

**Environmental Policy Action Plan**  
**Annex B Doc 83659**  
**(from Doc 78614, 77317, 73704, 79157, 80807)**

Date 21 September 2021

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	Completed	high	low	Quick Win	Completion of audit	Environmental Services Manager	Audit is now complete. It includes Impacts and Aspects of SCC operations.	Completed
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	EMS Stage One is complete. Work has commenced on Stage Two which is now some 75% complete. Work also commenced on stage 3 of EMS management system. Unfortunately taking longer than anticipated.	Jul-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	Completed	high	high	Major Project	Carbon Baseline Assessment produced and adopted	Environmental Services Manager	Carbon Baseline Assessment has been completed. This years list (2021/22) of environmental projects include some of the action points as identified by the Carbon Baseline Assessment. Have set overall reduction targets and are now working towards this aim. Note may wish to formulate a detailed carbon management plan setting very specific targets in specific areas as opposed to current high level targets	Completed
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 and data gathering will form part of GM2	Oct-21
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	Work undertaken re (EMS) BS 8555:2016 will enable ISO 14001 Accreditation to be achieved.	Apr-22
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 Funding secured (1.5k) to raise awareness with staff.	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. Restricted by current lockdown. Specific project to be identified for 2021/22 with specific funding.	Ongoing
<b>Waste Management</b>												
	01-Oct-19	Reduce Waste to Landfill	Measure accurately all waste going to	1	Commenced				Formal agreement with waste	Environmental Services	Have work extensively with our	

WM1			landfill. Set targets to reduce this amount as a percentage of overall landfill waste			Low	high	Thankless Task	contractor to provide data and cooperate with targets	Manager	main waste contractor (Hills) to establish recycling rates and destinations of our waste. Have secured £6,500 in the environmental projects for 2021/22 for the provision of city and park sited recycling bins. Installation to commence late autumn 2021. Have also recently introduced a litter bin policy that now makes it an requirement to evaluate the installation of recycling facilities everytime a litter bin is changed.	Sep-21
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	Environmental Services Manager	Good current rate of recycling across our waste streams - now need to investigate small quantity items/streams. Although low impact due to the relatively small amount of waste generated, recycling as an activity is good at involving staff and building support. Note £6,500 budget identified for the financial year 2021/22 to progress this project	Ongoing
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. 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. Note £6,500 budget identified for the financial year 2021/22 to progress this project	Sep-21
<b>c</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	Underway; will be developed as part of GM2 & GM3. Energy usage now recorded and is included in the recently published Carbon Management Plan. Funding secured (3k) to conduct energy audits of both the Guilhall and Crematorium	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	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
	01-Oct-19	Energy Usage	Use energy as efficiently as possible.	6	Commenced				plan produced	Facilities Manager	Work has commenced re this -	

EM3			Produce energy reduction plan e.g. introduction of water boilers, LED lighting etc.			high	high	Major Project			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 inefficient gas boiler. Heat exchanger connected at the crematorium which will reduce gas consumption considerably. Have secured funding to undertake energy surveys of both the Guildhall and the Crematorium to look at ways of improving energy efficiency further.	On going
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 Manager with FM	SCC staff - energy will be included in induction and general awareness training. Need also to raise awareness with SCC tenants Specific project identified for 2021/22 with specific funding. Funding secured (1.5K) to raise awareness of staff	On going
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	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. Quotations unfortunately now out of date - currently obtaining new/revised ones before proceeding with these works.	Summer 2021
<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. Have added water consumption figures to carbon capture work these are now included in the newly published Carbon Management Plan	Sep-21
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	The project to harvest water from the roof of the Harham Depot has been completed - have already filled 4000 litre tank with rain water collected from the roof. Budget identified for year 2021/22 to add additional water harvesting to other SCC roofs.	Ongoing
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 are now incorporated into all new and refurbished facilities. An example of this is our toilet refurbishment programme which incorporates water saving devices.	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	Ongoing
	01-Oct-19		Consider the reuse of water for	1	Completed				Usage established and plan	Parks Manager	The project to harvest water	

WAM5		Grey Water	landscaping through rain water collection and the use of harvested water where possible.			Low	low	Fill-in	developed		from the roof of the Harham Depot has been completed - have already filled 4000 litre tank with rain water collected from the roof. This water has been used throughout the summer to water the cities floral display	Completed
<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	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 . Have recently add a Buy Local page to SCC website in order to promote local businesses.	Sep-21
	01-Oct-19	Suppliers are ISO14001 or EMAS Certified	Encouraging suppliers to achieve environmental credentials such as environmental management systems 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	Nov-21
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. Hve modified Environmental Services tendering documentation so that suppliers environmental credentials are evaluated as part of the overall appointment process.	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 - revision still on going	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 session followed. Training session to be arranged autumn 2021	Sep-21
<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 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. Most persons have been working from home for the last 18 months or so. When attendance patterns return to normality it is then intended to promote the Travel 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 where possible	1,2,3,5	Commenced	low	Low	Fill-in	included in travel plan	Human Resources Manager	Travel at present not being encourage. HRM to review existing data CV19 has affected staff work and travel patterns. Things are beginning to return to normal- will shortly be looking at how staff travel to work and the promotion of the travel plan.	Ongoing

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 heating of homes can sometimes be less efficient than the heating of offices	Completed
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	Completed	High	High	Major Project	CAPEX proposal submitted	Parks Manager	SCC has leased a hybrid vehicle (June 2021) for use in the city parks - will work towards changing all diesel van to electric operation. Note monies are available in financial year 2021/22 for a second electrohybrid vehicle.	On going
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 already use bicycles for business travel SCC have produced a cycling and walking strategy for the city. This document has been shared with locally interested groups	On going
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 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	SCC have produced a cycling and walking strategy for the city. This document has been shared with locally interested groups.	Oct-21
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
<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	Parks Manager	Work has commenced but currently not formally recorded against this plan	Dec-21
BM2	01-Oct-19	Conduct Habitat Surveys	Work With South Wiltshire Biodiversity Group to conduct Habitat surveys of SCC main sites.	1,2	Commenced	low	Low	Fill-in	Biodiversity Action Plan audit	Environmental Services Manager	Work has commenced. Collection of data re habitat surveys - this has been very much restricted due to covid.	Dec-21
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 - will be completed in autumn 2021	Nov-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. Note specific budget identified in financial year 2021/22 to progress this project.	Dec-21
	01-Oct-19	Increase access/awareness	Provide a platform that will deliver	1	Commenced				Revised website	BM with PM	Have installed a number of	

BM5			opportunities for more people to enjoy the wildlife on our sites by increasing access/awareness.			Low	low	Fill-in			information boards around SCC estste providing information as to wildlife present on those particular sites.	Dec-21
BM6	01-Oct-19	Use of pesticide	Review SCC use of pesticide policy in light of emerging evidence	1	Completed	high	Low	Quick Win	Policy Revised	Parks Manager	Policy has been in place since 2016 - revision has been completed - report to presented to Services Committtee in September 21 - 2021	Sep-21