

Policy Development Panel meeting 12 December 2023
Minute for the 'Sustainable Products Policy - Review One Year Post Adoption'
item.

Consideration was given to the report of the Climate Change and Environment Officer which asked the Panel to review progress and ensure that the policy achieved its intended aims.

The report was introduced by the Climate Change and Environment Officer and the following points were highlighted:

- The policy included the commitment of the S&ELCP to discontinue the procurement of single use products within internal operations as far as possible;
- The Performance Monitoring Panel had previously provided input to a Monitoring Measures Action Plan which was now in place and detailed at Appendix A;
- The Climate Change and Environment Officer and the Head of Procurement and Contracts shared knowledge and information to assist with the embedding of the policy within partnership practices;
- A physical audit at the SHDC Priory Road offices and the West Marsh Road depot facility had been undertaken which had highlighted a number of efficiency measures that were already in place. Recommendations included a central approach to procurement with a reduced reliance on Amazon and P-cards;
- A frequently used suppliers list had been developed which enabled the identification of sustainability and efficiency improvements; and
- The monitoring plan and review processes had demonstrated that the policy was fit for purpose and on track to deliver its aims.

Members considered the report and made the following comments:

- Members stated the importance of utilising local suppliers.
- Members asked whether local stationery providers been identified;
 - The Climate Change and Environment Officer responded that:
 - The majority of stationery orders were currently provided through Amazon;
 - Local suppliers had been identified and the localism aspect of the policy would form part of the supplier assessment; and
 - A cost/benefit analysis needed to be considered on case-by-case basis;
- Members queried the reduction of single use plastic achieved over the last year.
 - The Climate Change and Environment Officer responded that monitoring was in the early stages and the data would be available in 12 months' time.

- Members referred to the Monitoring Measures Action Plan at Appendix A and noted that 'costs' were stated as being within existing budgets. Were financial savings anticipated?
 - The Climate Change and Environment Officer confirmed that the aim was to achieve financial savings rather than incur additional costs; and
 - The Assistant Director – Regulatory stated that the policy was being delivered within existing budgets. The policy aimed to identify opportunities which delivered both carbon and financial savings across the partnership.

- Members queried whether suppliers were subject to environmental impact scrutiny.
 - The Climate Change and Environment Officer stated that a new IT system within the Procurement Team collected information relating to supplier accreditations and environmental commitments which would assist with procurement assessments in terms of social value credentials.

- Members stated that the policy had been tested and was fit for purpose and an update of the policy to the Policy Development Panel would be required as part of the normal review cycle. Members agreed that the review of its performance be indicated to the Performance Monitoring Panel.

AGREED:

After consideration of the Sustainable Products Policy

- a) That the progress be noted by the Policy Development Panel towards the monitoring measures outlined in the action plan which supported the successful implementation of the Sustainable Products Policy, in line with the Council's commitments to resource and waste management, and mitigation and adaption to Climate Change; and
- b) That the monitoring aspect of the Sustainable Products Policy be indicated to the Performance Monitoring Panel.