



Salisbury City Council Environmental Policy

Doc 73704

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Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

Salisbury City Council Environmental Policy

Introduction

Salisbury City Council is committed to minimising the environmental impacts of its operations.

In all activities, Salisbury City Council will seek innovative ways to mitigate our environmental footprint by setting objectives to reduce our environmental impact.

To achieve these objectives we have developed a series of policy statements and produced an Environmental Action Plan. The action plan is based on continuous environmental improvement via the establishing of demanding and measurable environmental performance targets, specifically relating to Waste, Energy, Water, Procurement, Transport/Travel and Biodiversity.

We aim to be a centre of excellence in environmental management within the parish council sector, and to promote environmental best practice.

The implementation of the Action Plan is monitored by the Environmental Working Group and regular reports given to Services Committee.

Salisbury City Council's Environmental Policy is supported by series of policies in the following areas:

- 1. General Environmental Management**
- 2. Waste Management**
- 3. Energy Management**
- 4. Water Management**
- 5. Sustainable Procurement**
- 6. Transport/Travel**
- 7. Biodiversity**

1. General Environmental Management Policy

Salisbury City Council is responsible for delivering numerous services across the city via directly employed in-house team (some 60 persons) and numerous contracted services. The very nature of delivering these services has an effect on the local environment.

Salisbury City Council is committed to reducing the environmental impact of its activities on the local environment by proactive environmental management across its land and property portfolio.

Scope and Objectives

The City Council aims to improve the environmental quality of the city by:

1. **Minimising** any adverse environmental impacts resulting from our own activities;
2. **Encouraging** others in the community to do likewise through their activities

Salisbury City Council will adopt the following:

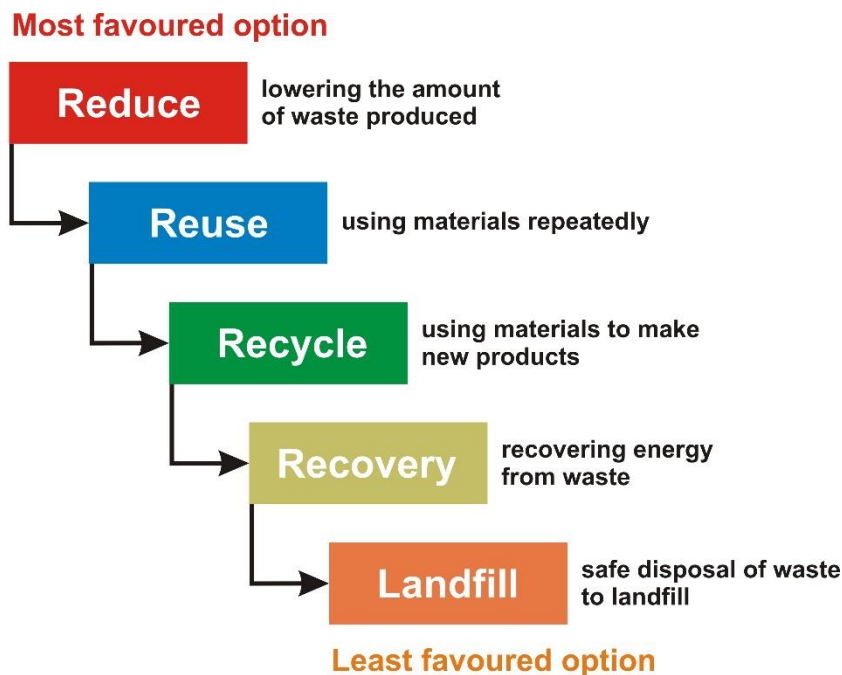
- **Keep its own activities** under review, setting objectives, targets and responsibilities to ensure the aims of this policy are met
- **Operate** an environmental management system (**BS 8555**) which enables the council to set objectives and targets, monitor performance and make this information publicly available;
- **Raise** awareness amongst staff of the council's environmental policy and objectives;
- **Provide** information and encourage an open dialogue with the local community on environmental issues.

2. Waste Management Policy

The Council's Policy is to establish systems to ensure compliance with the law and ensure that options to minimise both waste production and disposal are fully evaluated.

The Waste Management Policy sets out our targets identifying areas for improvement. It is designed to help achieve particular goals with a set of realistic objectives. The Council is aware of its responsibilities and obligations and encourages a positive recycling culture amongst its staff and the wider population.

Waste Hierarchy - the main principles of the City Councils Waste Management Policy Waste are based on the well-established Waste Hierarchy. This has become a cornerstone of sustainable waste management practices, setting out the order in which waste management measures should be prioritised based on environmental impact.



Our targets for inclusion in the Environmental Action Plan are:

- Measure accurately all waste going to landfill. Set targets to reduce this amount expressed as a percentage of overall landfill waste
- Produce waste recycling plan covering all SCC generated waste streams.
- Produce waste recycling plan covering all Salisbury City council generated waste streams. To also include **on the go recycling** for litter bins on city streets and in parks. Plus an individual plan for the Charter Market.

3. Energy Management Policy

The Council's policy is to manage energy consumption in order to:

- Reduce emissions of CO2;
- Avoid unnecessary expenditure;

Scope and Objectives

The overarching objectives of this policy are environmental protection and cost reduction. It is recognised that these are not always compatible and that the Council may be constrained from certain actions by budgetary constraints.

Recognising those constraints, the Council will nonetheless adopt the following objectives:

- To purchase energy supplies from sustainable sources (where possible) at the most economic cost;
- To use energy as efficiently as possible;
- To monitor energy consumption;

In order to achieve these objectives, the Council has developed an action plan. This plan will be reviewed annually and amended as necessary in an Annual Report on Energy Management, which will be submitted to the Environmental Working Group.

Energy Control Measures included in the action plan are:

- To monitor energy consumption across the council's property portfolio;
- To purchase energy supplies from sustainable sources (where possible) at the most economic cost;
- Use energy as efficiently as possible
- To continue to raise awareness of energy management issues with all building users.
- Electrical generation via the installation of solar panels on suitable SCC buildings/properties with a payback period consistent with sound investment practice.

4. Water Management Policy

Salisbury City Council is committed to responsible water management and acknowledges the importance of water as an essential resource for successfully meeting its operational objectives. The Council also realises the need to use this resource responsibly in a manner that is sustainable and complementary to its Environmental Management Policy.

The Council will improve water efficiency throughout all its premises, plant and equipment, wherever it is cost-effective to do so. The Council also recognises a duty to provide all building users with comfortable working conditions, whilst minimising the environmental impact of its operations.

Scope and Objectives

The overarching objectives of this policy are environmental protection and cost reduction. It is recognised that these are not always compatible and that the Council may be constrained from certain actions by budgetary constraints.

We Will:

- Establish base line consumption figures
- Identify and implement opportunities for improved water efficiency and target setting e.g. Install water saving devices on toilet cisterns and low flow shower heads
- Incorporate water efficiency measures into all new and refurbished facilities
- Promote awareness of the responsibility for water conservation to staff, and visitors by water saving tips.
- Consider the reuse of water for landscaping through rain water collection and the use of grey water where possible

5. Sustainable Procurement Policy

Salisbury City Council recognises and is committed to carrying out its procurement function incorporating the principles of sustainable purchasing.

Purchasing decisions have a major socio-economic and environmental implication both locally and globally, now and for generations to come.

It will achieve this through:

- Assessment of environmental and corporate risks to the organisation with a commitment to continually improve sustainable performance related to the supply chain;
- Complying with all relevant environmental legislation;
- Educating suppliers about the Council sustainable objectives, which include preventing pollution, minimising waste, preserving natural resources and promoting resource efficiency by eliminating, reducing, reusing and recycling;
- Working with key suppliers to bring about changes and thereby spread sustainability improvements through the supply chain.
- Allowing budgets to reflect the need to sustainable purchasing.

We will:

- Reduce CO2 emissions arising from the transport of materials – use local where possible
- Encourage suppliers to achieve environmental credentials such as environmental management systems ISO14001 or EMAS;
- Ensure that suppliers' environmental credentials are, as far as legally practicable, considered in the supplier's appraisal process.
- Favour products with recycled content or that are biodegradable;
- Train and raise awareness of staff on the Council policy and promoting best practice for sustainable purchasing.

6. Transport/Travel Policy

Salisbury City Council recognises its responsibility to minimise the environmental impact of its operations where possible and to seek to improve its performance through implementation of its policy.

Salisbury City Council is committed to implementing a Transport Policy as part of the Environmental Policy to encourage and maintain sustainable commuting and business travel for staff and visitors in order to reduce further the environmental impact of transport related to council activities.

Scope and Objectives

- Reducing commuter journeys to council workplaces by staff and visitors;
- Reducing Business travel impact
- Reducing the usage /impact of SCC vehicles

We Will:

- To produce a Travel Plan to establish current modes of transport used by staff to travel to work and to promote sustainable alternatives
- Encourage staff travelling on SCC business to use public transport and/or low carbon emission transport.
- Promotion of the use of telephone conferencing and video conferencing to reduce commuter mileage.
- Promotion of home working to reduce business mileage plus investment in ICT Services to support working from home.
- Reducing the usage /impact of SCC vehicles via investigation/introduction of suitable alternatives such as electric vehicles
- 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.
- 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.
- Liaising with and providing information about the main groups representing pedestrians, cyclists, motorcyclists, public transport providers, car share clubs and environmentally friendly car hire clubs.
- Liaise with Salisbury Air Quality Management Group to help improve air quality

7. Biodiversity Policy

Salisbury City Council is the major landowner in the City. We recognise that we influence and are influenced by the variety of species and habitats that exist within our sites in and around the city. As a minimum we will ensure compliance with all biodiversity, environmental laws and regulations.

Scope and Objectives

The overarching objectives of this policy are to balance the needs of the animals, plants, birds and insects that call our sites home. We are committed to continually improving our biodiversity performance at our sites, whilst aiming to deliver our services in the most sustainable way.

We will:

- 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. Continued creation of wildflower/bee friendly planting across our estate.
- Work with South Wiltshire Biodiversity Group to conduct Habitat surveys of SCC main sites.
- Ensure compliance with all applicable environmental laws and regulations.
- Protect and enhance biodiversity during our activities with no net loss of 'priority' habitat.
- Provide a platform that will deliver opportunities for more people to enjoy the wildlife on our sites by increasing access/awareness.
- Review SCC use of pesticide policy in light of emerging evidence

The Action Priority Matrix

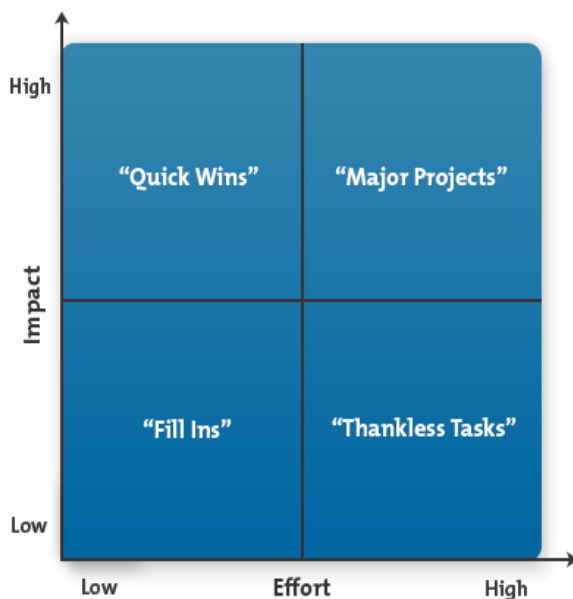
The **Action Priority Matrix** (see figure 1, below) is how SCC will prioritise identified projects. This will enable us to choose activities intelligently, so we can spend more of our time on the high-value activities that keep the Environmental Action Plan moving forwards. Conversely we can also not action tasks that contribute little.

The matrix will be used to score proposed projects (between 0 and 10) based firstly on their **impact** and secondly on the **effort** needed to complete them.

The scores will then be used to plot the proposed activities in one of four quadrants on the matrix:

Projects fall tend to fall within one the four main categories:

1. **Quick wins** (High Impact, Low Effort) are the most attractive projects, because they give a good return for relatively little effort.
2. **Major projects** (High Impact, High Effort) give good returns, but are time-consuming. This means that one major project can "crowd out" many quick wins.
3. **Fill Ins** (Low Impact, Low Effort) these activities will only be actioned if time permits. They will be suspended if projects in categories 1 and 2 require actioning.
4. **Thankless Tasks** (Low Impact, High Effort) give little return, they are time consuming and provide little in the way of return.



Environmental Policy Action Plan

The Environmental Policy Action Plan (EPAP) will be managed by the Environmental Working Group (ENWG) who will report to Services Committee.

Version 1 of the EPAP is shown overleaf – this is a living document and will be further developed over time.

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ¹	Milestone ²	Champion	Comments	Updated
1. General Management									
GM1		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.	Not Commenced		Completion of audit	Environmental Services Manager		
GM2		Adopt Environmental Management System (EMS) BS 8555:2016	Provides guidance on how to implement an environmental management system (EMS) in easily manageable phases	Not Commenced		Completion of each phase – note five phases in total	Environmental Services Manager		
GM3		Carbon Management plan	Establish a baseline regarding the council's current carbon production. Set reduction targets – implement a plan to achieve these reductions	Not Commenced		Carbon management plan produced and adopted	Environmental Services Manager		
GM4		Review (annually) Council Environmental Policy	Conduct an annual review of the SCC Environmental Policy to ensure objectives are being met.	Not Commenced		Annual Review	City Clerk		

¹ Priorities to be agreed using Priority Matrix by ENWG

² To be developed and agreed by ENWG

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ¹	Milestone ²	Champion	Comments	Updated
GM5		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.	Not Commenced		ISO 14001 accreditation achieved	Environmental Services Manager		
GM6		Raise Staff Awareness	Raise awareness amongst council staff regarding the environmental policy and objectives	Not Commenced			Human Resources Manager		
GM7		Dialogue with the community	Provide information and encourage an open dialogue with the local community on environmental issues. Modify grants scheme to support community environmental initiatives.	Not Commenced			Business and Communications Manager		
2. Waste Management									
WM1		Reduce Waste to Landfill	Measure accurately all waste going to landfill. Set targets to reduce this amount as a percentage of overall landfill waste	Not Commenced			Environmental Services Manager		
WM2		Increase recycling of SCC generated waste	Produce waste recycling plan covering all SCC waste	Not Commenced			Environmental Services		

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ₁	Milestone ²	Champion	Comments	Updated
			streams.				Manager		
WM3		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.	Not Commenced			Environmental Services Manager		
3. Energy Management									
EM1		Energy consumption	Monitor energy consumption across our property portfolio. Note linked with GM 2 Carbon Management Plan	Not Commenced			Facilities Manager		
EM2		Energy Supplies	Purchase energy supplies from sustainable resources and at the most economic cost.	Not Commenced			Facilities Manager		
EM3		Energy Usage	Use energy as efficiently as possible. Produce energy reduction plan e.g. introduction of water boilers, LED lighting etc.	Not Commenced			Facilities Manager		
		Raise awareness	To continue to raise	Not			Human		

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ¹	Milestone ²	Champion	Comments	Updated
EM4			awareness of energy management issues with all building users	Commenced			Resources Manger		
EM5		Electrical Generation	Installation of solar panels etc. on suitable SCC properties/buildings. Based on established pay back criteria.	Solar panels installed on roof of Guildhall			Facilities Manager		
4. Water Management									
WM1		Establish Water Usage	Monitor and report on Council water consumption to establish base line consumption	Not Commenced			Facilities Manager		
WM2		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	Not Commenced			Facilities Manager		
WM3		Water efficient design	Incorporate water efficiency measures into all new and refurbished facilities through best practice in water efficient design	Not Commenced			Facilities Manager		
WM4		Promote Awareness	Promote awareness of the responsibility for water	Not Commenced			Human Resources		

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ₁	Milestone ²	Champion	Comments	Updated
			conservation to staff, and visitors by water saving tips				Manager		
WM5		Grey Water	Consider the reuse of water for landscaping through rain water collection and the use of grey water where possible	Not Commenced			Parks Manager		
5. Sustainable Procurement Management									
SP1		Local purchasing where possible	Reducing CO2 emissions arising from the transport of materials – use local where possible	Not Commenced			City Clerk		
SP2		Suppliers are ISO14001 or EMAS Certified	Encouraging suppliers to achieve environmental credentials such as environmental management systems ISO14001 or EMAS;	Not Commenced			Finance Manager		
SP3		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.	Not Commenced			Finance Manager		
SP4		Purchasing products that are recycled and or/ biodegradable	Favouring products with recycled content or that are biodegradable	Not Commenced			City Clerk		

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ¹	Milestone ²	Champion	Comments	Updated
SP5		Staff Training	Training and awareness of staff on the Council policy and promoting best practice for sustainable purchasing.	Not Commenced			Human Resources Manager		
6. Transport/Travel Management									
TT1		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	Not Commenced			Environmental Services Manager		
TT2		Public Transport	Encourage staff travelling on SCC business to use public transport and/or low carbon emission transport where possible	Not formally Commenced			Human Resources Manager		
TT3		Telephone Conferencing	Promotion of the use of telephone conferencing and video conferencing to reduce business mileage	Not formally Commenced			Corporate Services Manager		
TT4		Home Working	Promotion of home working to reduce commuting mileage plus investment in ICT Services to support working from home.	Has commenced in a limited capacity			Human Resources Manager		

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ¹	Milestone ²	Champion	Comments	Updated
TT5		Vehicles	Reducing the usage /impact of SCC vehicles via investigation/introduction of suitable alternatives such as electric vehicles – subject to CAPAX and payback.	Not Commenced			Parks Manager		
TT6		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.	Not formally Commenced			Human Resources Manager Finance Manager		
TT7		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	Not formally Commenced			Finance Manager		
TT8		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.	Not Commenced			City Clerk		
TT9		Air Quality	Work with Salisbury Air Quality Management Group to help improve air quality	SCC do attend meetings of			City Clerk Environmental		

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ₁	Milestone ²	Champion	Comments	Updated
				the AQMG.			Services Manager		
7. Biodiversity Management									
BM1		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.	Work commenced by not formally recorded against this plan			Parks Manager		
BM2		Conduct Habitat Surveys	Work With South Wiltshire Biodiversity Group to conduct Habitat surveys of SCC main sites.	Not Commenced			Environmental Services Manager		
BM3		Statutory Compliance	Ensure Compliance with all applicable environmental laws and regulations.	Work commenced by not formally recorded against this plan			City Clerk		
BM4		Protection/improvement of Habitat	Protect and enhance biodiversity during our activities with no net loss of 'priority' habitat. Continued creation of	Work commenced by not formally recorded			Parks Manager		

Environmental Policy Action Plan

Version 1 dated 1 Oct 2019

Item No.	Date Added	Recommendation	Detail	Status	Priority ₁	Milestone ²	Champion	Comments	Updated
			wildflower/bee friendly planting around our estate.	against this plan					
BM5		Increase access/awareness	Provide a platform that will deliver opportunities for more people to enjoy the wildlife on our sites by increasing access/awareness.	Not Commenced					
BM6		Use of pesticide	Review SCC use of pesticide policy in light of emerging evidence	Not Commenced			Parks Manager		

