

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

Version 4 dated 31 Jan 2020

Item No.	Date Added	Recommendation	Detail	Declaration	Status	Impact	Effort	Priority	Milestone	Champion	Comments	Date Due
<b>General Management</b>												
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	work in progress technical assistance has been procured	Jun-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	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	Jun-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	Not Commenced	low	low	Fill-in	Annual Review	City Clerk	a system for 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	CM2 will have reaped many of the advantages; the main cost will be external audit £1,500-£2,000	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	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	Mar-20
<b>Waste Management</b>												
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	Not Commenced	Low	high	Thankless Task	Formal agreement with waste contractor to provide data and cooperate with targets	Environmental Services Manager	The volume of council generated waste is low compared to other organisations Potential to cooperate with WC on publicity?	Dec-20
WM2	01-Oct-19	Increase recycling of SCC generated waste	Produce waste recycling plan covering all SCC waste streams.	1	Not 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	Jun-20
	01-Oct-19	Increase recycling of city	Produce waste recycling plan	1	Not Commenced				Plan agreed and published	Environmental Services	Needs close cooperation with	

WM3		generated waste	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.			High	High	Major Project		Manager	WC and their waste contractor potential costs involved	Jun-20
<b>Energy Management</b>												
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	Apr-20
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.	Apr-20
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	Not Commenced	high	high	Major Project	plan produced	Facilities Manager	Medium cost take account of revenue saving	Apr-20
EM4	01-Oct-19	Raise awareness	To continue to raise awareness of energy management issues with all building users	1	Not 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 to tenants	Apr-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	End 2020
<b>Water Management</b>												
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.	Mar-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	Not Commenced	low	Low	Fill-in	Water usage reduced	Facilities Manager	The impact is mainly for biodiversity and the impacts of water and waste treatment rather than energy	May-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	Not Commenced	high	high	Major Project	Standard introduced for all new facilities	FM	not yet commenced	Jun-20
WAM4	01-Oct-19	Promote Awareness	Promote awareness of the responsibility for water conservation to staff, and visitors by water saving tips	1	Not Commenced	High	Low	Quick Win		Human Resources Manager with FM	Staff training is planned; visitor awareness will involve working with the Info Centre	Mar-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	Not Commenced	Low	low	Fill-in	Usage established and plan developed	Parks Manager	Practicalities to be assessed	Jun-20
<b>Sustainable Procurement Management</b>												
SP1	01-Oct-19	Local purchasing where possible	Reducing CO2 emissions arising from the transport of materials – use local where possible	1	Not Commenced	high	high	Major Project	Procurement plan in support to environmental objectives Revise existing	City Clerk	A 'buy-local' policy would encourage consumers to do likewise and support local businesses	Jun-20
SP2	01-Oct-19	Suppliers are ISO14001 or EMAS Certified	Encouraging suppliers to achieve environmental credentials such as ISO14001 or EMAS;	1	Not Commenced	low	high	Thankless Task	Revised purchasing procedure	City Clerk	Alternatives for SMEs may be required.	Jun-20
	01-Oct-19	Consider suppliers	Ensuring that suppliers'	1	Not Commenced				Revised purchasing procedure	City Clerk	Persons responsible for	

SP3		environmental credentials are considered at point of purchase	environmental credentials are, as far as legally practicable, considered in the supplier's appraisal process.			high	high	Major Project			procurement may need some training or time to understand published guidance.	Jun-20
SP4	01-Oct-19	Purchasing products that are recycled and or/ biodegradable	Favouring products with recycled content or that are biodegradable	1	Not Commenced	low	low	Fill-in	Revised purchasing procedure	City Clerk		Jun-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		Jun-20
<b>Transport/Travel Management</b>												
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	staff appear to be already aware of the implications of travel and of the alternatives HRM to review existing data	May-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		Jul-20
TT3	01-Oct-19	Telephone Conferencing	Promotion of the use of telephone conferencing and video conferencing to reduce business mileage	2	Not Commenced	low	low	Fill-in	Training completed and equipment purchased	Corporate Services Manager	cost reflects need to invest in suitable equipment at each end	Jun-20
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	Commenced	Low	high	Thankless Task	Homeworking policy established	Human Resources Manager	has commenced in limited capacity. Note that homeworking does not always reduce carbon because heating homes can be less efficient than heating offices Some home working already taking place	May-20
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	Also has significant advantage for air quality Vehicles not currently available in required specification	When available
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	local cycling group could be encouraged to help. Some staff already use bicycles for business travel	Jun-20
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	Commenced	high	Low	Quick Win	Information provided to staff	Finance Manager	already in place <b>completed</b>	End Dec 2019
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	Not Commenced	high	high	Major Project	meeting arranged with interest parties	City Clerk Environmental Services Manager	add cycle hire to this list, eventually should include businesses	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	Ongoing
<b>Biodiversity Management</b>												
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		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		Jun-20
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	policy exists	Jun-20