing Director of PFF Packaging Group. Members found the discussions with PFF Packaging very useful and informative, however as the areas discussed did not fall within the terms of reference of this Scrutiny Review, members could not pursue some of the areas discussed.

Nevertheless, some members did express an interest to visit PFF Packaging and observe their operations in how they are working with plastics.

Chapter 3 – Concluding Remarks

Single Use Plastics are having a considerable negative impact on our environment and throughout this Scrutiny Review; it became clear that in order for Bradford Council to move towards becoming a plastic free organisation, a multi-faceted approach will be required.

This begins from stopping the use of plastic cups, plates and cutlery at Councils meetings and events, to further educating Council staff about reducing the use of plastics and how they can be reduced; examining the products that the Council purchases and its packaging; and to provide improved recycling offers to schools and business.

However, where this is not possible, alternatives to the use of Single Use Plastics need to be explored.

Throughout the course of the review, members heard that there are pockets of good practice taking place in Bradford Council to remove the use of plastics across all its buildings and operations. Moreover, there is willingness for this to happen.

However, a lot more work needs to be undertaken to removing plastics from within Council business and operations. There may also be instances where it may be not possible to remove plastics from within a particular process.

Furthermore, during this review members also heard from other organisations and the good work that they are doing to remove plastics from within their activities. Bradford Council needs to learn from this and develop its own approach to removing plastics and where possible work in partnership with such organisations to not just remove plastics from its own activities but also to educate and make the Districts citizens aware.

This Committee has sought to take a balanced approach in its deliberations relating to this Scrutiny review and aimed to ensure that this report encompasses the views and concerns of all interested parties.

The scrutiny review report identifies a number of recommendations. If implemented, these will further improve the approach that Bradford Council has in terms of becoming a plastic free organisation.

Bradford Council's Regeneration and Environment Overview and Scrutiny Committee, will monitor future progress against these scrutiny review recommendations.

Recommendation 14

Bradford Council's Regeneration and Environment Overview and Scrutiny Committee to receive a report back in 12 months, which monitors the progress against all the recommendations contained within this scrutiny review.

Chapter 4 – Summary of Scrutiny Review Recommendations

Recommendation 1

That Bradford Council commits towards becoming a plastic free organisation by 2024 and that Bradford Council develops a Single Use Plastics Policy with Implementation Plan to assist the Council becoming a plastic free organisation. The Implementation Plan should be reported back to the Regeneration & Environment Overview and Scrutiny Committee in 12 months.

Recommendation 2

That Single Use Plastics Champions be appointed:

- I. Council appoints a Member Champion;*
- II. The Strategic Director for Place appoints an Officer Champion.*

Recommendation 3

That Bradford Council Events team explore the feasibility of using water station at Council run events.

Recommendation 4

That officers within Bradford Councils Parks Service explore and develop options for reducing the plastic used inside the Councils Parks and consideration be given to using biodegradable bags as oppose to using plastic bin liners.

Recommendation 5

That officers within Bradford Councils Procurement team develop an objective within the Social Value Policy, which looks to favour those suppliers who are taking positive steps to eliminating single use plastics. This will need to be advertised in the procurement process, so that suppliers are aware.

Recommendation 6

That Bradford Councils Procurement team, work with suppliers through Yorkshire Purchasing Organisation, to explore the development of more recyclable or biodegradable material in packaging of products it purchases.

Recommendation 7

That Bradford Councils Chief Executive and/Leader of the Council writes to the Local Government Association, requesting that they lobby the packaging industry to develop alternatives to plastic packaging.

Recommendation 8

That Bradford Councils Procurement Team develop a mandatory e-learning package for all Bradford Council staff who have undertake a purchasing role, focusing on ethical procurement in relation to single use plastics.

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That officers within Bradford Councils Trade Waste service explore the options for extending the recycling offer available to Bradford Councils Trade Waste customers and for schools across the District.

Recommendation 10

That Bradford Councils Climate Change and Waste Management services develop an e-learning package for all Council Staff and Councillors to reinforce the key recycling messages within the Bradford Council Waste Minimisation and Recycling Policies, (other appropriate approaches should also be considered and implemented as necessary).

Recommendation 11

That Bradford Councils Waste Service, in conjunction with Morrison's and Tesco's explores the use of plastic bottle vending machines in stores within areas where recycling rates are not high.

Recommendation 12

That Bradford Councils Climate Change and Recycling Services explore options for greater collaborative working with organisations within the District, (including schools, businesses and local organisations), to assist in educating the citizens of the District of the importance of reducing single use plastics and recycling as a whole.

Recommendation 13

That Bradford Councils Climate Change team work with the local Refill Bradford Group and explore using Council buildings that allow public access, to be use used as a refill station.

Recommendation 14

Bradford Council's Regeneration and Environment Overview and Scrutiny Committee to receive a report back in 12 months, which monitors the progress against all the recommendations contained within this scrutiny review.

**City of Bradford Metropolitan District Council
Environment and Waste Management Overview and Scrutiny Committee**

Single Plastics Use - Scrutiny Review

Terms of Reference

See Part 3E paragraphs 2.1 to 2.11 of the Constitution of the Council.

Background

At its meeting on Tuesday 16 January 2018, Council considered a motion in relation to Single Use Plastics and recommended that the Environment and Waste Management Overview and Scrutiny Committee undertake a detailed Scrutiny Review into Single Use Plastics and make recommendations.

Key Lines of Enquiry

The key lines of enquiry for this scrutiny review are to examine how Bradford Council:

- can reduce the use of single use plastics by Council staff and visitors on its own estate;
- can engage with the users of Council parks and other recreational facilities to reduce the use of single use plastics;
- might work with partner organisations, local businesses and residents to encourage a reduction in the use of single use plastics across our District.

Looking for alternatives to Single Use Plastics and best practice elsewhere, will cut across these three areas of scrutiny.

Methodology

The committee will receive and consider a variety of evidence/information provided by a range of interested parties. The Committee may adopt one or more of the following methods to collect evidence/information:

- relevant documents;
- relevant data;
- written submissions from, or meetings with interested parties;
- undertake relevant visits.

Indicative list of interested parties

An indicative list of interested parties is provided below. This is not definitive or exclusive and can be developed as the scrutiny progresses.

Organisation / Department	Contact
Bradford Council Executive Portfolio Holder.	Cllr Sarah Ferriby.
Bradford Council.	Procurement – Duncan Farr. Catering – Paul Charity. Energy Centre – Neill Morrison/Kate Smallwood. Waste Management/Recycling – John Major/Richard Longcake. Parks – John Schofield/Ian Wood/David Canfield. Events – Vanessa Allen/Allyson Corney.
Local/Regional/National Organisations.	Environment Agency – . Friends of the Earth - . Greenpeace - . Sustainable Cities Network - . Tidy Britain Group – Tesco – James Buckingham. Morrison – Steven Butts/Philippa Hadfield. Plastic Free Bingley – Jane Stone. Surfers Against Sewage – Marine Conservation Society – Newby Primary School – Linda Bristow. Re-Fill – Charlotte Hawkins/Hawarun Hussain. Yorkshire Purchasing Organisation – Paul Smith.
Local Authorities.	Brighton and Hove. East Sussex. Norwich. Bristol. Manchester. Leeds. Calderdale. Kirklees. Wakefield. Birmingham.

Indicative Timetable

Date	Milestone
Tuesday 20 February 2018.	DRAFT Terms of Reference to be presented to the Environment and Waste Management Overview and Scrutiny Committee – for discussion and approval.
Wednesday 19 September 2018.	Information gathering session – Scene setting.
Tuesday 9 October 2018.	Information gathering session – Discussions with other Local Authorities and external organisations.
Tuesday 27 November 2018.	Information gathering - Kenton Robbins, (Managing Director of PFF Packaging Group, Keighley). Review key findings and develop recommendations.
Tuesday 26 March 2019.	Final review findings and recommendations to be considered by Regeneration and Environment Overview and Scrutiny.

Regeneration & Environment Overview & Scrutiny Review - Participants

First evidence-gathering session, City Hall, Bradford, Wednesday 19 September 2018

- Cllr Rizwana Jamil (Chair, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Joanne Dodds (Deputy Chair, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Martin Love (Member, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Brendan Stubbs (Member, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr David Heseltine (Member, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Ralph Berry (Member, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Sarah Feriby (Bradford Council, Executive Portfolio Holder)
- Cllr Alex Ross-Shaw (Bradford Council, Executive Portfolio Holder)
- Duncan Farr (Bradford Council, Procurement)
- Richard Longcake – (Bradford Council, Waste Management)
- Neill Morrison – (Bradford Council, Energy Centre)
- Kate Smallwood – (Bradford Council, Energy Centre)
- Paul Charity – (Bradford Council, Catering)
- Ian Wood – (Bradford Council, Parks and Landscapes)
- Vanessa Allen – (Bradford Council, Events)
- Joanne Gleeson – (Bradford Council, Legal)
- Mustansir Butt (Bradford Council, Overview & Scrutiny Lead)
- Licia Woodhead (Bradford Council, Overview & Scrutiny Lead)

Second evidence-gathering session, City Hall, Bradford, Tuesday 9 October 2018

- Cllr Rizwana Jamil (Chair, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Joanne Dodds (Deputy Chair, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Martin Love (Member – Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Brendan Stubbs (Member, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Sarfraz Nazir (Member, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Ralph Berry (Member, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Jackie Whiteley (Member – Regeneration and Environment Overview and Scrutiny Committee)
- Nicola Hoggart – (Co-opted Member, Regeneration & Environment Overview and Scrutiny Committee)
- Cllr Sarah Feriby (Bradford Council, Executive Portfolio Holder)

- Cllr Alex Ross-Shaw (Bradford Council, Executive Portfolio Holder)
- James Buckingham (Tesco)
- Steven Butts (Morrison's)
- Jane Stone (Plastics Free Bingley)
- Matt Edwards (Refill Campaign/Baildon Friends of the Earth)
- Linda Bristow (Newby School)
- Caroline James/Alan Qwerty (Greenpeace)
- Paul Smith/David Clinton (Yorkshire Purchasing Organisation)
- Richard Longcake (Bradford Council, Waste Management)
- Kate Smallwood (Bradford Council, Energy Centre)
- Neill Morrison (Bradford Council, Energy Centre)
- Ian Wood (Bradford Council, Parks and Landscapes)
- Vanessa Allen (Bradford Council, Events)
- Joanne Gleeson (Bradford Council, Legal)
- Mustansir Butt (Bradford Council, Overview and Scrutiny Lead)
- Licia Woodhead (Bradford Council, Overview and Scrutiny Lead)

Third evidence-gathering session, City Hall, Bradford, Tuesday 27 November 2018.

- Cllr Rizwana Jamil (Chair, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Joanne Dodds (Deputy Chair, Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Martin Love (Member – Regeneration and Environment Overview and Scrutiny Committee)
- Cllr David Heseltine (Member – Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Riaz Ahmed (Alternate Member – Regeneration and Environment Overview and Scrutiny Committee)
- Cllr Alex Ross-Shaw (Bradford Council, Executive Portfolio Holder)
- Nicola Hoggart – (Co-opted Member, Regeneration & Environment Overview and Scrutiny Committee).
- Kenton Robbins, (Managing Director of PFF Packaging Group, Keighley).
- Joanne Gleeson – (Bradford Council, Legal)
- Mustansir Butt – (Bradford Council, Overview and Scrutiny Lead)
- Licia Woodhead – (Bradford Council, Overview and Scrutiny Lead)