

**Environmental Policy Action Plan
Doc 79966
(from Doc 73704, 77317)**

Version 18 dated September 2020

Item No.	Date Added	Recommendation	Detail	Declaration	Status	Impact	Effort	Priority	Milestone	Champion	Comments	Date Due
General Management												
GM1	01-Oct-19	Audit environmental impacts of SCC operation	Establish base line as to where we currently are. Keep our own activities under review, setting objectives, targets and responsibilities to ensure the aims of this policy are met.	1	Commenced	high	low	Quick Win	Completion of audit	Environmental Services Manager	Audit is now some 98% complete. Just awaiting feedback from carbon footprint works to complete. It includes Impacts and Aspects of SCC operations. And has identified KPI's.	Oct-20
GM2	01-Oct-19	Adopt Environmental Management System (EMS) BS 8555:2016	Provides guidance on how to implement an environmental management system (EMS) in easily manageable phases	1	Commenced	high	high	Major Project	Completion of each phase – note five phases in total	Environmental Services Manager	Estimated costs £3,000 consultancy over 18 months. EMS Stage One is now 85% complete. Work has commenced on Stage Two which is now 41% complete	Apr-21
GM3	01-Oct-19	Carbon Management plan	Establish a baseline regarding the council's current carbon production. Set reduction targets – implement a plan to achieve these reductions	1.2	Commenced	high	high	Major Project	Carbon management plan produced and adopted	Environmental Services Manager	Additional consultation costs to draw up the plan up to £3,000 in 19/20. Work has commenced regarding establishing a Carbon base line. All information has now been gathered currently on target to complete this project by October 2020.	Oct-20
GM4	01-Oct-19	Review (annually) Council Environmental Policy	Conduct an annual review of the SCC Environmental Policy to ensure objectives are being met.	1.2	Commenced	low	low	Fill-in	Annual Review	City Clerk	This annual review will take place in Autumn 2020 and data gathering will form part of GM2	Dec-20
GM5	01-Oct-19	Investigate and introduce ISO 14001 Accreditation	Operate an environmental management system which enables the council to set objectives and targets, monitor performance and make this information publicly available.	1.2	Commenced	low	low	Fill-in	ISO 14001 accreditation achieved	Environmental Services Manager	GM2 will have reaped many of the advantages; the main cost will be external audit £1,500-£2,000. Work undertaken re (EMS) BS 8555:2016 will enable ISO 14001 Accreditation to be achieved.	Apr-21
GM6	01-Oct-19	Raise Staff Awareness	Raise awareness amongst council staff regarding the environmental policy and objectives	1.2	Commenced	High	Low	Quick Win	Staff attended training session and demonstrated understanding	City Clerk	initial workshop held 16 Dec 2019 further training and workshops to be conducted. No workshops held recently due to Covid restrictions	Ongoing
GM7	01-Oct-19	Dialogue with the community	Provide information and encourage an open dialogue with the local community on environmental issues. Consider modification of grants scheme to support community environmental initiatives.	1.2	Commenced	High	high	Major Project	Grant scheme requirements modified - to be agreed for 2020/2021 if required	City Clerk	Enabling community has high potential for direct deliverable and encourage ideas and voluntary action. Implementation delayed due to Covid restrictions	Nov-20
Waste Management												
WM1	01-Oct-19	Reduce Waste to Landfill	Measure accurately all waste going to landfill. Set targets to reduce this amount as a percentage of overall landfill waste	1	Commenced	Low	high	Thankless Task	Formal agreement with waste contractor to provide data and cooperate with targets	Environmental Services Manager	Initial assessment show that the volume of council generated waste is low compared to other organisations Potential to cooperate with WC on publicity? On target for completion December 2020	Dec-20
WM2	01-Oct-19	Increase recycling of SCC generated waste	Produce waste recycling plan covering all SCC waste streams.	1	Commenced	Low	Low	Fill-in	Waste audit agreement with waste contractor Waste receptacles provided	Environmental Services Manager	Although low impact due to the amount of waste generated, recycling as an activity is good at involving staff and building support. Plan approximately 50% complete - some waste streams already being recycled	Nov-20

WM3	01-Oct-19	Increase recycling of city generated waste	Produce waste recycling plan covering all SCC waste streams. To include on the go recycling for city and parks litter bins Plus an individual plan for the Charter Market.	1	Commenced	High	High	Major Project	Plan agreed and published	Environmental Services Manager	Needs close cooperation with WC and their waste contractor potential costs involved. Work currently being undertaken to establish waste quantities and types. Have commenced some recycling of waste streams.	Jun-21
Energy Management												
EM1	01-Oct-19	Energy consumption	Monitor energy consumption across our property portfolio. Note linked with GM 2 Carbon Management Plan	1	Commenced	High	Low	Quick Win	reduced energy consumption	Facilities Manager	Already underway; will be developed as part of GM2 & GM3. Potentially may require improved metering. Currently gathering data re energy usage as part of the Carbon Footprint Works.	Jun-21
EM2	01-Oct-19	Energy Supplies	Purchase energy supplies from sustainable resources and at the most economic cost.	1	Commenced	Low	low	Fill-in	new energy supplier if require	Facilities Manager	To be assessed by FM Team. Currently being assessed by the Facilities Team	Jun-21
EM3	01-Oct-19	Energy Usage	Use energy as efficiently as possible. Produce energy reduction plan e.g. introduction of water boilers, LED lighting etc.	6	Commenced	high	high	Major Project	plan produced	Facilities Manager	Medium cost takes account of revenue saving. Work has commenced re this as all replacement of plant now considered against energy usage	Jun-21
EM4	01-Oct-19	Raise awareness	To continue to raise awareness of energy management issues with all building users	1	Commenced	high	Low	Quick Win	signage and training completed	Human Resources Manger with FM	SCC staff- energy will be included in awareness training. Need to present aware raising to tenants	Dec-20
EM5	01-Oct-19	Electrical Generation	Installation of solar panels etc. on suitable SCC properties/buildings. Based on established pay back criteria.	7	Commenced	high	High	Major Project	Solar panels installed	Facilities Manager	FM getting quotes and SCC working with SCE Solar panels already on GH Quotes now received re the Solar Panels. Have agreed a list of projects for the year 20/21 - includes the installation of solar panels to our Bemerton Heath property	End 2020
Water Management												
WAM1	01-Oct-19	Establish Water Usage	Monitor and report on Council water consumption to establish base line consumption	1	Commenced	low	Low	Fill-in	Usage established	Facilities Manager	A project to gather data has been initiated. Additional meters may be required. Have added water consumption figures to carbon capture work. Have captured water consumption figures for SCC Sites.	Dec-20
WAM2	01-Oct-19	Identify opportunities for reduced usage	Identify and implement opportunities for improved water efficiency and target setting e.g. water saving devices on toilet cisterns and low flow shower heads	1	Commenced	low	Low	Fill-in	Water usage reduced	Facilities Manager	initial assessment show that the impact is mainly for biodiversity and the impacts of water and waste treatment rather than energy	Dec-20
WAM3	01-Oct-19	Water efficient design	Incorporate water efficiency measures into all new and refurbished facilities through best practice in water efficient design	1	Completed	high	high	Major Project	Standard introduced for all new facilities	FM	Water efficiency measures now incorporated into the design of all new facilities ACTION completed	ACTION Completed
WAM4	01-Oct-19	Promote Awareness	Promote awareness of the responsibility for water conservation to staff, and visitors by water saving tips	1	Commenced	High	Low	Quick Win		Human Resources Manager with FM	Staff training is planned; visitor awareness will involve working with the Info Centre. Has been delayed due to Covid restrictions	Nov-20
WAM5	01-Oct-19	Grey Water	Consider the reuse of water for landscaping through rain water collection and the use of grey water where possible	1	Commenced	Low	low	Fill-in	Usage established and plan developed	Parks Manager	A feasibility study has been conducted regarding the collection of grey water from the Harham depot roof - this has now been included as a project for action in the financial year 20/21	Jan-21
Sustainable Procurement Management												
	01-Oct-19	Local purchasing where possible	Reducing CO2 emissions arising from	1	Commenced				Procurement plan in support to	City Clerk	A 'buy-local' policy would	

SP1			the transport of materials – use local where possible			high	high	Major Project	environmental objectives Revise existing		encourage consumers to do likewise and support local businesses Review of procurement policy has started. Has been delayed due to Covid restrictions	Dec-20
SP2	01-Oct-19	Suppliers are ISO14001 or EMAS Certified	Encouraging suppliers to achieve environmental credentials such as ISO14001 or EMAS.	1	Commenced	low	high	Thankless Task	Revised purchasing procedure	City Clerk	Alternatives for SMEs may be required. Review of procurement policy has started. Has been delayed due to Covid restrictions	Dec-20
SP3	01-Oct-19	Consider suppliers environmental credentials are considered at point of purchase	Ensuring that suppliers' environmental credentials are, as far as legally practicable, considered in the supplier's appraisal process.	1	Not Commenced	high	high	Major Project	Revised purchasing procedure	City Clerk	Persons responsible for procurement may need some training or time to understand published guidance. Has been delayed due to Covid restrictions	Dec-20
SP4	01-Oct-19	Purchasing products that are recycled and or/ biodegradable	Favouring products with recycled content or that are biodegradable	1	Commenced	low	low	Fill-in	Revised purchasing procedure	City Clerk	Review of procurement policy has started. Has been delayed due to Covid restrictions	Dec-20
SP5	01-Oct-19	Staff Training	Training and awareness of staff on the Council policy and promoting best practice for sustainable purchasing.	1	Not Commenced	high	Low	Quick Win	Training identified and attended	Human Resources Manager	not yet commenced. Has been delayed due to Covid restrictions	Dec-20
Transport/Travel Management												
TT1	01-Oct-19	Travel Plan	To produce a Travel Plan to establish current modes of transport used by staff to travel to work and to promote the most sustainable alternatives	1,2,5	Commenced	low	low	Fill-in	Travel plan published	Environmental Services Manager with HRM	Travel plan data collection questionnaire has been developed and will be sent out to staff in September	Nov-20
TT2	01-Oct-19	Public Transport	Encourage staff travelling on SCC business to use public transport and/or low carbon emission transport where possible	1,2,3,5	Commenced	low	Low	Fill-in	included in travel plan	Human Resources Manager	HRM to review data from questionnaire to establish current travel patterns - this information will then be used to encourage staff to use public transport/low emission travel when possible.	Dec-20
TT3	01-Oct-19	Telephone Conferencing	Promotion of the use of telephone conferencing and video conferencing to reduce business mileage	2	Completed	low	low	Fill-in	Training completed and equipment purchased	Corporate Services Manager	Staff and councillors extensively using TEAMS and to a lesser extent ZOOM. ACTION completed	ACTION Completed
TT4	01-Oct-19	Home Working	Promotion of home working to reduce commuting mileage plus investment in ICT Services to support working from home.	1,2	Completed	Low	high	Thankless Task	Homeworking policy established	Human Resources Manager	Home working has been introduced very successfully. The majority of council staff who can work from home currently are. ACTION completed	ACTION Completed
TT5	01-Oct-19	Vehicles	Reducing the usage /impact of SCC vehicles via investigation/introduction of suitable alternatives such as electric vehicles – subject to CAPAX and payback.	1,3	Commenced	High	High	Major Project	CAPEX proposal submitted	Parks Manager	Monies have been identified for the purchase of an electric vehicle in the financial year 20/21. Various electric vehicles are currently being evaluated.	Financial year 20/21
TT6	01-Oct-19	Cycling Promotion	To promote to staff the benefits of cycling to/at work. Where bicycles are used for SCC business allow for an individual to claim up to 12p per mile for business usage.	1,2	commenced	High	Low	Quick Win	promotion of bicycle use	Human Resources Manager Finance Manager	Some staff have already accessed the bicycle to work scheme and our using these bikes for business travel	Ongoing
TT7	01-Oct-19	Cycling Scheme	Providing to those staff wishing to cycle to work with an option of purchasing a bicycle on an interest free loan of up to £1000	1,2	Completed	high	Low	Quick Win	Information provided to staff	Finance Manager	Already in place ACTION completed	ACTION Completed
TT8	01-Oct-19	Transport Information	Liaising with and providing information on the main groups representing pedestrians, cyclists, public transport providers, car share clubs and environmentally friendly car hire clubs.	1,2,3,4,5	Commenced	high	high	Major Project	meeting arranged with interest parties	City Clerk Environmental Services Manager	Meeting held in August 2020 with all interested parties - SCC has produced a draft cycling strategy that will be used to promote city wide cycling initiatives and form the basis of bids for funding.	Dec-20

TT9	01-Oct-19	Air Quality	Work with Salisbury Air Quality Management Group to help improve air quality	1,2	Commenced	high	Low	Quick Win	Support AQM outcomes	City Clerk Environmental Services Manager	To include Clean Air Day and Car Free Days in 2020, if held	Ongoing
Biodiversity Management												
BM1	01-Oct-19	Improve Wildlife Management	Ensure an overall improvement in the management of the wildlife within our landholding, particularly with regard to an increase in priority habitats and species and managing the spread of invasive species.	1,2	Commenced	high	high	Major Project	Wildlife Management statement produced and measures against	Parks Manager	Work commenced but not formally recorded against this plan	Dec-20
BM2	01-Oct-19	Conduct Habitat Surveys	Work With South Wiltshire Biodiversity Group to conduct Habitat surveys of SCC main sites.	1,2	Not Commenced	low	Low	Fill-in	Biodiversity Action Plan audit	Environmental Services Manager	not yet commenced. Has been delayed due to covid restrictions.	Dec-20
BM3	01-Oct-19	Statutory Compliance	Ensure Compliance with all applicable environmental laws and regulations.	1	Commenced	High	Low	Quick Win	Annual Compliance Audit	City Clerk	This forms part of GM2 Work commenced by not formally recorded against this plan	Apr-21
BM4	01-Oct-19	Protection/improvement of Habitat	Protect and enhance biodiversity during our activities with no net loss of 'priority' habitat. Continued creation of wildflower/bee friendly planting around our estate.	1	Commenced	High	high	Major Project	WWT biodiversity audit	Parks Manager	Work commenced but not formally recorded against this plan	Dec-20
BM5	01-Oct-19	Increase access/awareness	Provide a platform that will deliver opportunities for more people to enjoy the wildlife on our sites by increasing access/awareness.	1	Not Commenced	Low	low	Fill-in	Revised website	BM with FM	not yet commenced	Dec-21
BM6	01-Oct-19	Use of pesticide	Review SCC use of pesticide policy in light of emerging evidence	1	Not Commenced	high	Low	Quick Win	Completed revised policy	Parks Manager	SCC do have a current policy in operation - will be revised in the autumn.	Nov-20