

Item Number	Recommendation	Proposed Action	Lead Officer	Progress Update September 2019
1	Encourage partners to reduce the use of non-recyclable plastics through the procurement process by including a measure on single use plastics within the Social Value Toolkit.	Guidance for reducing the use of non-recyclable plastics through procurement processes will be included within the next revision of the Councils Social Value Toolkit.	Dawn Jolley Head of Commercial Services	Social Value Toolkit has been updated to include the additional guidance.  This action has been completed.
2	Co-design a cross site campaign with council staff to improve its information about what plastics can be recycled. As part of this campaign a measure of success and method of monitoring should be made available to the Sustainable Communities Overview and Scrutiny Panel		Sunita Patel Head of Communications & Charlie Baker E&R	
3	Communications team to address and implement remedial action following staff feedback on signage on the importance and methods of recycling in communal areas.	Develop the concept of waste stations in kitchens throughout the building to allow staff easily to identify and dispose of any item of waste correctly which will include appropriate signage to be included as part of the changes and supported by a corporate communications campaign.	Sunita Patel Head of Communications/Edwin O'Donnell Head of Facilities Management	A pilot scheme to be set up on the 6th floor of the Civic centre to determine the operating costs and potential benefits and whether it could be more widely extended.

Item Number	Recommendation	Proposed Action	Lead Officer	Progress Update September 2019
4	Encourage local businesses to join the London Mayors Refill Programme.	The Council will bid to the GLA for grant funding to provide water refilling stations within each of the five town centres.	Sarah Xavier E&R	<p>The Refill programme has been promoted through Sustainable Merton and Merton Chamber of Commerce.</p> <p>The Council successfully bid to the GLA for five water refilling stations which are currently being installed in each of the five town centres.</p> <p><a href="https://refill.org.uk/refill-london/">https://refill.org.uk/refill-london/</a></p>
5	Following staff feedback implement measures to ensure a parity of recycling across all Merton owned and operated sites.	Complete an audit of the current recycling arrangements for the Merton owned and operated sites to determine what work is required to provide parity where volumes and types permit.	Charlie Baker E&R	List of all relevant council buildings have been established and we are looking at designing a simple waste audit for each site in order to better understand the current volume and type of waste being generated at each location.
6	Verify recycling and non-recyclable waste is kept separate, the contribution staff currently make to reducing plastic waste and circulate information to staff.	Obtain confirmation from the corporate cleaning contractor, that general waste and recycling are kept separate.	Edwin O'Donnell Head of Facilities Management	<p>Adjustments to the general waste collection arrangements within the Civic centre have been completed, which include the provision of additional recycling points on each floor of the building, which enable the easy separation of specific types of waste.</p> <p>This action has been completed</p>

Item Number	Recommendation	Proposed Action	Lead Officer	Progress Update September 2019
7	Following staff request and moves by the council to increase domestic food recycling, produce an implementation plan and an impact assessment for Sustainable Communities Overview and Scrutiny Panel on food recycling in council buildings.	Undertake a survey of waste volumes Produce and work with our external stakeholder in order to ensure that we have the correct level of provision, Containers and frequency of collection at each of our buildings.	Charlie Baker E&R	On hold pending outcome of survey and waste volumes. Once the volume of food waste has been established we can work with our external stakeholder in order to ensure that we have the correct level of provision, Containers and frequency of collection at each of our buildings. The overarching aim is to reduce waste volumes and mitigate the need for separate food waste collections.
8	The Sustainable Communities Overview and Scrutiny Panel are asked to monitor the progress with implementing the changes to reduce single use plastics.	Provide regular updates on progress against the action plan.	Mark Humphries AD Infrastructure & Technology	Quarterly update provided.
9	Circulate to Sustainable Communities Overview and Scrutiny Panel a plan to recognise local businesses who measurably reduce single use plastics consumption.	Work to develop an action plan which identifies potential measures which could be employed to encourage local businesses to actively participate in the reduction in consumption of single use plastics.	Sarah Xavier E&R	The Council sponsors the annual Merton Best Business Awards. It is proposed that if this continues, that a Positive Workplace Award will be included and businesses will be assessed on their response to the climate emergency, going plastic free, reducing energy and transport initiatives.

This page is intentionally left blank