

Council's Use of Paper and Plastics

Rec No	Recommendation	Responsible Officer	Agreed Action and Date of Implementation
A	That the use of disposable paper or plastic cups for Council meetings (e.g. Cabinet, Scrutiny and Regulatory Committees) be phased out and that reusable cups be provided.	Joanne Griffiths MBE	Implemented with immediate effect. Members invited to bring their own re-usable water bottle.
B	That Councillors be requested to bring their own reusable cups/bottles to meetings held at the Town Hall and that provisions for storage of these cups/bottles be made in the Members' Room.	Joanne Griffiths MBE	Implemented with immediate effect upon return to hybrid or physical meetings.
C	That all agendas, presentations and documents provided during Council meetings	Joanne Griffiths MBE	Paper copies only provided by exception. Members now have an additional monitor so they can have the Agenda/presentation/documents open on one screen and the remote meeting open on their device (surface pro).

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	and training courses should be provided electronically in advance of the meeting/training session. Paper copies should only be provided to Councillors and Officers if specifically requested or if required due to additional needs.		<p>The updated version of Modern.Gov App has been rolled out to Members and is easier to use so agendas are easily accessible. Training has been and will be continuously offered to Members on how to use the App.</p> <p>November 2020</p>
D	That as of the May 2020 local elections, councillors' induction packs be provided digitally and not in paper format unless specifically required due to a councillor's individual needs.	Joanne Griffiths MBE/ Jenny Pritchard	<p>Work had begun on an electronic induction pack for May 2020 but due to the Covid Pandemic the local elections were cancelled and the pack was not required. The pack is to be developed ready for the scheduled local elections in May 2021.</p> <p>March 2021</p>
E	That the Council no longer produce paper diaries containing dates	Joanne Griffiths MBE	Implemented with immediate effect. Paper diaries have ceased and Members encouraged to use their electronic diary.

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	of Council and Committee meetings and that Officers and Councillors be encouraged to use their digital calendars.		
F	That the role of a 'green advocate' be developed and officers from each directorate be encouraged to become an advocate and actively engage in initiatives to reduce the Council's paper and plastics use.	Interim Director of Operations Tony Galloway	Green advocates to be appointed from each Directorate by the Accountable Officer. February 2021.
G	That a Climate Action working group be established to lead on developing and implementing initiatives to reduce the Council's paper and plastics use. The working group	Interim Director of Operations Tony Galloway	A Climate Action Working Group to be established by March 2021. The Climate Action Group will build upon and complement the basic climate change work that has been done by Reset and Recovery groups. March 2021

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	should include councillor representation and engage with green advocates.		
H	That the Council appoints an accountable officer overseeing and leading on climate change issues. This role should include responsibility for administering the Climate Action working group; recruiting and liaising with green advocates and promoting environmentally friendly practices within the Council and its partners.	Interim Director of Operations Tony Galloway	Accountable Officer to be appointed by December 2020. The Accountable Officer once appointed will recruit and liaise with the green advocates and administer the Climate Action Group. December 2020
I	That all Councillors and Senior Officers undergo training on the climate emergency by March 2021, with	Interim Director of Operations Tony Galloway	Climate emergency training to be offered to all members by March 2021. APSE Energy could be used to provide the training or Carbon Literacy training which is an accredited climate change training course. March 2021

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	Cabinet Members receiving the training as a priority.		
J	That following a baseline review of paper use for the 2019/20 municipal year, the Council should review its systems and processes to reduce total annual paper use to 70% by 31st March 2021 and to 50% by 31st March 2022. These targets apply to the Council as a whole, not individual teams (i.e. some may be able to reduce paper use by more than 50%, others may already be relatively paper light).	Interim Director of Operations Tony Galloway	As a result of the ongoing restrictions introduced in response to the covid 19 pandemic and the introduction of remote working and virtual meetings via online Teams, Zoom, Skype. etc, the Council use of paper has already been significantly reduced. The Council has also embraced new digital processes and therefore the digitalisation of some back office functions will help to reduce the use of paper. A new baseline will therefore be set as at March 2021, with a revised equivalent 50% target put in place to be achieved by March 2022. March 2022
K	That all services receive regular	Ste Sharples	Recommendation N includes the update on the production of reports with two accompanying high-level graphs from the system showing the status of print, scan and copy over the six-

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	reports regarding their printer usage to enable them to monitor their paper use to assist teams in achieving the targets they are set for paper reduction.		month periods of September 2019 to March 2020 and April 2020 – September 2020. These reports and graphs will be circulated to services to monitor and review their associated print usage. December 2020
L	That the Council creates a paper light policy to encourage staff to decrease their paper usage. This should include guidelines such as: how best to utilise digital technology instead of paper; not printing out emails; the types of paper available via stationary supplies; being conscious of the type of paper used for different purposes; how	Rob Huntington	The introduction of remote working and virtual meetings in response to Covid-19 has already seen a significant reduction in the use of paper. The development of a Paper Light Policy will fall within the remit of the Climate Action Group which will be established by March 2021. September 2021

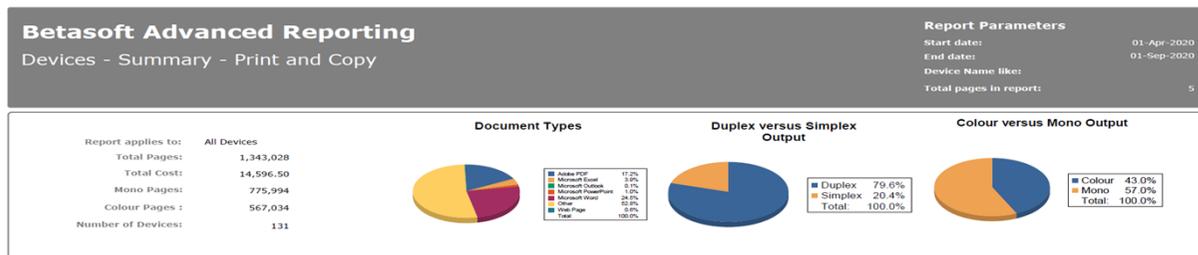
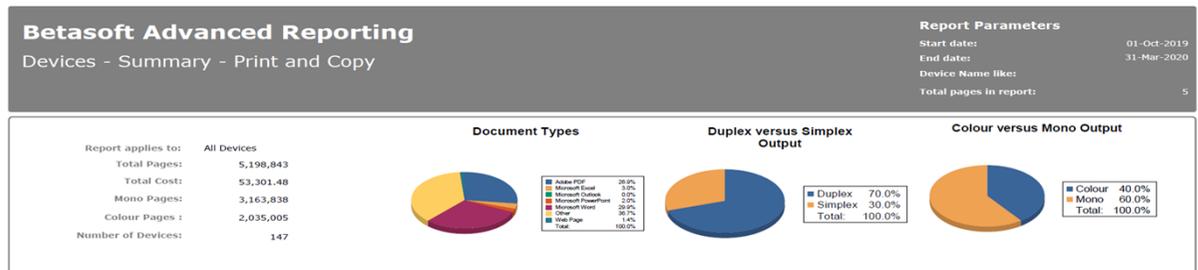
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	services should monitor paper use.		
M	That the Council creates a plastic light policy to encourage staff to decrease their plastics usage. This should include guidelines such as: discourage the use of single use plastics in stationery (i.e. reduce laminating, use of plastic wallets) and discourage the use of single use plastics at meetings or events.	Rob Huntington	Much of this work is currently in progress as part of the Council's post Covid Reset & Recovery. The development of a formal plastic light policy will be undertaken by the Climate Action Group which will be established by March 2021. September 2021
N	That the Council review its fleet of multifunctional devices (MFDs). The aim of the review should be to reduce the number of devices provided across	Ste Sharples	The Council's multi-function device (MFD) estate will be reviewed as it reaches its end of life. Monitoring reports have been produced which now identify the use of these devices and trends over six-month periods or more frequent. The graphs in these reports (below) show the reduction in usage from the period October 2019 – March 2020 and April 2020 – September 2020 where there has been a huge decrease in print services. This reduction is largely due to the immediate effect of the pandemic. However, a reduction due to the completion of the desktop refresh programme was expected, which will be reflected as part of this reduction and thereby reducing not only the paper consumed but

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the Council's estate, ensuring the devices are appropriately located. This will ensure more efficient use of devices and reduce the Council's consumption of plastic contained within devices.

other consumables (like ink cartridges) plus the reduction in "click charge" payments to the vendor each month.



The reports, including expanded data by device, will be used to inform directorates of how print, scan and copy continues to be used and will form the basis for the introduction of some of the existing MFD units into the new agile hub (as a centralised Print, Copy and Scan facility).

The use of these MFD's in the new agile hub will in turn be monitored to inform the MFD refresh process as to the usage being made and to ensure the Council operates with the optimum (reduced) fleet footprint aligned to its new way of working, reducing the use of paper and plastics and representing a financial saving to the Council.

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O	That the Council's Communications Strategy incorporates a section on promoting the Council's green initiatives, highlighting the positive impacts on the borough and wider environment.	Rob Huntington/Jayne Taylor	This will involve a wide range of stakeholders and officers from across the Council and will also involve the community. December 2020
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