

**Environmental Policy Action Plan
Annex B Doc 81969
(from Doc 78614, 77317, 73704, 79157, 80807)**

Date 6 April 2021

Item No.	Date Added	Recommendation	Detail	Declaration	Status	Impact	Effort	Priority	Milestone	Champion	Comments	Date Due
General Management												
GM 1	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	Completed	high	low	Quick Win	Completion of audit	Environmental Services Manager	Audit is now complete. It includes Impacts and Aspects of SCC operations.	Completed
				1		high	high					Jul-21

GM 2	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		Commenced			Major Project	Completion of each phase – note five phases in total	Environmental Services Manager	EMS Stage One is complete. Work has commenced on Stage Two which is now some 65% complete. Work also commenced on stage 3 of EMS management system.	
GM 3	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 Baseline Assessment produced and adopted	Environmental Services Manager	Carbon Baseline Assessment has been completed. This has established SCC's Carbon footprint as a product of its activities. Need to adopt recommendations and then implement to achieve reductions.	Jun-21

GM 4	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	Jun-21
GM 5	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	Work undertaken re (EMS) BS 8555:2016 will enable ISO 14001 Accreditation to be achieved.	Apr-22
GM 6	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

GM 7	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. Restricted by current lockdown	Ongoing
Waste Management												
WM 1	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	Thank less Task	Formal agreement with waste contractor to provide data and cooperate with targets	Environmental Services Manager	Have work extensively with our main waste contractor (Hills) to establish recycling rates and destinations of our waste.	Sep-21
				1		Low	Low	Fill-in				

WM 2	01- Oct- 19	Increase recycling of SCC generated waste	Produce waste recycling plan covering all SCC waste streams.		Comme nced				Waste audit agreeme nt with waste contracto r	Environm ental Services Manager	Good current rate of recycling across our waste streams - now need to investigate small quantity items/s treams. Although low impact due to the relatively small amount of waste generated, recycling as an activity is good at involving staff and building support.	Ongo in g
				1		High						Sep-21

WM 3	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.		Comme nced	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. Good current rate of recycling across our waste streams - Charter Market now has majority of waste recycled - need to investigate small quantity items - parks bins etc.	
C											
				1	High	Low					Jun-21

EM 1	01-Oct-19	Energy consumption	Monitor energy consumption across our property portfolio. Note linked with GM 2 Carbon Management Plan		Comme nced			Quick Win	reduced energy consumption	Facilities Manager	Underway; will be developed as part of GM2 & GM3. Energy usage now recorded and is included in the recently published Carbon Mngement Plan.	
EM 2	01-Oct-19	Energy Supplies	Purchase energy supplies from sustainable resources and at the most economic cost.	1	Comme nced	Low	low	Fill-in	new energy supplier if require	Facilities Manager	All Gas used by the Crematorium is Supplied by Brook Green who offset customers gas supply. Currently sustainable energy supplies being assessed by the Facilities Team.	On going
		Energy Usage		6		high	high					

EM 3	01-Oct-19		Use energy as efficiently as possible. Produce energy reduction plan e.g. introduction of water boilers, LED lighting etc.		Comme nced			Major Project	plan produced	Facilities Manager	Work has commenced re this - as all replacement of plant now considered against energy usage. It is now standard practice to replace light fittings with low energy LED fittings - all refurbishment works now automatically specify LED electrical fittings. Heat pump boiler just fitted (December 2020) at the Caravan site replacing an old an inefficient gas boiler	On going
EM 4		Raise awareness	To continue to raise	1	Comme nced	high	Low	Quick Win	signage and	Human Resource	SCC staff - energy will be	On going

	01-Oct-19		awareness of energy management issues with all building users					training completed	s Manger with FM	included in induction and general awareness training. Need also to raise awareness with SCC tenants		
EM 5	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	Solar panels already on GH roof and are now connected to the feed-in tariffs. Quotes now received re the installation of Solar Panels to our Bemerton Property. Installation has been delayed due to covid restrictions - installation will proceed as soon as possible.	Summer 2021
Water Management												

WA M1	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 these are now included in the newly published Carbon Management Plan	Sep-21
WA M2	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	The project to harvest grey water from the roof of the Harham Depot has been completed - have already filled 4000 litre tank with rain water collected from the roof.	Ongoing

WA M3	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 are now incorporated into all new and refurbished facilities. An example of this is our toilet refurbishment programme which incorporates water saving devices.	Completed
WA M4	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	Ongoing
		Grey Water		1		Low	low	Fill-in				

WA M5	01-Oct-19		Consider the reuse of water for landscaping through rain water collection and the use of grey water where possible.		Completed				Usage established and plan developed	Parks Manager	The project to harvest grey water from the roof of the Harham Depot has been completed - have already filled 4000 litre tank with rain water collected from the roof.	Completed
Sustainable Procurement Management												
SP1	01-Oct-19	Local purchasing where possible	Reducing CO2 emissions arising from the transport of materials – use local where possible	1	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 Review of procurement policy has started but has been delayed to CV19	Sep-21
	01-Oct-19	Suppliers are ISO14001 or EMAS Certified	Encouraging suppliers to achieve environmental credentials such as	1	Commenced	low	high	Thankless Task	Revised purchasing procedure	City Clerk	Alternatives for SMEs may be required. Review of procurement	Nov-21

			environmental management systems ISO14001 or EMAS;								policy has started	
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	Commenced	high	high	Major Project	Revised purchasing procedure	City Clerk	Appointment of contractors regarding our recently let parks concessions included evaluation against environmental credentials	Sep-21
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 but progress has been affected by CV	Jun-21
SP5	01-Oct-19	Staff Training	Training and awareness of staff on the Council policy and promoting best practice for sustainable purchasing.	1	Commenced	high	Low	Quick Win	Training identified and attended	Human Resources Manager	Environmental Consultant Guy Beards invited to SCC staff meeting on the 17th of February - a very good question and answer	Sep-21

											session followed.	
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	Staff travel survey has been completed and the results circulated to staff. Staff now aware of the implications of travel. Impact of travel now included in the Carbon Management Plan.	Jun-21
TT2	01-Oct-19	Public Transport	Encourage staff travelling on SCC business to use public transport and/or low carbon emission transport	1,2,3,5	Commenced	low	Low	Fill-in	included in travel plan	Human Resources Manager	Travel at present not being encouraged. HRM to review existing data CV19 has affected staff work and travel patterns.	Ongoing

			where possible									
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 now using Microsoft Teams. Extensive use of these virtual systems now the norm. Currently all SCC meetings are conducted via Microsoft Teams	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	Extensive home working taking place with many officers now working entirely from home. Note that homeworking does not always reduce carbon production because	Completed

											heating of homes can sometimes be less efficient than the heating of offices	
TT5	01-Oct-19	Vehicles	Reducing the usage /impact of SCC vehicles via investigation and introduction of suitable alternatives such as electric vehicles.	1,3	Comme nced	High	High	Major Project	CAPEX proposal submitted	Parks Manager	SCC will lease a hybrid vehicle in January 2021 for use in the city parks - will work towards changing all diesel van to electric operation.	May-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	1,2	Comme nced	High	Low	Quick Win	promotion of bicycle use	Human Resources Manager Finance Manager	Some staff already use bicycles for business travel SCC have produced a cycling and walking strategy for the city. This	On going

			12p per mile for business usage.								document has been shared with locally interested groups	
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	Scheme now well established - various staff have purchased bicycles via this initiative.	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 environment ally friendly	1,2,3,4,5	Commenced	high	high	Major Project	meeting arranged with interest parties	City Clerk Environmental Services Manager	SCC have produced a cycling and walking strategy for the city. This document has been shared with locally interested groups.	Oct-21

			car hire clubs.									
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	SCC always represented and active at meetings of the Air Quality Management Group. Clean Air Day and Car Free Days in 2020 Postponed due to covid restrictions.	Ongoing
Biodiversity Management												
BM 1	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	1,2	Commenced	high	high	Major Project	Wildlife Management statement produced	Parks Manager	Work has commenced but currently not formally recorded against this plan	Dec-21

			managing the spread of invasive species.									
BM 2	01-Oct-19	Conduct Habitat Surveys	Work With South Wiltshire Biodiversity Group to conduct Habitat surveys of SCC main sites.	1,2	Comme nced	low	Low	Fill-in	Biodivers ity Action Plan audit	Environm ental Services Manager	Work has commenced. Collection of data re habitat surveys - this has been very much restricted due to covid.	Dec-21
BM 3	01-Oct-19	Statutory Compliance	Ensure Compliance with all applicable environmental laws and regulations.	1	Comme nced	High	Low	Quick Win	Annual Complian ce Audit	City Clerk	This forms part of GM2 Work - will be completed in Spring of 2021	Jun-21
BM 4	01-Oct-19	Protection/impr ovement of Habitat	Protect and enhance biodiversity during our activities with no net loss of 'priority' habitat. Continued creation of wildflower/be	1	Comme nced	High	high	Major Projec t	WWT biodiversi ty audit	Parks Manager	Work commenced but not formally recorded against this plan	Dec-21

			e friendly planting around our estate.									
BM 5	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 PM	Not yet commenced	Dec-21
BM 6	01-Oct-19	Use of pesticide	Review SCC use of pesticide policy in light of emerging evidence	1	Commenced	high	Low	Quick Win	Policy Revised	Parks Manager	Policy has been in place since 2016 - revision has commenced	Sep-21