

Appendix 1 - MCC Avoidable SUP free by 2024 – Objectives and Progress

Ref	Theme	Objectives	Directorate	Service / Team	Progress
<b>1</b>	<b>Offices and Operations</b>				
1.1	Offices and Operations	Reduced SUP stationery and print supplies	Corporate Core	<p>Integrated Commissioning &amp; Procurement (IC&amp;P)</p> <p>ICT</p>	<p>Analysis received from main stationary supplier of potential switches to reduced SUP / SUP free items.</p> <p>Ongoing review by Procurement of ad hoc low value/high volume transactional SUPs spend (stationery &amp; cleaning products), including value for money and environmental considerations</p> <p>Sustainable Procurement Toolkit (internal) for commissioners and contract managers (includes guidance on SUPS), in final stages of development.</p> <p>Take back and recycle scheme for print cartridges part of printer contract. Engaged supplier to calculate benchmark of amount of plastic sent for reuse / recycling (approximately 913kg of cartridges re-used and recycled in 2023/24). The new printer contract, to be live in 2025, aims to reduce printer capacity by 52% across the estate to reduce carbon footprint, and to reduce waste, including plastic print cartridges.</p>

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1.2	Offices and Operations	Review opportunities to reduce plastic packaging on ICT equipment	Corporate Core	ICT	Engaged with IT suppliers on SUPs policies and SUPs take-back offer, in readiness for procurement of end user devices in 2025.
1.3	Offices and Operations	Reduced plastic cleaning supplies	Corporate Core	Facilities Management	<p>Intensive work with main cleaning-product supplier to switch to bulk bottles and refill-sachets where possible. Internal communications planned to share FM's good practice with the rest of the organisation.</p> <p>Improved awareness of the SUPs policies of the main suppliers, and the KPIs to set, in readiness for their next procurement.</p>
1.4	Offices and Operations	Review Single use plastic free options for highest volume multipack purchases	Corporate Core Neighbourhoods	Waste & Recycling Facilities Management Parks	<p>100% of bin bags used by Biffa in on-street bins are over 90% recycled content. All bin bags used by Parks and FM are now a minimum 90% recycled plastic.</p> <p>Suppliers actively looking into opportunities to provide FM toilet roll purchases without plastic wrap.</p>
1.5	Offices and Operations	SUP-free gift shops	Neighbourhoods	Libraries and Galleries	All gift shops are SUPs free.

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<b>2</b>	<b>Catering</b>				
2.1	Catering	Avoidable SUP-free cafes	Neighbourhoods	Parks,  Libraries and Galleries  Markets, Education	<p>SUPs included in procurement of café operators across 6 parks (6 operators appointed, with 3 still to appoint) and of ice cream operators across 10 parks (6 operators have been appointed). Quality Assurance model to be implemented, including mystery shoppers to ensure compliance.</p> <p>‘SUP Free Cafés &amp; Catering’ note produced and shared with all 7 market cafes, 9 parks cafes, 5 Manchester Active cafes, and 189 schools via school’s hub.</p> <p>Manchester Active developed own Climate Change Action Plan with clear targets around SUPS, removing of vending machines and ending the sale of plastic-bottled drinks.</p>
2.2	Catering	Avoidable SUP-free kitchens (where no café in place)	Adults	Adults  Registrars  Manchester Active	<p>SUPs requirements included in latest catering tenders including Day Services, Mental Health and Learning Disability.</p> <p>Registrars have removed disposable cups removed from ceremonies and courts, saving up to 2500 plastic cups per year.</p>

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<b>3</b>	<b>Events</b>				
3.1	Events	Avoidable SUP-free catering at events	All (Neighbourhoods key)	Neighbourhoods (Events, Parks, Neighbourhood Teams) Specialist Markets  Plus all teams holding or funding events	<p>Communication to all Parks commercial event organisers to advise that SUP cups will not be permitted after end of 2024.</p> <p>‘SUP Free Events’ operational note produced and shared with event organisers by Events and Parks teams.</p> <p>Premises Licencing Policy now contains reference to ‘no avoidable SUPs’ to encourage less waste in licensed venues. Email communication sent to all licensed premises to advise of this change in policy.</p> <p>No avoidable SUPs part of sustainability engagement with events hosted and funded by MCC. Specific targets and action taken by major events including Davis Cup (reusable cup system at AO Arena) &amp; Great Manchester Run - plastic bottle reduction and improved recycling.</p>
3.2	Events	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	<p>All departments advised to stop use of balloons at events</p> <p>Plastic confetti banned at all weddings across the estate.</p>

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				holding or funding events	
<b>4</b>	<b>Markets</b>				
4.1	Markets	SUP-free markets (applies to catering consumables and plastic bags)	Neighbourhoods	Manchester Markets and Specialist Markets	Enforcement checklist updated to be more comprehensive on SUPs.
<b>5</b>	<b>Care</b>				
5.1	Care	Reduce avoidable non-sterile PPE across all services, i.e. where not a H&S requirement	Adults	Adults	Adaptation of 'Gloves Off' campaign created by the NHS is being adapted for use in community settings (1,500 staff) to ask all to review PPE usage to ensure only used when essential for roll out in 2025.
<b>6</b>	<b>Construction</b>				
6.1	Construction	Understand the amount of plastic waste generated and develop actions to avoid, reduce, replace, or recycle, along with sharing	Corporate Core Growth & Development	Capital Programmes	Northwest Construction Hub has re-established a Special Interest Group focused on sustainable practices in construction, including reduction of single use plastics.

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		good practice between suppliers.			
6.2	Construction	Review opportunities to set plastic reductions targets in new contracts	Corporate Core Growth & Development	Capital Programmes	When drawing down from the framework, contractors now asked to demonstrate lower carbon and more sustainable ways of working specific to the project, including prevention of SUPs.  Project Managers monthly reporting checklist now includes Waste & SUPs.
<b>7</b>	<b>Communications and Engagement</b>				
7.1	Influence and engagement	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	External communications Campaigns around: - SUPs bans (Oct 2023) - World Refill Day (June 2023 and 2024) - Plastic Free July (2023 and 2024) - Further comms on the SUPs ban one year on to be done  SUPS webinar delivered/shared with 58 Voluntary, Community, Faith, and Social Enterprise (VCFSE) and Cultural sector organisations.  Promotion of Refill and water fountains through Business Bulletin & City centre news - 12k subscribers.

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					<p>Two Refill Communities (community groups committed to promoting Refill) onboarded.</p> <p>Compliance - Issued letter to takeaways on banned items. Letter to be sent to small retail businesses to remind them of the law around plastic bag charging.</p>
7.2	Influence and engagement	Encourage businesses to offer Refill (of water, hot drinks, takeaway food or household products)	<p>Corporate Core</p> <p>Neighbourhoods</p> <p>Growth &amp; Development</p>	<p>Communications</p> <p>Neighbourhoods</p> <p>Teams</p> <p>City Centre</p> <p>Growth</p> <p>Work &amp; Skills</p>	<p>Refill campaign pilot from June 2023, renewed in 2024. Key progress:</p> <ul style="list-style-type: none"> <li>- Refill added to Ward Climate Change Action Plans</li> <li>- 28% increase in Refill stations, including 36 on public estate.</li> <li>- Distribution of Refill postcards to libraries &amp; leisure centres</li> <li>- Supported launch of University of Manchester 'Bee Cup' Returnable Cup scheme, funded by In Our Nature to pilot in independent cafes near campus / Oxford Rd - learnings to be shared widely.</li> </ul>
7.3	Influence and engagement	Engage with suppliers to reduce SUPs	All	All services to embed (supported by IC&P and Zero Carbon Team, ZCT)	<p>Letter to 29 venues used by MCC for in-house events, to clarify SUPS requirements.</p> <p>IC&amp;P developing a Sustainable Procurement Toolkit for Suppliers, which will include information on SUPS, ready by the end of 2024. SUPs included in tender documents in the meantime.</p>

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7.4	Influence and engagement	Encourage schools to reduce SUPs through engagement	Children's Neighbourhoods	Children's (Education) Waste & Recycling (Keep Manchester Tidy)	<p>Comms and engagement with schools as part of wider ZC programme carried out - guidance shared.</p> <p>Four Manchester Schools (Grange School, Piper Hill, St Margaret's Mary's RC Primary, St Mary's Primary) engaged in GMCA-led Eco Refill Pilot project with Pupil's Profit. The project aims to reduce single-use plastics by driving awareness and increasing refill and reuse in the community, whilst giving young people the skills and tools to play a part in tackling climate change.</p>
7.5	Influence and engagement	Engage staff on importance of SUPs reduction through carbon literacy training and induction	<p>Corporate Core (Lead)</p> <p>All (Engagement)</p>	<p>HROD&amp;T</p> <p>Corporate Communications</p> <p>ZCT</p>	<p>Dedicated SUPs reduction landing page on the staff intranet created. Internal comms pieces focussed on Plastic Free July.</p> <p>SUPs added to Carbon Literacy training.</p> <p>Sustainable Procurement e-learning module (for staff that are involved in the procurement process) in final stages of development - includes SUPs.</p>
<b>8</b>	<b>Data analysis</b>				



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8.1	Data analysis	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	<p>Analysis of SAP data for key items - plastic bottles, cups and gloves undertaken - to signpost to where targeted comms could be beneficial, not for benchmarking information on SUP usage levels.</p> <p>Working Group has focussed on where data can be obtained from suppliers currently. In the future, purchase ledger and / or contract management system may be able to provide more meaningful data.</p>
8.2	Data analysis	Contract Management system able to monitor any KPIs set within contracts re SUPs	Corporate Core	IC&P	<p>New contract management system is live. The process of adding KPIs has begun and will include SUPs KPIs.</p>