

Sustainable Products Policy – Monitoring Measures Action Plan

Commitments and Next Steps	Monitoring Measure	Owner	Timescale	Costs	Measure of success	Progress To Date
Embed the Sustainable Products Policy in the procurement framework.	Initial audit of products in operational buildings.	Climate Change & Environment Officer	Q2 2023	Within existing budgets	No. of single use products identified amongst our operations/procurement activities.	Complete
Embed the Sustainable Products Policy in the procurement framework and discontinue procurement of single use products and switch to plastic-free or more sustainable alternatives where usage cannot be discontinued.	Climate Change & Environment Officer and Joint Head of Procurement & Contracts to meet on a bi-monthly basis.	Climate Change & Environment Officer/ Head of Procurement & Contracts	Ongoing	Within existing budgets	Alignment of the Sustainable Products Policy and Procurement Strategy, and improved centralisation of procurement processes.	Ongoing
Discontinue procurement of single use products and switch to plastic-free or more sustainable alternatives where usage cannot be discontinued.	Development of single use products register. Utilise quarterly reports on procurement activity to monitor changes over time.	Climate Change & Environment Officer	Q3 2023	Within existing budgets	No. of products removed from the register. Reduction in no. of single use products purchased and switches to suppliers with better environmental/social value credentials.	Register established and undergoing continued development
Ensure that due consideration is given to the green credentials of companies during the tender process for membership of	Production of a list of the most used suppliers and assessment of their environmental/social value credentials. Liaise	Climate Change & Environment Officer/	Q3 2023	Within existing budgets	Increased no. of suppliers with green credentials as members of the procurement framework and	Most Used Suppliers List established and initial contact with suppliers made.

future procurement frameworks and work with contractors and suppliers to find the most sustainable options available.	with suppliers following this assessment to ensure sustainable options can be provided.	Head of Procurement & Contracts			no. of products switched to more sustainable options.	
Embed the Sustainable Products Policy in the procurement framework and establish a culture of reuse/recycling and encourage and promote conscious and conscientious consumption across the partnership.	Establishment of a Sustainable Products Transition Group to meet quarterly.	Climate Change & Environment Officer	Q3 2023	Within existing budgets	Establishment of a wider picture of purchasing habits across the authority.	Due to be established once audits have been completed across the Partnership
Establish a culture of reuse/recycling and encourage and promote conscious and conscientious consumption across the partnership.	Communications campaign focussed on raising awareness of the policy and how services can contribute, to include a 'single use products challenge'.	Climate Change & Environment Officer/ Communications Team	Q4 2023	Within existing budgets	No. of participants in challenge.	In development - Due to be shared following completion of audits across the partnership.
Establish a culture of reuse/recycling and encourage and promote conscious and conscientious consumption across the partnership.	Procurement training to include sustainability consideration.	Head of Procurement & Contracts	Ongoing	Within existing budgets	No. of attendees completing training.	In place.

<p>Establish a culture of reuse/recycling and encourage and promote conscious and conscientious consumption across the partnership.</p>	<p>Implement Re-fill scheme and other recycling options where feasible across operational sites e.g. pod recycling, batteries, Terracycle.</p>	<p>Climate Change & Environment Officer</p>	<p>Q3 2023</p>	<p>Within existing budgets</p>	<p>Reduction in no. of plastic bottles disposed of at operational sites and no. of recycling schemes adopted.</p>	<p>Opportunities identified – exploration of logistics underway due to need to take waste to approved locations</p>
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