

Date: Wednesday 13th May 2020

Attendees: Matt Nichols (Reconomy), Mark Turner (Action Sustainability), James Cadman (Action Sustainability), Imogen Player (Action Sustainability), Emma-Jane Allen (Action Sustainability), Nick Ribbons (Zero Waste Scotland), Julia Messenger (BAM), Helen Wickham (Berkeley Group), Leila duToit (Canary Wharf Contractors), Michelle Grisdale (EMCOR UK), Helene Wright (National Grid), Isobel Davies (National Grid), Jade Hunt (Kier), Nikolaos Sapounas (Osborne), Sarah-Jane Davies (John Sisk and Son), Ian Heasman (Taylor Wimpey), Ian Ward (Vinci), Adam Cunnington (Balfour Beatty), Jade Cohen (Q-Flow), Nathan Wride (JNR Enterprise), Steve Ottoway (JNR Enterprise), Paul Lewis (JNR Enterprise).

Summary of Actions and Notes from the Waste and Resource Use Category Group Meeting

Waste and Resource Use Category Group – Introductions and outstanding actions		
No	Action/Note	Owner
1	<p>Introductions and Covid-19</p> <ul style="list-style-type: none"> The group shared experiences, views and outlook on how the current lockdown situation is affecting projects and sites, the practicalities of working on site and the sourcing and disposal of PPE. Matt Nichols informed that Reconomy had created an information guide for the correct and legal disposal of PPE with possible covid-19 contamination, which they will share with the School and distribute to partners. Helene Wright discussed the potential of collaborating across partners and members to create waste guidance for covid-19 working. As offices are reoccupied, we may be faced with challenges that could prevent waste and resource targets from being achieved e.g. additional waste streams resulting from extra hygiene precautions, alterations to bin layouts etc. It would be helpful to engage with experts to identify and develop recommended practices and guidelines that assist with the management of reoccupation of offices but allow us to continue our sustainability pathways. 	<p>Matt Nichols – Reconomy</p> <p>School</p>
2	<p>Resources Update</p> <ul style="list-style-type: none"> Links to new resources will be distributed once they are uploaded onto the School’s resource library, prior to the next meeting. These include the refreshed ‘Introduction to Waste’ e-learning which has been redeveloped with additional focus on resource efficiency, and two new films: “Waste: An Introduction” and “Waste: A Contractor’s View”. New case studies are available on the School’s Waste and Resource Efficiency page here. Partners to please continue to send any relevant case studies and resources – the School can assist in developing these if needed. MEP mapping – a target date of 30th June has been set for the interactive MEP map to be live on the school website. This is subject to funding being available for the coding development. It was requested that a star rating system is set up so that individuals using the MEPs can individually subjectively rate the MEP for others to see. 	<p>School</p> <p>Partners</p> <p>School</p>

3	<p>Plastic Packaging Waste Baseline Survey Interim Results</p> <ul style="list-style-type: none"> An overview of the results was provided. It was decided that the survey deadline should be extended to get an increased volume of survey responses. The survey can be completed here. The survey link was also distributed in the partner newsletter to help increase the response rate. 	<p>Partners who haven't completed the survey so far PLEASE COMPLETE!</p>
4	<p>Packaging Project update from Nick Ribbons</p> <ul style="list-style-type: none"> Nick provided an update on the packaging project that is looking at practice and performance on packaging in housebuilders. A reminder that this is not only focusing on plastic packaging, but all packaging materials. The pilot project will have a duration of 7-11 weeks and is anticipated to begin in the next month or so. The project will look at the variables of packaging, including how these relate to type and stages of housebuilding projects. It will be a desk-based project where the first stage will be to engage with suppliers and manufacturers, the second stage will obtain the data, and the third stage will use the Valpak Insight platform. It is hoped that there will be interim results by the next meeting. The information gathered will provide a vital baseline for further project opportunities looking into other areas of the built environment and considering how to achieve more sustainable outcomes. 	<p>NR/ZWS/School/MN/Valpak</p>
5	<p>Presentation of Q-Flow by Jade Cohen, Co-Founder</p> <ul style="list-style-type: none"> Jade Cohen provided an overview of Q-Flow and how it can be used to improve waste transfer note processes. Contact details: jade.cohen@qualisflow.com 07557672734 	<p>n/a</p>
6	<p>Next steps and terms of reference</p> <ul style="list-style-type: none"> The terms of reference document has been distributed to the group. Please let us know if there is anything you would like to add in or believe is missing or should be added in. The next stage, in line with the group's horizontal three strand approach, is to bring in procurement and supply chain engagement. The following questions are asked to the group, to then please let us know of your thoughts: <p>1. How we can combine and be consistent on packaging requirements, off the back of the surveys and data collection? Example topics:</p> <ul style="list-style-type: none"> <i>Can we move to a limited number of polymers to use for given applications/circumstances?</i> <i>Can we reduce the instances of using of mixed/composite materials to ease recycling?</i> <i>Can we agree on a limited range of volume/capacities for containers, e.g. 1L, 5L, 10L, 50L, 100L....?</i> <i>Can we agree on using consistent recycling processes, including segregation, so that we get more a constant grade in the recycled plastic output?</i> 	<p>Partners</p>

	<p>2. Consideration of impending changes in legislation and taxes on plastics?</p> <ul style="list-style-type: none"> ○ <i>How can we collaborate so we can all achieve >30% recycled content in our plastic packaging materials? Such as through industry norms for packaging types for given materials.</i> ○ <i>Can we develop guidance on what the Extended Producer Responsibility means to all actors up and down the value chain: what are our obligations and opportunities for improvement?</i> <p>3. What other key procurement questions should we be asking?</p> <ul style="list-style-type: none"> ○ <i>For a material supplier:</i> <ul style="list-style-type: none"> ▪ <i>Does your packaging have >30% RC?</i> ▪ <i>Is your packaging fully recyclable?</i> ▪ <i>What plans do you have to move your packaging up the waste hierarchy: to more recycled content, greater levels of reuse and ultimately to no packaging?</i> ○ <i>For a waste contractor/broker</i> <ul style="list-style-type: none"> ▪ <i>How do you promote good material segregation at site?</i> ▪ <i>How do you ensure effective recycling that is as closed loop as possible to maintain product value/circular economy principles</i> ▪ <i>How do you ensure tracking of recycling data?</i> ▪ <i>How do you audit your waste data?</i> <ul style="list-style-type: none"> ● Mentioned in previous meetings was the intention of establishing an ambassador network, in line with the procurement and supply chain engagement requirements of the group. ● Also mentioned in previous meetings was the intention of establishing a roadmap/maturity matrix and associated KPIs, in line with the measurement and reporting requirements of the group. <p>The group’s views are sought on relevant aspects to include in achieving the previous two objectives.</p>	
<p>7</p>	<p>AOB</p> <ul style="list-style-type: none"> ● There is a partner roundtable discussion ‘Coming out of covid-19 risks and actions’ on the 20th May – Register here ● There is a lunch and learn session on the Plastics Packaging Tax on the 21st May – Register here ● Group members’ views are sought on topics for new training content that would be welcomed in the current environment. 	
<p>8</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ● Wednesday 12th August, 10:00-12:00, Online 	