**Glasgow City Council**

**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 2 Action Plan to introduce guidance and requirements 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 which will be launched 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 with regard to '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 delivers 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    The Council's response was also informed by its overarching commitment to climate action and community wellbeing. The integration of sustainability and biodiversity into event planning reflects a proactive approach that supports Glasgow's Climate Plan and ensures that public land is managed in a way that protects biodiversity, promotes sustainability, and reflects the values of its communities.


## 3.     Sustainability and Biodiversity for Events in Parks Group

3.1     In support of mitigating the environmental and biodiversity impact of events held within council parks, the Sustainability and Biodiversity for Events in Parks group 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 reflect enhanced environmental and biodiversity conditions.

3.2     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.

3.3     These 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.


## 4.     Sustainable Glasgow Charter

4.1     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. Board approval is expected in September 2024 and the charter updated accordingly.


## 5.     Benefits of the New Approach

5.1     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.

5.2     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 visit and work.

5.3     Showcasing our approach will further promote the city not only for events but to the wider tourist and business community.

5.4     This approach will bring with it enhanced opportunities to contribute positively to achieving our Net Zero Target.


## 6.     Challenges of the New Approach

6.1     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; and Kelvingrove Bandstand programming.

6.2     Transitioning to more sustainable event delivery introduces additional costs across several key areas. These include higher upfront investment in infrastructure, and eco-friendly materials and suppliers such as biodegradable and reusable catering suppliers and practices. Waste management costs and zero-waste planning. Transport and logistics may require electric or biofuel-powered vehicles. Finally, staff training such as sustainability workshops and educational materials also contribute to the overall resourcing costs.

6.3     While the adoption of sustainable practices in event delivery may result in increased initial expenditure, it is expected to generate long-term financial benefits and operational efficiencies. Investment in reusable infrastructure and energy-efficient technologies can reduce recurring costs over time, while improved waste management practices may lower disposal fees. Sustainable events also tend to attract broader public support and environmentally conscious audiences, which can contribute to increased attendance and stakeholder engagement. Importantly, early integration of sustainable measures helps future-proof events against evolving regulatory requirements and climate-related risks, supporting the long-term of the city's events programme.

## 7.     Year One Progress: Sustainability and Biodiversity in Events

7.1     In April 2023, the Sustainability and Biodiversity Guidance for Events committee launched its intentions in the initial report, marking the first phase of a three-year plan. The focus was on engaging major event organisers whose activities have significant environmental and biodiversity impacts. This targeted approach allowed Glasgow City Council's NRS team to build internal expertise and pilot new sustainability measures.

7.2     Key achievements included:

- **Engagement with Major Organisers**: DF Concerts (TRNSMT at Glasgow Green), Bellahouston Park concerts, and ITISON (Botanic Gardens events)

were involved in trials requiring detailed sustainability reporting.

- **Enhanced Reporting Requirements**:
  - Commitments across sustainability themes
  - Performance indicators
  - Net Zero targets and implementation plans

- **Biodiversity Conditions Piloted**:

  - Ecologist involvement throughout event lifecycle
  - Monitoring and reporting of ecological impacts
  - Mapping of protected habitat zones
  - Restrictions on lighting and sound placement

7.2.1 These learnings contained in the year one update [report](#) highlighted the development of new Conditions of Let for major events, now embedded in the permissions process including:

- **Environmental Plan Submission**: Due 28 days before the event, covering 8 sustainability themes and checklist.
- **Post-Event Summary Report**: Due 8 weeks after the event, reviewed by NRS and published publicly.
- **Preliminary Ecological Appraisal (PEA)**: Required only when the site is new, the previous PEA is over five years old, or the event plan changes significantly.

## 8. Challenges Identified in Year One

8.1 A key challenge emerged around the lack of an industry-standard approach to sustainability reporting. Event organisers, particularly those managing large-scale events often collect extensive data, but the formats and metrics vary widely. Aligning this diverse information with Glasgow's reporting framework placed additional pressure on organisers, requiring extra effort to translate and adapt their existing data into the new system.

## 9. Year Two Progress: Sustainability and Biodiversity in Events

9.1 The year two priority was to engage with those event organisers whose events have a medium sustainability and biodiversity impact, through the scale and nature of their operation. **Medium-scale events are defined as those with a capacity between 5,000 and 20,000 attendees.** The revised conditions will mitigate environmental and biodiversity impact, such as energy use and waste management processes. Details of year 2 progress can be found in Appendix 1.

9.2     Event organisers such as Regular Music, with concerts like Summer Nights on the Southside at Queen's Park and Glasgow Life, delivering flagship events including MELA, the World Pipe Band Championships at Kelvingrove Park and Glasgow Green were engaged to pilot reporting processes for medium-scale events

9.3     A key role was to ensure organisers understood the requirements and felt supported throughout the planning and delivery stages. Their feedback played a vital role in shaping the development of information resources, particularly around themes such as the waste hierarchy and sustainable practices. Further details of this collaboration and the feedback received can be found in Appendix 2.

9.4     The 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.

9.5     From this, the following biodiversity conditions for medium events were developed:

1. Reporting of the monitoring process/results as above.
2. Mapping of GCC identified exclusion zones where habitats require to be protected when planning event layouts.
3. Site-specific restrictions in relation to placement/direction of lights or speakers.

## 10.    Guidance

10.1    The Sustainability and Biodiversity for Events group has developed guidance aimed at promoting these elements within medium event planning.

10.2    The guidance document, contained in Appendix 3, outlines best practices and support for the implementation of environmentally conscious measures.

## 11.    New Conditions of Let for Medium Events

11.1    The following sustainability and biodiversity conditions of let have been developed for integration into the permissions process for events held in parks:

- Submit an Environmental Plan to NRS 28 days before the event. The plan should include reference to the required 8 themes alongside a completed Environmental Plan Checklist. Appendix 4.

- The biodiversity theme of the Environmental Plan should include consideration of potential impacts on habitats and wildlife species, including due to habitat location, season, lighting, sound and, where relevant, map any exclusion and/or buffer zones.

- Submit a Summary Report 8 weeks after the event. The report should refer to the required 8 themes and include a completed Summary Report Checklist. Appendix 5.

## 12. Next Steps

12.1 Year 3 commitments will be progressed for small scale events as set out in Action Plan.

12.2 The Sustainability and Biodiversity for Events in Parks group will continue to meet to ensure milestones are reached and identified actions implemented.

12.3 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.

12.4 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.

12.5 Continue to support the development and delivery of the Glasgow Events Strategy, Tourism Strategy and Cultural Strategy relative to events in parks.

## 13. 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 |

## 14. Recommendations

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

## Appendix 1.

## Year 2 actions

| Service Area | Action Title | Action | Status | Comments |
|---|---|---|---|---|
| NRS Events | Update Conditions of Let | Reference to sustainability requirements for medium events | Completed | |
| | | Reference to biodiversity requirements for medium events | Complete | |
| | | Continue to liaise with colleagues to identify any changes/enhancements to the guidelines | Complete | |
| Glasgow Life | Evaluation and Review our Environmental and Sustainability policy and action plan: | Evaluate and review our Environmental and Sustainability Policy. Assess if targets are being met, investigate and resolve issues and ensure successes are recorded for audit | This will be ongoing. Due to the timing of the introduction of the toolkit we captured baseline figures for 2 of our core events. Tracking of progress will be ongoing. | An action Plan to support the GL Environmental and Sustainability Policy is in development and is being driven by GL Sustainability Group headed up by Isobel Brown. A toolkit for measuring and reporting |

| | | | | |
|---|---|---|---|---|
| | | | | carbon impact of events is in development - this will help GL feed directly into NRS events emissions reporting tool. update @ 010824, events sustainability consultant attended the events team meeting on 310724 to update on the toolkit. |
| Glasgow Life | | Make changes to the policy and action plan where required | | We continue to respond to any changes and requests from local and governmental levels |
| Glasgow Life | | Continue to work with external advisors | Ongoing | Team are focused on knowledge share from other events in the city and will work closely with the Glasgow2026 sustainability lead to assess what can be embedded within city events. We have also met with sustainably advocates around what can be integrated into our events such |

| | | | | |
|---|---|---|---|---|
| | | | | as recycling initiatives and stack cups. |
| Glasgow Life | | Continue to attend relevant training, industry events and conferences | Ongoing | We continue to respond to any changes and requests from local and governmental levels |
| NRS Events & Sustainability | With support from NRS Sustainability, develop templates for small/medium events to document sustainability | Identify requirements for inclusion on CoL for medium events (5-20K capacity) | Complete | |
| | | Attend events held in 2024 to review sustainability delivery and prepare for year 3 actions | Ongoing | Officers are actively attending events throughout to engage with organisers, review sustainability delivery in practice, and gather insights that will inform and strengthen planning for Year 3 actions. This collaborative approach supports continuous improvement and alignment with environmental goals. |
| | | Together with the Sustainability team, | Complete | |

| | | review paperwork submitted | | |
|---|---|---|---|---|
| NRS Biodiversity | requirements medium events | Identify requirements for inclusion on CoL for medium events (5-20K capacity) | Complete | |
| | | Attend events in 2024 to monitor compliance and prepare for year 3 actions | Ongoing | Officers are actively attending events throughout to engage with organisers, review sustainability delivery in practice, and gather insights that will inform and strengthen planning for Year 3 actions. This collaborative approach supports continuous improvement and alignment with environmental goals. |
| | | Review paperwork submitted | Complete | |
| | | Review Ecologist report from 2023 and decide actions for 2024. | Complete | |
| | | Assess all parks across our estate for potential inclusion in an events use database which would be public facing, taking into consideration biodiversity and ecological assets within each area. This would | Ongoing | Officers in conjunction with the LBAP Officers are assessing parks across the estate to determine their suitability for inclusion in a |

| | | include practical vent logistics | | public-facing events database. This involves evaluating each site's biodiversity and ecological value, alongside practical logistics for hosting events, to ensure responsible and sustainable use of green spaces. |
|---|---|---|---|---|

## Appendix 2.

## Organiser Feedback

| Feedback from event organiser | Proposal based on feedback | Event organiser feedback on proposed changes |
|---|---|---|
| Pre-event environmental plan | | |
| Some support/knowledge on how to implement biodiversity aspects identified | GCC to provide advice and support to event organisers on this. | Happy to receive this support to enable them to further their knowledge and understanding. |
| Misunderstanding around the point: *"Demonstrate how water wastage has been minimised across your operations."* | Re-word point to remove any potential ambiguity. Advise team that the focus is on water reduction/reduction of the wasting of water as opposed to wastewater (e.g. sewage) data. | Re-wording has meant that it is now clear what is expected from this section. |
| Some uncertainty in how to discuss: *"Outline how your actions fit into any wider organisational Environmental Strategy and or Net Zero targets"* | Add in clarification to include mention of any existing or planned internal environmental strategy / plans / targets.<br><br>For those not part of a wider organisation, explain that N/A can be added here. | Satisfied with additional clarification of this checklist point. |
| Some uncertainty in how to discuss: *"Outline your approach to collecting data for emissions reporting in line with the city-wide ambition of Net Zero carbon emissions by 2030"* | Add in supportive additional information for this point on what it means and how to complete this part. | Satisfied with re-wording of this checklist point. |
| Some concerns on capacity to complete information due to time and staffing constraints | Create a report template for event organisers to fill in.<br><br>Include clarification that information in the report can be submitted in bullet point form where relevant (though discussion must not be omitted). | Feel that the templates support capacity concerns. |
| Post-event summary report | | |
| Some concerns on capacity to complete information due to time and staffing constraints | Add additional information around what is expected from the executive summary | Satisfied with additional supporting information that has been provided in the report template. |

| | Include explanatory information to the report template of expectations, including examples, for the following section: *"An evaluation of contribution towards the city-wide ambition of Net Zero carbon emissions by 2030."* | Satisfied that the supporting information added to the reporting template supports capacity to complete this section. |
|---|---|---|
| **Impact monitoring spreadsheet (part of post-event report)** | | |
| Feedback gathered but no changes requested. Event organisers were satisfied with current spreadsheet. | | N/A |
| **Sustainability guidance** | | |
| Feedback gathered but no changes requested. Event organisers were satisfied with current guidance. | Additional information added, as follows:<br>• Information on the waste hierarchy<br>• A resources section signposting event organisers to further information and resources, including sector-specific resources on integrating sustainability into events | Resources section highlighted as particularly useful. |

**Appendix 3.**

# Guidance on Sustainability in Events

Guidance on measures that can be taken to make an event more sustainable

*Sustainability and Biodiversity for Events in Parks*

## Contents

## 1. Purpose of this guidance

This guidance offers easy-to-follow, practical steps across eight themes (biodiversity, transport, energy, waste, water, food and drink, procurement, and communication) to help minimise resource use 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.

## 2. Context

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 Climate Plan online at: https://www.glasgow.gov.uk/climateplan.

The Climate Plan outlines how the city and its people will come together to tackle the 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.

## 3. Guidance across eight key themes

### 3.1 Biodiversity

Scotland faces an unprecedented nature-climate crisis. There is mounting evidence that Scotland continues to experience dramatic declines in biodiversity; it is therefore vital that at a local level in Glasgow, we protect and enhance biodiversity across our parks and greenspaces. Glasgow's Local Biodiversity Action Plan details how we are doing this.

Consider taking the following actions when organising events in parks and green space:

| What | How |
|---|---|
| **Protecting habitats** | Avoid protected areas and sensitive habitats and species |
| **Reducing the lighting impact on habitats** | 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) |
| **Protecting water-based habitats** | Consider use of buffer zones between event circulation and any water courses. |
| **Best practice** | Ensure best practice by regularly monitoring your activities across the set-up, actual event, and de-rig. |

### 3.2 Travel and transportation

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:

| What | How |
|---|---|
| **Reducing impact of operational activities** | Review 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. |
| **Reducing impact of deliveries** | Consolidate deliveries and use local suppliers wherever possible to minimise deliveries and food miles. |
| | Use low or zero emission transportation for deliveries. |
| **Sustainable travel alternatives** | Encourage 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). |
| | Offer secure bike parking on site. |
| | Promote travel routes that minimise environmental impacts and disruption to communities. |

## 3.3 Energy

Energy is essential for any outdoor event, powering everything from stage lighting and audio systems, to traders' stalls and backstage activities. However, event organisers can save money and reduce emissions by improving energy efficiency and cutting down on consumption.

Consider taking the following actions to reduce energy use and emissions at your event:

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

## 3.4 Materials and waste

As an event organiser, you are expected to collect, store, recycle, and dispose of your waste properly. Disposing of waste via 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 taking the following actions to plan waste management for your event:

| What | How |
|---|---|

| Apply waste hierarchy principles | Use waste hierarchy principles to plan the management of waste at your event. Details on the waste hierarchy can be found in Section 3.4.1 below. |
|---|---|
| Recycling waste streams | Provide a sufficient quantity and range of recycling bins across the site for both front-of-house (for attendees) and back-of-house (for use by traders). |
| | Consider carrying out a recycling litter pick after the event. |
| Education and communication | 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 or easily recognisable signs. |
| Donating | Consider donating unused food and materials at the end of the project for re-use by others. |

The Sustainable Materials and Waste Management Toolkit (Vision for Sustainable Events) provides information and resources on sustainable waste management, including on engagement and communication.

### 3.4.1 The waste hierarchy

The 'Waste Hierarchy' (Figure 1) ranks waste management options in order of how good they are for the environment with the best option always being to preventing waste in the first place.
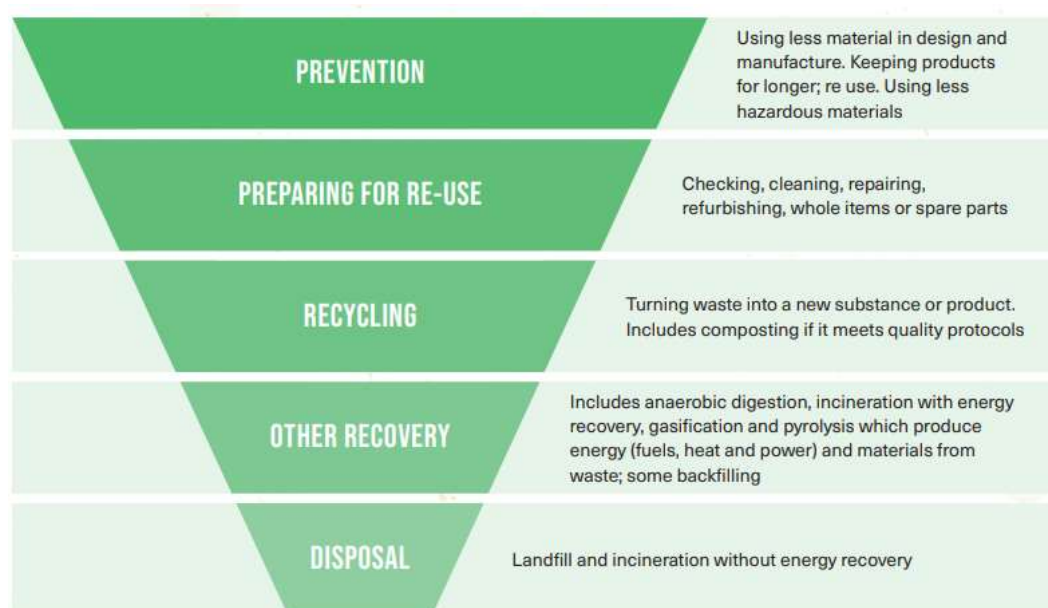


**Figure 1.** The waste hierarchy – which lists the most preferable option at the top, and the least preferable option at the bottom *(Taken from: Sustainable Materials and Waste Management Toolkit, Vision for Sustainable Events 2025)*

When disposing of materials, 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 only *dispose* of waste (e.g. to a landfill or

incinerator*)* as a last resort.

## 3.5 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 wastage and unnecessary use of drinking water.

Consider taking the following actions to reduce the environmental impact of water use at your event:

| What | How |
|---|---|
| **Reducing emissions from the transport of water** | Try to reduce bottled water by positioning water refill stations across the site and making reusable cups or bottles available. |
| | If possible, use mains water and sanitation rather than shipping water and removing waste from site. |
| **Reduce the amount of water that is wasted** | Use water efficient taps to reduce the amount of water wasted e.g. timed taps, aerated taps etc. |
| | Aim to reduce the amount of water wasted via toilet flushing by using toilets that are: waterless (e.g. compost toilets), water efficient, or have a dual-flush. |
| | Regularly check for leaks by taking site walk-rounds and train staff to spot leaks. |
| **Re-use water** | Encourage traders to re-use grey water and use non-potable water to clean hard ground surfaces. |

## 3.6 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 organiser, you can minimise these environmental impacts through considered planning and purchasing decisions.

Consider taking the following actions to reduce food waste and provide sustainable food options:

| What | How |
|---|---|
| **Reducing emissions, material use, and waste** | Reduce packaging impact by minimising packaging, eliminating single-use packaging and introducing compostable or recyclable packaging. |
| | Minimise food waste where possible |
| | Re-purpose leftover edible food, for example:<br>• Donate non-perishable food to a local food bank<br>• Arrange to donate perishable food to a relevant organisation who can redistribute foods/meals on the day<br>• Work with waste contractors that are licensed to collect organic waste (compost) for onward processing e.g. composting or anaerobic digestion |

| Sourcing more sustainable produce | Encourage traders to use seasonal produce |
| --- | --- |
| | Encourage traders to: <br> • reduce the number of meat and dairy options offered on menus across the event <br> • increase the number of vegetarian, vegan, and healthy options offered on menus across the event |
| | Encourage traders to source locally grown/made produce |
| | Encourage traders to promote organic, free-range or produce that meets recognised quality assurance standards e.g. Red Tractor, MSC etc. |
| Communication | Communicate sustainable food options to customers by highlighting them on menus. |
| | Encourage suppliers and staff to follow waste reduction practices. |

## 3.7 Procurement

Successful sustainable procurement ensures value for money and quality for the event organiser, alongside the potential to have a positive environmental outcome.

Consider taking the following actions to enhance sustainable practices in your supply chains:

| What | How |
| --- | --- |
| **Checking the environmental values of your suppliers** | 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. |
| **Using sustainable materials** | Aim to prioritise sourcing sustainable materials, such as fairtrade t-shirts and other low impact materials. |
| | Consider the circularity of equipment – choose hiring and re-use over buying and disposal. Where appropriate, hire equipment instead of buying it. If you need to dispose of working equipment, donate it. |

## 3.8 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:

| What | How |
| --- | --- |
| **Prevention of waste** | Prioritise the use of e-tickets and other online resources. |
| | Avoid using difficult-to-recycle materials for event materials (e.g. signs, stands, banners, lanyards). Work with sponsors to ensure giveaways use sustainable materials. |
| **Re-use of materials** | Try to re-use promotional materials. Avoid specific marking that will prevent re-use e.g. date marking. |

| | |
|---|---|
| **Communication of your environmental activities** | Communicate and promote your environmental commitments to your staff and attendees and encourage best practice. Consider using different communication channels to reach your audience e.g. using digital media (such as apps, newsletters, and social media) or physical posters and banners at the event. |

## 4. Further Resources

| Provider | Resources available |
|---|---|
| Glasgow City Council | • GCC Green Business Support PDF<br>• GCC Business Support and Funding webpage<br>• GCC Sustainability webpages |
| Vision for Sustainable Events | • Resource hub offers: reports and guides, tools and toolkits, case studies, and webinars and videos, and supplier lists.<br>• Includes the Sustainable Materials and Waste Management Toolkit. |
| VisitScotland | • Events support hub including an environmental section<br>• Includes the How to Plan and Deliver Environmentally Sustainable Events guide for event organisers and suppliers. |
| Future Festival Tools | Future Festivals Tools is a set of free to use tools which include:<br>• Self-assessment tool – to help you understand gaps in knowledge and practice for an event<br>• 21 inspirational stories (case studies) about sustainability at events<br>• 6 module e-learner course on sustainability at events with certificate of completion<br>• Educators' resources – trainers pack and resources<br><br>All of the resources can be used by both individuals and teams. They are designed to be bite-size and accessible for everyone. |
| Julies Bicycles | Resource hub offers: case studies, guides, podcasts, webinars, and research (policy information). |
| Onboard:Earth | Green Travel & Transport Guide for Festivals & Events |
| Culture for Climate Scotland | Guides on a range of topics including:<br>• A range of resources (water use, energy use, reducing waste, travel etc.)<br>• Communication, including:<br>   o Communicating about your environmental actions<br>   o Talking about climate change<br>• Developing policy, including:<br>   o Developing an environmental policy<br>   o Writing a sustainable travel policy |
| The Purple Guide | Sustainability section *[requires login]* |

**Appendix 4.**

# Pre-event: Environmental Plan
*For medium-scale events (5000 – 20,000 attendee capacity)*
*Part of the GCC Conditions of Let for Sustainability and Biodiversity for Events in Parks*

| | |
|---|---|
| **Date:** | |
| **Organisation:** | |
| **Name:** | |
| **Position:** | |
| **Event name:** | |
| **Event location:** | |
| **Event capacity:** | |
| **Brief description of event:** | |
| **Comments:** | |

Please submit your Environmental Plan to GCC NRS (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.

This can either be in your own format, or using the provided report template (this document).

# Contents

# 1. Environmental Plan checklist

Your Environmental Plan (this document) should include reference to planned activity under the following 8 Themes: Biodiversity, Transport, Energy, Waste, Water, Food and Drink, Procurement, and Communication. In addition, please include reference to any targets and/or ambitions your wider organisation may have, and how your sustainability activities support Glasgow's Net Zero 2030 ambition.

Please use the checklist below to answer Yes or No as to whether you have included the following aspects in your environmental plan:

| Report section | Content of report section | Have you included this information? (Y/N) |
|---|---|---|
| **Biodiversity** | As part of your event layout plan, where appropriate, consider and include mapping of:<br>• exclusion zones where designated sites and sensitive habitats/species require to be avoided/protected when planning event layouts<br>• effective buffer zones between event activities and any watercourses | |
| | What actions are being proposed to reduce impacts on wildlife. Consider:<br>• Whether events are taking place near areas of expected protected species habitat (e.g. ponds or woodland), particularly breeding periods for various species between March and August.<br>• The season in which the event is taking place and impact on bird species, particularly breeding birds.<br>• The impacts of lighting and sound near significant habitat areas.<br>• The impacts of evening and night activities on nocturnal wildlife. | |
| **Travel and transportation** | Explanation of how transport emissions across deliveries and suppliers will be minimised. | |
| | Explanation of how sustainable transport alternatives for staff and attendees will be supported. | |
| **Energy** | Statement of whether an energy use assessment has been conducted for the event. | |
| | From the energy use assessment, an approach has been/will be developed to reduce | |

| | | |
|---|---|---|
| | energy usage and increase energy efficiency. | |
| **Materials and waste** | An outline of the waste streams across all operations and how these will be managed. | |
| | Explanation of how waste hierarchy principles will be incorporated into your operations - avoiding waste and prioritising reuse. | |
| **Water** | An outline of how water refill practices will be promoted across the event. | |
| | Explanation of how water will be conserved (i.e. wasting of water minimised) across your operations. | |
| **Food and drink** | Explanation of how single-use plastics and other unnecessary or hard-to-recycle materials across catering activities will be minimised, within the realm of licencing conditions. | |
| | Explanation of how the environmental impact of sourced food and drink will be minimised. | |
| **Procurement** | Explanation of how your organisation will engage with contractors to strengthen sustainable procurement practices. | |
| **Communication** | An outline of your plans to clearly communicate sustainability aims to attendees. | |
| | An outline of how material waste from across promotional activities will be minimised. | |
| **Wider influence** | An outline of how your actions fit into any wider organisational Environmental Strategy and or Net Zero targets. *Please note that if your organisation does not have any relevant wider targets or ambitions then please put N/A here.* | |
| | An outline of how, at an organisational level, you measure your progress towards your environmental strategy and/or net zero target. | |

**2. Planned sustainability and biodiversity event activity under the eight themes**

*These 8 themes have been identified to ensure consideration is being given to priority areas of environmental impact when organising and delivering events.*

*The structure of this report template sets out each of the checkpoint items in Section 1 as their own sub-heading under which you can provide your answer. Answers can be provided in a bullet point format if required.*

*Where demonstration is provided through separate documentation, then please refer the reader to the name of the relevant attached document (or appendix) under the appropriate sub-heading.*

*Please see the 'Guidance for Sustainable Events' document for examples of the kinds of sustainability activities that fall under each of these themes.*

## 2.1 Biodiversity

2.1.1 As part of your event layout plan, where appropriate, consider and include mapping of: exclusion zones where designated sites and sensitive habitats/species require to be avoided/protected when planning event layouts, and effective buffer zones between event activities and any watercourses
*Explain what has been mapped and where this can be viewed.*

2.1.2 What actions are being proposed to reduce impacts on wildlife?
*Consider:*
- *Whether events are taking place near areas of expected protected species habitat (e.g. ponds or woodland), particularly breeding periods for various species between March and August.*
- *The season in which the event is taking place and impact on bird species, particularly breeding birds*
- *The impacts of lighting and sound near significant habitat areas*
- *The impacts of evening and night activities on nocturnal wildlife*

*Examples of ways to reduce impact include creating exclusion zones or by making adjustments to sound and lighting etc.*

## 2.2 Transport
2.2.1 How will transport emissions across deliveries and suppliers will be minimised?

2.2.2 How will sustainable transport alternatives for staff and attendees be supported?

## 2.3 Energy
2.3.1 Has an energy use assessment has been conducted for the event?

2.3.2 From the energy use assessment, what approach has been/will be developed to reduce energy usage and increase energy efficiency?

## 2.4 Waste

2.4.1 Define the waste streams available across all your operations

2.4.2 Outline the measures your organisation will take to manage waste streams across operations

2.4.3 How will waste hierarchy principles be incorporated into your operations, prioritising waste reduction?

## 2.5 Water

2.5.1 How will water refill practices be promoted across the event?

2.5.2 How will water be conserved (i.e. wasting of water minimised) across your operations?

## 2.6 Food and drink

2.6.1 How will single-use plastics and other unnecessary or hard-to-recycle materials across catering activities be minimised, within the realm of licensing conditions?

2.6.2 How will the environmental impact of sourced food and drink be minimised?

## 2.7 Procurement

2.7.1 How will your organisation engage with contractors to strengthen sustainable procurement practices?

## 2.8 Communication

2.8.1 How will you clearly communicate your sustainability aims to attendees?

2.8.2 How will material waste from across your promotional activities will be minimised?

## 3. Wider Influence

*Glasgow has a Net Zero Carbon by 2030 ambition. This cannot be achieved alone and it is everyone's role to do what they can to support this and play their part. This section provides you with the*

*opportunity to consider and discuss how can you add positive sustainability-based impact to your area of work in Glasgow.*

*Click on these links to read more about [Glasgow's Climate Plan and Net Zero Carbon by 2030](#) ambition, and [Circular Economy Route Map](#).*

## 3.1 How do your sustainability actions (outlined in Section 2) fit into any Environmental Strategy and/or Net Zero targets that your wider organisation may have?

*Include mention of any existing or planned environmental strategy, policy, target, and/or plans that your organisation has. Please note that if your organisation does not have any relevant wider targets or ambitions then please put 'N/A' here.*

## 3.2 At an organisational level, how do you measure your progress towards your environmental strategy and/or net zero target?

**Appendix 5.**

# Post-event environmental summary report
*For medium-scale events (5000 – 20,000 attendee capacity)*
*Part of the GCC Conditions of Let for Sustainability and Biodiversity for Events in Parks*

| | |
|---|---|
| **Date:** | |
| **Organisation:** | |
| **Name:** | |
| **Position:** | |
| **Event name:** | |
| **Event location:** | |
| **Event capacity:** | |
| **Brief description of event:** | |
| **Comments:** | |

Please submit your Summary Report to GCC NRS events (nrsevents@glasgow.gov.uk) 8 weeks after your event. 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.

Guidance on how to complete this report is in italic text under each section. Please note that you may use a bullet point format when providing your answers.

# Contents

## 1. Environmental summary report checklist

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.
Please use the checklist below to answer Yes or No as to whether you have included the following aspects in your environmental plan (this document):

| Summary Report requirement | Have you included this information? (Y/N) |
|---|---|
| An executive summary of the sustainable performance of your event. | |
| A report section on biodiversity that evidences how the events provider has considered and implemented measures to prevent detrimental impacts to wildlife and habitats as part of the operations of their event – illustrating outcomes, highlighting best practice and lessons learnt for future years. | |
| 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. | |

## 2. Executive Summary

*An executive summary is a brief overview and summary of your report, and as such should include no new information. Write this section last after you have completed all other sections of this report. Your executive summary should be no longer than one page.*

## 3. Biodiversity report

*A report section on biodiversity that evidences how the events provider has considered and implemented measures to prevent detrimental impacts to wildlife and habitats as part of the operations of their event – illustrating outcomes, highlighting best practice and lessons learnt for future years.*

## 4. Performance summary

*In this section, please provide a performance summary for each of the remaining 7 themes, highlighting best practice and any specific lessons learned for future years. Answers can be provided in a bullet point format if required.*

## 5. Impact monitoring

*Please completed the impact monitoring spreadsheet (using the impact monitoring template provided) and submit alongside your post-event summary report.*

*Please see below for a table summarising where you can obtain data for each of the categories in the impact monitoring spreadsheet.*

| Category | | Data source |
|---|---|---|
| **Transport (travel)** | **Staff and Contractor Travel** | use company purchasing receipts or expenses claims returned by staff to calculate the total distance for each category. Ideally, you should also obtain travel data from your contractors. |
| | **Audience Travel** | you can use data generated by a post-event audience travel survey to calculate the total distance for each category. |
| | **Artist Travel** | you can use data generated by an artist travel survey to calculate the total distance for each category. |
| **Transport (goods)** | **Freight** | To calculate emissions arising from the transportation of goods and provision of services, you should request the relevant information from your suppliers |
| **Waste** | | Work with your waste collector to collect the relevant waste data |
| **Energy** | | From energy supplier bills, or fuel purchase for the event. |
| **Water** | | You can use utility bills and water meters to collect data on water supply |

## 6. Glasgow's Net Zero by 2030 ambition

*Discuss how you are working to reduce emissions at your event to support the city's ambition of Net Zero carbon emissions by 2030. This should include mention of any emission reduction targets or ambitions your organisation has including environmental policies or plans that include emission reduction actions. Discussion can also include how you have used your*

*influence to raise awareness and support others to take action to reduce emissions through this event.*

*Examples of discussion points include:*
- *encouraging staff, artist and/or audience to choose more sustainable travel options*
- *re-use of equipment and materials*
- *whether you have an environmental policy and tell us about what targets are included within them for a reduction of environmental impact*
- *any examples of work with others across Glasgow to raise environmental awareness and take collaborative action*

*[Click here](#) to read more about Glasgow's Climate Plan and Net Zero Carbon by 2030 ambition*.

## 7. Attachments

*Please list all documents you are attaching to this report e.g. any biodiversity reports.*
The following documents are attached to this report:
- Impact monitoring spreadsheet [emissions data]