

APPENDIX 2

SINGLE USE PLASTIC ACTION PLAN

Task	What needs doing	Who By	When By	Task Complete
Audit to assess what single use plastics the Council currently uses in its activities.	Produce background information on what single use plastic is and plastic proforma.	Paul Wolverson	End of June 2018	
	Send out background information and proforma to nominated person in each Directorate for them to undertake an audit and return the proforma.	Nominated People	End of July 2018	
	Collate information on the extent of single use plastic with the Council.	Paul Wolverson	End of August 2018	
	Analysis information and make recommendations where current practices could be changed to reduce the use of single use plastic. This includes analysis of the economic impact.	Paul Wolverson	End of October 2018	
Assessment of single use plastic by partners and contractors and seek their commitment to support similar actions to BBC.	Meet with Procurement Officer to discuss how the reduction of single use plastic can be incorporated into the Councils activities and contracts.	Paul Wolverson/ Procurement Officer	End of July 2018	
Communications campaign to highlight the issues of single use plastic and identify alternatives to single	Article in Broxtowe Matters.	Paul Wolverson/ Sarah Yates	End of May 2018	Yes
	Produce information for the website on reducing single use plastic.	Paul Wolverson	End of June 2018	

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use plastic.	Produce information for the television screen in the main foyer of the Council offices.	Paul Wolverson/John Griffith	End of July 2018	
	Speak to local business around issues of single use plastic and alternatives.	Paul Wolverson/Matthew Batterham/Luke Cairney	End of August 2018	
Look at plastic use at Council events particularly Community Events undertaken by Liberty Leisure.	Meet with Alex Khan to see what single use plastics are used and possible alternatives.	Paul Wolverson/Alex Khan	End of July 2018	