

Sustainable Products Policy – Monitoring Measures Action Plan

Commitments and Next Steps	Monitoring Measure / Action To Be Taken	Owner	Timescale	Costs	Measure of success	Progress To Date
<p>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.</p>	<p>Initial audit of products purchased across the Partnership</p>	<p>Climate Change & Environment Officer</p>	<p>Complete</p>	<p>Within existing budgets</p>	<p>No. of single use products identified amongst our operations/procurement activities.</p>	<p>Complete</p>
	<p>Bi-monthly meetings between Climate Change & Environment Officer and Joint Head of Procurement & Contracts</p>	<p>Climate Change & Environment Officer/ Head of Procurement & Contracts</p>	<p>Ongoing</p>	<p>Within existing budgets</p>	<p>Alignment of the Sustainable Products Policy and Procurement Strategy, and improved centralisation of procurement processes.</p>	<p>Complete but meetings will continue.</p>
	<p>Establishment of a Sustainable Products Transition Group to meet quarterly.</p>	<p>Climate Change & Environment Officer</p>	<p>Q4 2025</p>	<p>Within existing budgets</p>	<p>Establishment of a wider picture of purchasing habits across the authority.</p>	<p>To be established now audits have been completed across the Partnership and new procurement procedures put in place.</p>

<p>Discontinue procurement of single use products and switch to plastic-free or more sustainable alternatives where usage cannot be discontinued.</p>	<p>Development of single use products register. Utilise quarterly reports on procurement activity to monitor changes over time.</p>	<p>Climate Change & Environment Officer</p>	<p>Ongoing</p>	<p>Within existing budgets</p>	<p>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.</p>	<p>Register established and undergoing continued development.</p> <p>PPE contract now in place to reduce no. of different suppliers used.</p>
<p>Ensure that due consideration is given to the green credentials of companies during the tender process for membership of future procurement frameworks and work with contractors and suppliers to find the most sustainable options available.</p>	<p>Production of a list of the most used suppliers and assessment of their environmental/social value credentials. Liaise with suppliers following this assessment to ensure sustainable options can be provided.</p>	<p>Climate Change & Environment Officer/ Head of Procurement & Contracts</p>	<p>Ongoing</p>	<p>Within existing budgets</p>	<p>Increased no. of suppliers with green credentials as members of the procurement framework and no. of products switched to more sustainable options.</p>	<p>Most Used Suppliers List established and initial contact with suppliers made.</p> <p>Social Value Engine in place to quantify environmental and social credentials during tender processes.</p>
<p>Establish a culture of reuse/recycling and encourage and promote conscious and conscientious consumption across the partnership.</p>	<p>Communications campaign focussed on raising awareness of the policy and how services can contribute, to include a 'single use products challenge'.</p>	<p>Climate Change & Environment Officer/ Communications Team</p>	<p>Q4 2025</p>	<p>Within existing budgets</p>	<p>No. of participants in challenge.</p>	<p>Comms piece shared in Q1 2025.</p> <p>Challenge in development - To be circulated now that audits have been completed across the Partnership and to follow on from initial comms piece as a reminder of process.</p>

	Procurement training to include sustainability consideration.	Head of Procurement & Contracts	Ongoing	Within existing budgets	No. of attendees completing training.	In place.
	Implement Re-fill scheme and other recycling options where feasible across operational sites e.g. pod recycling, batteries, Terracycle.	Climate Change & Environment Officer	Ongoing	Within existing budgets	Reduction in no. of plastic bottles disposed of at operational sites and no. of recycling schemes adopted.	Opportunities identified – exploration of logistics underway due to need to take waste to approved locations