



Glasgow City Council

Item 5

24th September 2024

Net Zero and Climate Progress Monitoring City Policy Committee

Report by George Gillespie, Executive Director of Neighbourhoods, Regeneration and Sustainability

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Update: Sustainability and Biodiversity Guidance for Events

Purpose of Report:

To update Committee on the Year One action plan to enhance sustainability and biodiversity measures for events in parks and open spaces.

Recommendations:

It is recommended that the Committee note the content of the report.

Ward No(s):

Citywide: ✓

Local member(s) advised: Yes ▪ No ▪ consulted: Yes ▪ No ▪

1. Background

- 1.1 Glasgow City Council published its [Climate Plan](#) in 2021 which was based upon the recommendations of the Climate Emergency Working Group. Through this work, the city set a target of achieving Net Zero Carbon by 2030. The Climate Plan includes 59 actions to help us achieve our climate ambitions.
- 1.2 A key consideration in the city's journey towards net zero is the role that events play. Creating a sustainable events ecosystem will contribute to Glasgow's Net Zero Carbon ambition. Sustainability and biodiversity will be a key feature in the Glasgow Events Strategy (launching Nov 2025), Tourism Strategy and Cultural Strategy (launched earlier this year) and the Sport and Physical Activity strategy (launching 2025).
- 1.3 The City's commitment to achieving its 2030 Net Zero Carbon Target aligns strongly with the ambition of many of the national and international event owners and partners operating within the City.

2. Petition 2022

- 2.1 In January 2022, a petition was presented to the Wellbeing, Empowerment, Community and Citizen Engagement City Policy Committee regarding 'Environmental and Biodiversity Risk assessment for use of Public Land'. The petition can be found [here](#).
- 2.2 The petitioner requested that the Council review its approach to the granting of events specifically in relation to assessing and mitigating environmental and biodiversity impact.
- 2.3 The Council leads on and monitors delivery on biodiversity through the implementation of the Glasgow Local Biodiversity Action Plan (LBAP). The most recent update to Net Zero and Climate Progress Monitoring City Policy Committee is available [here](#).

2.4 Sustainability and Biodiversity for Events in Parks Group

- 2.4.1 To mitigate the environmental and biodiversity impact of events held within council parks, the "Sustainability and Biodiversity for Events in Parks Group" (SBEPG) was established in September 2022. The Group membership includes officers from NRS Events, Parks, Sustainability and Biodiversity services together with colleagues from Glasgow Life. The group's remit is to review the current processes and conditions of let which will result in enhanced environmental and biodiversity conditions.
- 2.4.2 NRS Events manage the "Permission to Use" process which allows for events and activities to take place in the City's parks. This process enables GCC to attach specific conditions which the applicant is required to comply with.

- 2.4.3 The current conditions cover a wide range of issues such as health and safety, noise, traffic management and access rights. The full list of conditions may be found [here](#).

3. Progress in Year One

- 3.1 The Sustainability and Biodiversity Guidance for Events committee [report](#) introduced in April 2023 detailed recommendations for Year one within the 3-Year plan. Details of year 1 progress can be found in Appendix 1.
- 3.2 The Year One priority was to engage with those event organisers whose events have a larger sustainability and biodiversity impact, through the scale and nature of their operation. The revised conditions will mitigate this impact, via such issues as energy use and waste management processes.
- 3.3 The prioritisation of large events has enabled NRS to implement the learning from working with organisers of major events to build both internal capacity and knowledge and create new conditions of let for major events.
- 3.4 Major event organisers, including DF Concerts with TRNSMT at Glasgow Green and concerts at Bellahouston Park, along with ITISON for events at the Botanic Gardens, were engaged to trial providing more detailed information on their efforts to address the sustainability and biodiversity impacts of their events.
- 3.5 The additional information requested covered the following aspects:
1. Essential and desirable commitments for each sustainability aspect.
 2. Sustainability performance indicators.
 3. Information on any Net Zero targets and their planned route to achieve them.
- 3.6 From this, the following biodiversity conditions for major events were piloted:
1. Appointment of an ecologist throughout the event planning, delivery and debrief process.
 2. Reporting of the monitoring process/results as above.
 3. Mapping of GCC identified exclusion zones where habitats require to be protected when planning event layouts.
 4. Site-specific restrictions in relation to placement/direction of lights or speakers.

4. New Conditions of Let for Major Events

- 4.1 The SBEPG has produced the following conditions of let for incorporation into the permissions process for events in parks:
1. Submit an Environmental Plan to NRS 28 days before the event. The plan should include reference to the required 8 themes and a completed Environmental Plan Checklist. The 8 themes have been identified to ensure consideration is being given to the priority areas of environmental impact when

organising and delivering events. Evidence to finalise these themes has been gathered by undertaking extensive review of other existing Sustainable Events guidance and aligning with the environmental conditions specific to Glasgow.

2. Submit a Summary Report 8 weeks after to the event to NRS events. The report should make reference to any successes or challenges of addressing the required 8 themes and include a completed Summary Report Checklist. This will be reviewed by NRS Events and Sustainability Teams. These reports must be in accessible format for publication on the GCC Events page.
3. A consultant ecologist to prepare a Preliminary Ecological Appraisal (PEA), which includes a habitat survey and protected species survey and recommendations. The recommendations should include locations to avoid and what measures the event needs to take to implement the mitigation hierarchy, i.e. avoidance and any mitigation of harm to biodiversity. This requirement only applies in the follow circumstances:
 1. If the event is taking place on a new site, or a PEA is not currently in place for a site
 2. If over 5 years have passed since the previous PEA was prepared for a site, or
 3. If the event space changes significantly

Where these circumstances apply the PEA should be undertaken no later than 8 weeks before the event to ensure that results can inform event planning and licence applications.

- 4.2 With the introduction of these new conditions, it is expected to be officer resource intensive in years 1 and 2 as there will be a greater amount of documentation to review and more engagement with organisers. It is anticipated, however, that this commitment in time will gradually reduce as compliance levels are achieved.
- 4.3 There are challenges implementing enforcement during ongoing events, however, future recourse remains available. The permission to use process monitors and holds event organisers to account for any breaches or activity falling below the standard expected as part of their contractual requirements. Furthermore, without permission to use the land, a license cannot be granted by GCC Licensing. It is an offence to operate an event without the necessary licenses in place.

5. Guidance

- 5.1 In addition to the enhanced Conditions of Let, the Sustainability and Biodiversity for Events group has developed guidance aimed at promoting these elements within major event planning. The guidance document, contained in Appendix 3, outlines best practices and support for the implementation of environmentally conscious measures.
- 5.2 Information gathering from different local authorities was undertaken as part of the drafting of the Conditions of Let and Guidance materials. Appendix 4 provides a summary of other approaches considered. As a result, key principles for Glasgow have been identified to encourage event planning that minimises

environmental impact.

- 5.3 All new guidance documents will be available on the GCC events page.

Sustainable Glasgow Charter

- 5.4 The Sustainable Glasgow Charter sets out a series of commitments for organisations to help achieve the city's target of net-zero carbon emissions by 2030. Expanding this Charter to include reference to this process in relation to the running of events could help encourage more sustainable events across the city. The [Sustainable Glasgow Partnership Board](#) have agreed to update the charter before the end of 2024.

Benefits of the Approach

- 5.5 A host city's commitment to sustainability in its widest sense has become a key priority for many event owners and can provide a competitive advantage for Glasgow to attract and secure future major events.
- 5.6 There is an opportunity as a host city to work with event owners to continue to innovate in the delivery of sustainable events and showcase Glasgow as a sustainable city to live, visit and work.
- 5.7 Showcasing our approach will further promote the city not only for events but to the wider tourist and business community.
- 5.8 This approach will bring with it enhanced opportunities to contribute positively to achieving our Net Zero Target.

Challenges of the Approach

- 5.9 The cost of delivering events on behalf of the city is likely to increase with the new sustainability measures, this is in addition to the already significant increase in the cost of delivering events post-pandemic such as infrastructure hire and stewarding costs. The increase in budget pressure may impact the viability of events in their current form and within the current budget of Glasgow Life. Annual events currently delivered by Glasgow Life which may be impacted by the additional costs related to these important initiatives will include Glasgow Mela; Merchant City Festival; World Pipe Band Championships; Glasgow Christmas Lights Switch On and Kelvingrove Bandstand programming.
- 5.10 These are all key events in Glasgow's annual events calendar, but any additional one-off events hosted in our city parks and green/grey spaces will also be affected. Glasgow Life are committed to this agenda and will work with NRS to mitigate any cost increases by looking at opportunities for efficiencies and cost savings. We are not able at this early stage to estimate the overall

scale of upward budget pressure across the events portfolio as a result of these specific measures but items such as the appointment of an Ecologist, setting up monitoring and arrangements for recording, storing and making available results may incur meaningful costs.

- 5.11 It is therefore required that GCC keep these conditions under review to ensure that they can be flexible and minimise the impact to securing annual or attracting new events to the City whether these be community or major commercial events.

6. Next Steps

- Year 2 commitments will be progressed for medium scale events as set out in Action Plan Appendix 1.
- The Sustainability and Biodiversity for Events in Parks group will continue to meet to ensure milestones are reached and identified actions implemented.
- Continue to investigate the availability of alternative energy sources for events based in parks and green space. This requires both funding and staff resource to progress. Discussions will continue with event providers to understand their energy requirements. The process set out within this report will enable information to be gathered and tracked on energy use to inform this area of work.
- In the initial stages of implementation, the focus is on amending the Conditions of Let which apply to events held in parks. During this period, officers will engage with the Corporate Licensing team to explore options around license conditions for events. This would enable consideration on the application of the conditions to all events including those not held in a City park.
- Continue to support the development and delivery of the Glasgow Events Strategy, Tourism Strategy and Cultural Strategy relative to events in parks.

7. Policy and Resource Implications

Resource Implications:

Financial:

There are potential financial implications as noted in the report.

Legal: *No new legal issues*

Personnel: *No personnel issues*

Procurement: *Procurement processes will be involved going forward but not related specifically with this paper*

Council Strategic Plan: Specify which Grand Challenge (s) and Mission (s) the proposal supports. Where appropriate the relevant Commitment can also be listed.

The plan supports the grand challenge: Fight Climate Emergency in a Just Transition to Net Zero.

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Equality Outcomes 2021-25? Please specify. n/a

What are the potential equality impacts as a result of this report? No significant impact

Please highlight if the policy/proposal will help address socio-economic disadvantage. n/a

Climate Impacts:

Does the proposal support any Climate Plan actions? Please specify: The proposal supports the overall implementation of the city's Climate Plan, including its vision for a fairer, greener and healthier city.

What are the potential climate impacts as a result of this proposal? The proposal seeks to address the climate and ecological emergency by encouraging event providers to consider their impact and take action towards making positive contributions to

the overall city's action to address global climate change.

Will the proposal contribute to Glasgow's net zero carbon target?

Yes the proposal will contribute through requiring event providers to understand and reduce their emissions.

**Privacy and Data
Protection Impacts:**

Are there any potential data protection impacts as a result of this report: No

8. Recommendations

8.1 It is recommended that the Committee note the content of the report.

Appendix 1 – Action Plan Year 1 update

| Action No | Area | Title | Action | Status | Comments |
|-----------|--------------|---|--|----------|--|
| 1 | NRS Events | Update Conditions of Let | Update Conditions of Let (CoL) to include: • reference to sustainability requirements for major events • reference to generic Sustainability guidance for all events • reference to biodiversity requirements for major events • reference to generic biodiversity guidance for all events • banner on website advising of changes • engage with cleansing services to ascertain if services can be provided to support recycling on event sites • update website | complete | |
| 2 | Glasgow Life | Review of Glasgow Life's current sustainability plans | Commitment to explore resources to support the review of Glasgow Life's current sustainability plans and develop and update Glasgow Life' Environmental and Sustainability Policy and Action Plan, which will include deliverables for Glasgow Life Events core events environmental and sustainability planning. As deliverables are agreed and put in place, update and amend Glasgow Life documentation. Ensure deliverables encompass Glasgow City Council's Events Sustainability and Biodiversity Action | ongoing | <p>An action Plan to support the GL Environmental and Sustainability Policy is in development and is being driven by GL Sustainability Group.</p> <p>GL events sustainability strategy and action plan in development - liaison with NRS team is on-going, ensuring a good level of synergy with NRS events environmental planning guidance, which is also in development stage.</p> |

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| | | | Plan requirements | | |
| 2 | Glasgow Life | | Waste – work alongside GCC cleansing to ensure best practice and most efficient waste streams are in place for event generated refuse | ongoing | <p>Liaison with GCC cleansing to procure all waste stream bins/link tip skips etc.. and book cleansing personnel to manage and collect all waste streams pre, during and post event in accordance with GCC's waste and recycling policies.</p> <p>All event waste is transported to Viridor at Polmadie where it is processed into different waste and recycling streams.</p> |
| 2 | Glasgow Life | | Sustainable Travel | ongoing | <p>Continue to promote and enhance use of public transport and provide information on bus, train and underground services as part of GL comms strategy across all our events to reduce the impact of car usage /travel.</p> <p>Promote sustainable transport methods, including cycling and provision of cycle parking at our events where possible, as well as use of electric vehicles where possible.</p> <p>Travel surveys to be completed to better understand emissions impact and create a baseline for future reporting.</p> |

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| 2 | Glasgow Life | | Eradicate single-use bottles and provide advice on packaging and best practice to suppliers via GL procurement process and scoring criteria when awarding contracts for catering and bars | ongoing | This continues to be the strategy that GL Events adopts in relation to the use of single use plastics at events and procurement processes have been reviewed for 2024. |
| 2 | Glasgow Life | | Fresh Water – continue to provide fresh drinking water on event sites and encourage audiences and staff to utilise this service using their own re-fillable containers | ongoing | This continues to be the strategy that GL Events adopts in relation to provision of fresh drinking water. |
| 2 | Glasgow Life | | Review procurement procedures - working with suppliers to ensure sustainable practices are in place | ongoing | <p>Ongoing review of procedures to ensure our current procurement documentation is fit for purpose all three events, Mela, MCF and WPBC have had their paperwork reviewed.</p> <p>GL aim to utilise Scottish Government Sustainable Procurement Tools to self-assess current practice and continuously promote good practice.</p> |
| 2 | Glasgow Life | | Digital Information – we work closely with marcomms colleagues to reduce the need for print material by providing digital event information and content | ongoing | Continue to liaise closely with marcomms colleagues throughout event planning process with a view to maximising our digital event information and where we can reduce/eliminate the need for print material for all events - where printed materials are seen as being necessary (Glasgow Mela 2024 is producing a paper |

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| | | | | | <p>event information handout (these materials will be produced using responsibly sourced materials and come with FSC certification). Research also to be compiled on the environmental impact of digital information data storage - liaise with ES.</p> <p>Ensuring responsible and sustainable use of data through robust processes in place to ensure GDPR compliance and ensuring the protection of any confidential and personal information.</p> |
| 2 | Glasgow Life | | Online Information Sharing – we utilise a secure external file sharing platform for all internal and external partners which significantly reduces the need for printed materials | ongoing | Continue to use external file sharing platform for all partners - GL have changed from Objective Connect to a new platform, SharePoint. Continue to ensure external partners who need to use SharePoint to access material provide their registration details to CGI to gain access to shared information. |
| 2 | Glasgow Life | | Collate and attend relevant training, industry events and conferences | ongoing | <p>Ongoing discussion as part of event weekly team meetings to identify and highlighted opportunities to attend relevant events. Members of the events team attended the EventScotland event conference in April 2024.</p> <p>Commitment to plan</p> |

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| | | | | | and review as part of an individual's yearly personal development review. |
| 3 | NRS Events & Sustainability | Meet with large event organisers to understand existing sustainability practice | Meet with large event organisers to understand existing sustainability practice and feed into collation of an evidence base from across other local authority sustainable events advice. | complete | Meeting regularly with Df Concerts and Itison. Attended during event delivery to understand their activity to reduce impact and highlight areas where action is still required. Specific focus requested on decarbonisation of energy supply as key. |
| 3 | NRS Events & Sustainability | | Prepare guidance for sustainable practices for events | complete | Complete |
| 3 | NRS Events & Sustainability | | Identify requirements for inclusion on CoL for major events (over 20K capacity). e.g. creation of an Organisational Environmental Policy | complete | Identified COL |
| 3 | NRS Events & Sustainability | | Attend a selection of events held in 2023 to review sustainability delivery at major events and prepare for year 2 actions | complete | Events attended and review complete |
| 3 | NRS Events & Sustainability | | Together with the Sustainability Team, review paperwork submitted by major events | complete | Sustainability plans reviewed and comment given 2023 |
| 3 | NRS Events & Sustainability | | Amendments to the Sustainable Glasgow Charter will be explored and presented to the Sustainable Glasgow Board for consideration in relation to delivering | | Complete and update contained within Committee report. |

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| | | | sustainable events. | | |
| 4 | NRS Biodiversity | NRS Biodiversity | Prepare a standard generic guidance note for biodiversity protection for events | complete | Appendix 3 |
| 4 | | | Identify requirements for inclusion on CoL for major events (over 20K) i.e.: | complete | Appendix 3 |
| 4 | | | Attend events in 2023 to monitor compliance and prepare for year 2 actions | complete | complete for Bellahouston and Glasgow Green, Botanic Gardens- |
| 4 | | | Review paperwork submitted | complete | complete for Bellahouston and Glasgow Green, Botanic Gardens |
| 4 | | | Provide a list of Ecologists who can be contracted to provide expert advice around the wider environment - as follows: • Undertake preliminary works in advance of the event – this to provide specific advice and guidance around environmental issues. • Undertake a monitoring role during set up, actual event and derig to ensure best practice. • Create a report highlighting best practice and any specific lessons learned for future years – this to be shared with GCC. | complete | Ecologist appointed, |

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Appendix 2

Major Events Conditions of Let

Conditions of Let

1. Submit an Environmental Plan to nrsevents@glasgow.gov.uk 28 days before the event. The plan should include reference to the required 8 themes and a completed Environmental Plan Checklist.
2. Submit a Summary Report 8 weeks after to the event to GCC at nrsevents@glasgow.gov.uk. The report should make reference to the required 8 themes and include a completed Summary Report Checklist.
3. Hire a consultant ecologist to prepare a Preliminary Ecological Appraisal (PEA), which includes a habitat survey and protected species survey and recommendations. The recommendations should include locations to avoid and what measures the event needs to take to implement the mitigation hierarchy ie avoidance and any mitigation of harm to biodiversity. This requirement only applies in the follow circumstances:
 - i. If the event is taking place on a new site, or a PEA is not currently in place for a site
 - ii. If over 5 years have passed since the previous PEA was prepared for a site, or
 - iii. If the event space changes significantly

Environmental Plan Requirements

For the Environmental Plan, you should include reference to planned activity under the following 8 Themes:

- Biodiversity
- Transport
- Energy Waste
- Water
- Food and Drink
- Procurement
- Communication.

You should also complete and return the following Environmental Plan Checklist alongside your Environmental Plan document:

| Theme | Objective | Has this been included within your Environmental Plan Y/N |
|---------------------|---|--|
| Biodiversity | Map exclusion zones where designated sites and sensitive habitats/species require to be avoided/protected when planning event layouts; demonstrate effective buffer | |

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| | zones between event activities and any watercourses. | |
| | Outline how PEA recommendations will be implemented and reported on | |
| | Consider: season in which the event is taking places and impact on bird species, particularly breeding birds; impacts of evening and night activities on nocturnal wildlife; lighting and sound impacts near significant habitat areas | |
| Transport | Demonstrate how transport emissions across deliveries and suppliers have been minimised. | |
| | Demonstrate how sustainable transport alternatives for staff and attendees have been supported. | |
| Energy | Conduct an assessment of energy use for the event and develop an approach to reduce usage and increase efficiency. | |
| Waste | Provide clear definition of waste streams across all operations. | |
| | Outline measures to manage waste streams across your operations. | |
| | Demonstrate incorporation of waste hierarchy principles, to prioritise waste reduction. | |
| Water | Demonstrate promotion of refill practices across the event. | |
| | Demonstrate how water wastage has been minimised across your operations. | |

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| Food and Drink | Demonstrate how single-use plastics and other unnecessary or hard-to-recycle materials across catering activities have been minimised, within the realm of licencing conditions. | |
| | Demonstrate how the environmental impact of sourced food and drink has been minimised. | |
| Procurement | Demonstrate how contractors have been engaged with to strengthen sustainable procurement practices. | |
| Communication | Outline plans to clearly communicate sustainability aims to attendees. | |
| | Outline how material waste is minimised across promotional activities. | |
| Other | Outline how your actions fit into any wider organisational Environmental Strategy and or Net Zero targets. | |
| | Outline your approach to collecting data for emissions reporting in line with the city-wide ambition of Net Zero carbon emissions by 2030. | |

Summary Report Requirements

The Summary Report must be structured with the requirements outlined in the checklist below. Reference must be made to the 8 Themes: Biodiversity, Transport, Energy, Waste, Water, Food and Drink, Procurement, and Communication.

You should complete and return the following Summary Report Checklist alongside your Summary Report:

| Summary Report Requirement | Has this been included within your Summary Report Y/N |
|--|---|
| A biodiversity report which evidences how the events provider has implemented PEA recommendations – illustrating outcomes, highlighting best practice and lessons learnt for future years. | |

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| A performance summary for each of the remaining 7 themes, highlighting best practice and any specific lessons learned for future years. | |
| A completed impact monitoring spreadsheet, using the impact monitoring template provided. | |
| An evaluation of contribution towards the city-wide ambition of Net Zero carbon emissions by 2030. | |
| An executive summary of the sustainable performance of your event. | |

Appendix 3

Sustainability Event Guidance

Glasgow declared a climate and ecological emergency in 2019. In 2021 Glasgow's Climate Plan was created to provide a vision for the city, demonstrating leadership in drawing together the collective action of other agencies, businesses, and communities from across the city to help us achieve a 2030 net zero carbon target. You can find the plan [here](#).

The Climate Plan describes the means by which the city and its people will face the extraordinary challenges of the global climate and ecological emergency and looks to ensure that the actions undertaken will help to deliver a healthier, more equitable and resilient city.

We need everyone to work together to help us take positive climate action.

Events provide an opportunity to raise the profile of positive climate action and play a part in reducing emissions. This guidance offers easy-to-follow, practical steps across 8 Themes (Biodiversity, Transport, Energy, Waste, Water, Food and Drink, Procurement and Communication) to help minimise resource usage and reduce the environmental impact of your event. It can be used as a reference point for motivated event organisers to plan their event and inspire new activities.

Biodiversity

Scotland faces an unprecedented nature-climate crisis. In light of mounting evidence that Scotland continues to experience dramatic declines in biodiversity, at a local level in Glasgow it is vital that we protect and enhance biodiversity across our parks and greenspaces.

The [Local Biodiversity Action Plan](#) details how we are doing this. The following points should be taken into consideration when organising events in parks and green space:

- Avoid protected areas and sensitive habitats and species
- Consider reducing the lighting impact on habitats through the following measures:
 - Separating habitats or features from lighting by forming a dark perimeter around them, called dark buffer zones.
 - Prioritising luminaires lacking in UV elements and avoiding metal halide or compact fluorescent sources.
 - Using LED luminaires.
 - Adopting a warm white light source (ideally 2700 Kelvin or lower)
- Consider use of buffer zones between event circulation and any water courses.
- Regularly monitor your activities across the set-up, actual event and derig to ensure best practice.

Transport

Transport is the largest emitting sector of greenhouse gas emissions, producing 26% of the UK's total emissions in 2021. Planning your event effectively will reduce the transport emissions from your event. Consider the following actions to minimise transport emissions:

- Reviewing your operational activities to reduce transport emissions. Remove any non-necessary miles driven, consider hiring electric or hybrid vehicles and having drivers trained in eco-driving.
- Consolidating deliveries and using local suppliers wherever possible to minimise deliveries and food miles.
- Using low or zero emission transportation for deliveries.
- Encouraging sustainable travel alternatives for attendees and staff, such as public transport, walking or cycling. Consider engaging with local transport operators as they may be able to provide discounted travel deals.
- Offering secure bike parking on site.
- Promoting travel routes that minimise environmental impacts and disruption to communities.

Energy

Energy is essential for any outdoor event, powering everything from stage lighting and audio systems to traders' stalls and backstage activities. However, event organizers can save money and reduce emissions by improving energy efficiency and cutting down on consumption. Consider the following steps to reduce energy use and emissions at your event:

- Minimising energy consumption across the event by implementing energy reduction policies, e.g. using natural ventilation instead of air conditioning and ensuring generators are not left idling unnecessarily. Train staff and traders to follow energy reduction policies.
- Where electricity use is required, choose to use the most sustainable energy source possible.
- Use energy efficient equipment, e.g. LED lights and rechargeable batteries for microphones.
- Consider using a certified scheme to sequester any remaining emissions.

Waste

As an event organiser, you are expected to collect, store, recycle and dispose of your waste properly. Disposing of waste to landfill produces emissions and can release pollutants into the surrounding environment. By effectively planning waste management for your event, you can reduce the amount of waste sent to landfill and conserve natural resources, this may even lead to cost savings. Consider the following steps to plan waste management for your event:

- Use waste hierarchy principles to plan waste management. Aim to prioritise waste *prevention*, over *reuse*, over *recycling*. If this is not possible, consider working with a waste contractor to *recover* energy from waste through anaerobic digestion or similar processes. Aim to dispose of waste to *landfill* as a last resort.

- Provide a sufficient quantity and range of recycling bins across the site for both 'front-of-house' attendees and for 'back-of-house' traders use.
- Consider carrying out a recycling litter pick after the event.
- Educate staff, suppliers and traders on proper waste separation. Consider using online or in person training.
- Aim to provide clear signage on bins for each waste stream using commonly recognisable signs.
- Consider donating unused food and materials at the end of the project.

Water

Scotland's water supply faces challenges from rising demand and climate change. Treating drinking water requires a lot of energy. Therefore, it is important to minimise water waste and unnecessary use of drinking water. Consider taking the following actions to reduce the environmental impact of water use at your event:

- Try to reduce bottled water by positioning refill stations across the site and making reusable cups or bottles available.
- Use water efficient taps to reduce water waste e.g. timed taps, aerated taps, etc.
- Aim to reduce toilet water waste by using either compostable toilets, or water efficient, waterless, or dual flush toilets.
- If possible, use mains water and sanitation rather than shipping water and removing waste from site.
- Encourage traders to reuse grey water and use non-potable water to clean hard ground surfaces.
- Regularly check for leaks by taking site walk-rounds and train staff to spot leaks.

Food and Drink

Food production and food waste have a significant environmental impact, requiring large amounts of water, land, and energy. When food is sent to landfill, it decomposes and produces methane, a potent greenhouse gas.

As an event organizer, you can minimise these environmental impacts through considered planning and purchasing decisions. The following guidelines can support you to reduce food waste and provide sustainable food options:

- Reduce packaging impact by minimising packaging, eliminating single-use packaging and introducing compostable or recyclable packaging. Encourage suppliers and staff to follow waste reduction practices.
- Encourage traders to source sustainable produce. Where possible, promote organic, free-range or locally sourced produce, or produce that meets recognised quality assurance standards, e.g. Red Tractor, MSC, etc.
- Encourage traders to increase the number of vegetarian, vegan and healthy options offered on menus across the event.
- Communicate sustainable food options to customers by highlighting them on menus.
- Manage food waste effectively by working with waste contractors that are licensed to collect and compost for onward processing at an anaerobic digestion facility.

Procurement

Successful sustainable procurement ensures value for money and quality for the event organizer- alongside the potential to have a positive environmental outcome. Consider taking the following actions to enhance sustainable practices in your supply chains:

- Check that your suppliers have an environmental policy or certification, for example, membership of the Green Tourism Business Scheme, or ISO 14001.
- Brief suppliers on your environmental aims and assess whether they are aligned with your vision before signing a contract.
- Aim to prioritise sourcing sustainable materials, such as fairtrade tee-shirts and other low impact materials.
- Consider the circularity of equipment. Where suitable, hire equipment instead of buying it. If you need to dispose of equipment, donate it.

Communication

Communication is key to the success of your event. No matter the size, every event needs to engage with its audience, whether through marketing to potential attendees or keeping everyone informed throughout the event. Consider the following actions when planning communication for your event:

- Prioritise the use of e-tickets and other online resources.
- Avoid using hard-to-recycle materials for event materials (e.g. signs, stands, banners, lanyards). Work with sponsors to ensure giveaways use sustainable materials.
- Try to reuse promotional material. Avoid specific marking that will prevent reuse, e.g. date-marking.
- Promote your environmental commitments to your staff and attendees and encourage best practice. Consider using different communication channels to reach your audience, e.g. digital media like apps, newsletters, and social media, or physical posters and banners at the event.

Appendix 4

Sustainable Events Guidance (Evidence Base)

- Existing events guidance from 7 Local Authorities and other non-departmental public bodies were analyzed, key findings outlined below:

| Owner | Themes Considered (Number) | Notes |
|--|---|--|
| <u>Manchester City Council</u> | Energy, Water, Waste & Cleansing, Travel, Food & Drink Traders, Production, Marketing & Merchandise, Local Communities & Economy, Work, Organisational Practices (11) | Significant consideration of sustainability. Very comprehensive (17 pages). |
| <u>Visit Scotland</u> | Venue, Catering, Travel, Materials, Overlay and dressing, Energy, Water, Waste management, Transportation, Supply chain and procurement, Communication (12) | Significant consideration of sustainability. Very comprehensive (33 pages). Focus is on medium and small events. |
| <u>Lambeth Council</u> | Energy, Waste, Water and Grey Water, Food and Drink, Management and Procurement, Transport, Promotion (7) | Guidance is split between 'small and medium events' (<4999 attendees), and 'large and major events' (>5000 attendees). |
| <u>University of Edinburgh</u> | Venue, Catering, Travel, Materials, Community (5) | Small-scale focus. Simple, readable, clear communication. Less detailed. |
| <u>Aberdeen City Council</u> | Reduce, re-use, recycle. (3) | Focus on 'reduce, reuse, recycle' and provides links to other guidance. |
| <u>Liverpool Convention Bureau</u> | Local suppliers, green accreditations for venues / hotels, travel, plant based food, digital. (4) | Focuses on indoor events. |
| <u>Edinburgh City Council</u> | n/a | Limited explicit reference to sustainability. No 'thematic' approach. |

- Following a review of the above examples, 7 themes were selected based on their suitability for outdoor events in Glasgow (Transport, Energy, Waste, Water, Food and Drink, Procurement and Communication)
- The recommended steps for each theme were then developed, with reference to the above examples and consideration of Glasgow's local context.