

**Appendix - MCC Avoidable SUP free by 2024 - Objectives
Overview**

December 2023

Theme	What is included?
Offices and Operations	Stationery, ICT equipment (packaging primarily) and consumables, print (laminated items and packaging on all), cleaning products used across MCC estate, packaging on other goods purchased (personal consumption not included) This applies to items bought directly for the purpose of day-to-day running of services, and management of facilities, including maintenance and cleaning. It also applies to contracts, e.g. for printing equipment
Catering	SUP cold drinks cups, coffee cups and lids, SUP plates and bowls, SUP cutlery, plastic disposable drinks bottles, SUP food containers and packaging (including polystyrene), SUP straws, SUP stirrers (including compostable and biodegradable items). This applies to items we buy directly or where we have contracts in place and a third party buys these items on our behalf, for example in cafés in our buildings and parks, at events we deliver.
Events	Food and drink serveware – specifically those covered under the ban: straws, stirrers, plates, bowls and trays; cutlery (including compostable and biodegradable items); and polystyrene food and drink containers. Balloon sticks are also included and are include in upcoming legislation. In addition, MCC would like events on its estate to eradicate SUP cold drink cups, plastic bottles, confetti made from plastic and balloons. For hot drinks cups – disposable coffee cups and lids often contain plastic so reusables are always better but if disposable is the only option, guidance from GMCA is available to ensure the most environmentally friendly possible material. This applies to events which are split into three categories in terms of level of influence in the CCAP: <ul style="list-style-type: none"> •Events organised by MCC •Events funded by MCC •External events held on Council land, which are wide ranging and include commercial music events, cultural festivals, food and drink festivals, sports events, weddings, and commercial brand activations (including Markets also, though covered separately in the following section).
Markets	<ul style="list-style-type: none"> •Plastic bags •Food and drink serveware – specifically those covered under the ban: straws, stirrers, plates, bowls and trays; and cutlery (including compostable and biodegradable items) plus polystyrene food and drink containers. In addition, MCC would like traders to eradicate SUP cold drink cups and plastic bottles. Caution should be taken with hot drinks cups to use the most environmentally friendly possible material – unfortunately for now disposable coffee cups and lids contain plastic so reusables are always better but if disposable is the only option, please use this guidance from GMCA. <ul style="list-style-type: none"> •Balloon sticks (which will also be banned from 1 October 2023). This applies to all traders across MCC own markets, ie.. Manchester Arndale, Gorton Market, Longsight Market and Wythenshawe Market
Care	Given the variety of settings in which the Council works in Adults Social Care, Children’s Services and Homelessness, care needs to be taken to adopt the right approach for the relevant situation. As such, there will be some settings and contexts where use of the following SUPs can be reduced: non-sterile Personal Protection Equipment (PPE), wet wipes, cotton buds (including compostable and biodegradable items). Community Health Protection nursing colleagues within Department of Public Health can advise on correct use of PPE where needed and provide guidance and awareness raising to providers within existing training arrangements and comms bulletins. This applies to items we buy directly or where we have contracts in place and a third party buys these items on our behalf, for example across day care settings and assisted living settings managed by external suppliers under contract. Catering is covered under separate theme.
Construction	Single-use plastic from: Personal Protection Equipment (PPE), packaging (such as shrink wrap on building materials), floor protection, and unused material from off-cuts. This covers all construction, renovation and retrofit projects split into three key areas: site offices, canteens and PPE, and site activities. This applies to items where we have contracts in place and a third party buys these items on our behalf.
Cross cutting	
Communications & engagement	Communications and engagement is a key part of all of the above areas. Given that reduction in single use plastics needs to be driven by behaviour change, this section also addresses that need to communicate with a range of stakeholders including residents, businesses, partners, schools, staff and suppliers. This applies to areas where we do not purchase single use plastic directly or indirectly, but where the Council could influence and encourage positive behaviour change, for example through community events, business engagement or staff communications. It also includes engaging with partners such as MCR Active, Cityco, TfGM, the NHS and FoodSync to find ways to collaborate on SUPs reductions.
Data Analysis	Identification of efficient way to monitor data (where available) to show progress

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Objectives and Progress**

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1 Offices and Operations								
1.1		Reduced SUP stationery and print supplies	Corporate Core	Integrated Commissioning & Procurement (IC&P) ICT	Reduced number of printers across all offices by 23% to reduce carbon footprint, as well as reduce waste, which includes plastic print cartridges	Direct purchases		
1.2		Review opportunities to reduce plastic packaging on ICT equipment	Corporate Core	ICT	Key ICT equipment suppliers have minimised use of SUP packaging by introducing tapeless boxes, smaller packaging, post-consumer content in all packaging, using sustainable materials such as bamboo or sugarcane, bulk packaging to minimise materials used.	Direct purchases		
1.3		Reduced plastic cleaning supplies	Corporate Core	Facilities Management	Reduced amount of bin bags used by removing desk bins across Town Hall Complex Purchase of bulk refill containers for 17% of cleaning products	Direct purchases		
1.4		Review Single use plastic free options for highest volume multipack purchases	Corporate Core Neighbourhoods	Facilities Management Parking Services Waste & Recycling Parks	From April 2023, Parking Enforcement using parking ticket bags made from a minimum 30% recycled content (instead of 100% virgin plastic) and including message encouraging motorists to dispose of it correctly	Direct purchases	Indirect purchases	
1.5		SUP-free gift shops	Neighbourhoods	Libraries and Galleries		Direct purchases		
2 Catering								
2.1		Avoidable SUP-free cafes	Neighbourhoods	Parks, Libraries and Galleries	Cafes on MCC estate, including Heaton Park Cafés, Central Library (CL) Café and Manchester Art Gallery (MAG) Café, significantly reduced their amount of SUP use since 2020. These include: - All plastic drink bottles have been replaced with a can or a cardboard alternative - Bring Your Own Cup discount introduced to encourage reusable cups for takeaway hot drinks - Early adoption then adherence to legislation, e.g. plastic cutlery replaced with sustainable wooden alternative for takeaway customers	Direct purchases	Indirect purchases	Influencing
2.2		Avoidable SUP-free kitchens (where no café in place)	Adults	Adults	Fruit and vegetables (for kitchen use) are supplied in reusable containers (MAG) Reusable cutlery and crockery, and tin foil serveware have been purchased for adult care centres to use	Direct purchases	Indirect purchases	Influencing

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3	Events					Direct purchases	Indirect purchases	Influencing
3.1		Avoidable SUP-free catering at events	All (Neighbourhoods key)	Neighbourhoods (Events, Parks, Neighbourhood Teams) Specialist Markets Registrars Plus all teams holding or funding events	Working with external events held on Council land to promote use of reusable cups in place of disposable SUP cups. The Council published a Reusable Cups Guide in Autumn 2021 to share good practice. - A pilot project to loan out Council-owned reusable cups to event organisers June to October 2022 - 24,000 single-use cups 'saved' from waste stream, a saving of half a tonne of plastic waste. - Avoidable SUP free requirement now included in Premises License (November 2023) - Increased engagement with event organisers in 2023/24, which includes SUP	Direct purchases	Indirect purchases	Influencing
3.2		SUP-free decorations, including balloons and confetti (this includes balloon releases).	All (Neighbourhoods key)	Neighbourhoods (Events, Parks, Neighbourhood Teams) Specialist Markets Registrars. Plus all teams holding or funding events		Direct purchases	Indirect purchases	Influencing
4	Markets							
4.1		SUP-free markets (applies to catering consumables and plastic bags)	Neighbourhoods	Manchester Markets and Specialist Markets	SUP free requirement included in Terms and Conditions of the licencing agreement for all market traders	Direct purchases		Influencing
5	Care							
5.1		Reduce avoidable non-sterile PPE across all services, i.e. where not a H&S requirement	Adults	Adults		Direct purchases	Indirect purchases	Influencing
6	Construction							
6.1		Understand the amount of plastic waste generated and develop actions to avoid, reduce, replace, or recycle, along with sharing good practice between suppliers.	Corporate Core Growth & Development	Capital Programmes Strategic Housing	Flooring protection provided by Protec, once used it is collected and recycled into plastic pellets and turned back into protection by Protec Site staff and operatives provided with drinking containers and glasses are used during meetings, and single use plastics cups have been removed from cabins. Site hoarding is recycled and reused Engaged with North West Construction Hub to explore opportunity for establishing a Special Interest Group focused on sustainable practices in construction, including reduction of single use plastics.		Indirect purchases	
6.2		Review opportunities to set plastic reductions targets in new contracts	Corporate Core Growth & Development	Capital Programmes Strategic Housing			Indirect purchases	

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7	Communications and engagement					
7.1		Communicate the SUPs ban to residents and businesses along with wider drive to reduce unnecessary SUPs across the city	All	Corporate Communications City Policy Children's (Education) Neighbourhoods Compliance Licensing	Manchester City Council signed up to the Refill campaign to commit to becoming a Refill destination and promote use of reusables rather than disposables (June 2023).	
7.2		Encourage businesses to offer Refill (of water, hot drinks, takeaway food or household products)	Corporate Core Neighbourhoods Growth & Development	Communications Neighbourhoods Teams City Centre Growth Work & Skills	As above	
7.3		Engage with suppliers to reduce SUPs	All	All services to embed (supported by IC&P and Zero Carbon Team, ZCT)	Developed a SUP briefing note for suppliers to raise awareness and share good practice, along with asking for their support in making reductions	
7.4		Encourage schools to reduce SUPs through engagement	Children's Neighbourhoods	Children's (Education) Waste & Recycling (Keep Manchester Tidy)	Engagement with Schools via Bee Green Summit and ongoing engagement of Green Schools Network	
7.5		Engage staff on importance of SUPs reduction through carbon literacy training and induction	Corporate Core (Lead) All (Engagement)	HROD&T Corporate Communications ZCT	Developed a briefing note for staff to raise awareness of the need to reduce single use plastics and share examples of good practice	
8	Data analysis					
8.1		Identify opportunities to set measurable KPIs and analyse data on regular basis on highest priority items	All (Corporate Core key)	PRI Finance IC&P ZCT (City Policy) All	Scoping of SAP data to understand level of information available, both from Business Warehouse (including mapping of SUP items to SAP categorisation) and Budget Monitoring Scoping of market-place to identify external support available	
8.2		Contract Management system able to monitor any KPIs set within contracts re SUPs	Corporate Core	IC&P		