

Appendix 2

GEM targets currently due (to half year)

<i>Co</i>	<i>Due</i>	<i>OTref</i>	<i>Target text</i>	<i>Lead Manage</i>	<i>Lead Off</i>	<i>Progress</i>	<i>CA ref</i>	<i>New due date</i>	<i>CA reason</i>	
<input type="checkbox"/>	01/06/2003	05	1	Provide information to major suppliers and contractors on council environmental requirements	M Rosenthal	Proc Officer/ Contracts Panel	Key documents currently under review.	03/06	1/12/03	Key docs under review - revise to 12/03
<input type="checkbox"/>	01/08/2003	10	1	Further develop use of the Herefordshire Partnership Appraisal tool, which includes environmental considerations	T Marsh	R Wood	Meeting to discuss options will take place with Forum for the Future and J Watkins in Jan 04.	03/09	1/3/04	Awaiting return of Mary Burton from career break. Now due 3/04
<input type="checkbox"/>	01/08/2003	04	1	Use the desk top studies of the 3 closed waste disposal sites for which the Council has currently known environmental liability to inform future action and present to Cabinet member	A Tector	B Chartres	Leominster: seeking Environment Agency approval for monitoring changes & undertaking methane oxidation trials. Strangford: Desk Top Study (DTS) & consultant report in - awaiting costings for action plan. Doward - DTS complete. Costed Action Plan for all 3 being drawn up for Cabinet Member once methane trial results in place. (27/8)	03/04	1/02/04	Staff vacancy, consultant delays, EA comments on Leo monitoring proposals & results of methane oxidation trials
<input type="checkbox"/>	01/09/2003	08	1	Undertake Staff Travel survey and analyse results	J Colyer	A Barton	Survey agreed by Unions and Human Resources Strategy Group & distributed to all staff in mid October.(22/10)	03/02	1/01/04	Delay in approval from CXMT.
<input type="checkbox"/>	01/09/2003	08	7	Procure and install transport co-ordination and scheduling software	G Dunhill	R Ball	Different systems evaluated by Richard Ball and working group. Negotiations with preferred supplier now underway.(27/8)	03/07	1/04/04	Selection of preferred supplier took longer than anticipated. Now due 01/04.
<input type="checkbox"/>	01/10/2003	10	5	Produce a Climate Change Strategy for Herefordshire, working with Marches Energy Agency and Bulmers Foundation.	T Marsh	R Wood	Project endorsed by HP Management Group. Pathfinder doc on track for target date. This will set path for funding bid, development of Council position & full strategy for county. Work with HP Environment Ambition Group subgroup continues. (7/10)	03/11	1/6/04	Project has grown in size.
<input type="checkbox"/>	01/10/2003	02	1	Undertake a drainage survey at Broad St Car park, Leominster	C Birks	A Terry	Costs budgeted. Meeting with Mayglothin agreed. Work will be done in sections as car park busy.	3/10	1/12/03	Land potentially contaminated and of archaeological importance so increased consultation time needed.

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✓	01/05/2003	03	2	Develop use of PS01s to record environmental incidents and near misses	R Reed	T Marsh/ J Clarke	Forms amended in light of new legislation. Forms now computerised and on intranet. New format includes ref to GEM and where this is marked forms will be automatically routed to ESU. New format will be publicised in Nov 03 (7/10)	03/08	1/11/03	Work on CRIS and other took precedence.
✓	01/05/2003	04	3	Set up GIS system capable of storing, viewing and aiding with the interpretation of contaminated land data	A Tector	B Chartres	Software (Groundview) installed. Have also bought Monitor-Pro software for contaminated land monitoring results - in use. Taking part in Council wide GIS review - report submitted to Information Policy Group. (27/8)			
✓	01/06/2003	11	2	Develop a management plan overview for Parks and Countryside land	T Featherstone	S Wenczek	Now complete and held by Parks & Countryside Service (7/10)	03/05	1/10/03	Delay while various team members consulted. Completion now revised to 1/10/03.
✓	01/06/2003	06	2	Report to Cabinet Member for the Environment and Environmental Scrutiny on performance against GEM objectives & targets	S Gent	T Marsh	Report on GEM and performance on 2002/3 targets considered.			
✓	01/06/2003	03	1	Integrate relevant GEM information into the IoSH course for Officers in Charge and Heads of Service	R Reed	T Marsh/ J Clarke	Done. John Clarke has notes of training course (1/7)			
✓	01/07/2003	07	1	Develop spreadsheet for energy consumption information for all operational properties within the annual Asset Management Plan submitted to ODPM.	C Birks	A Ball	Energy consumption spreadsheet developed & populated with those properties with full data set for BV180a. This does not yet cover all operational properties. Energy costs reported in Asset Management Plan for 81% of operational property area. (2/7)	03/01		Spread sheet does not cover all operational properties.
✓	01/07/2003	09	2	Overhaul Asset Management Plan and further integrate environment and sustainability within it	C Birks	A Ball	Asset Management Plan now passed by CXMT & Cabinet.			
✓	01/07/2003	06	3	Improve accessibility and user friendliness of GEM information on the intranet	T Marsh	S Lloyd	Binders have been phased out and hyperlinks used instead. (27/8)			

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✓	01/07/2003	06	4 Improve information for staff so it is easier to understand which aspects and procedures are relevant for their service.	T Marsh	S Lloyd	Aspects list and register overhauled and impacts standardised Directorate Aspects proforma developed and piloted.(1/7).			
✓	01/08/2003	08	8 Undertake desktop study of potential for staggered opening of education and social care establishments.	G Dunhill	R Ball	Study sent to Board meeting. Potential for staggered opening clear so purchase of scheduling software approved.			
✓	01/08/2003	06	5 Run seminar on noxious weeds with input from DEFRA		ESU/DEFRA	Student placement with ESU from July to organise this. Seminar with guest speaker from DEFRA was well attended and well received on 8/9/03 . (7/10)	03/03	1/10/03	September date fitted with consultation period on ragwort control.
✓	01/09/2003	02	2 Review salt provision in all locations and develop plans for storage improvements at Thorn and elsewhere	S Oates	T Davies	Stock now reduced at external locations to make covering easier. Stock increased at Kingsland & Burcott (covered) plus emergency stock held by M50 (uncovered) and Pontrilas (covered). Negotiations re provision at Thorn continue. Law has now changed to make salting a duty. Our Winter Maintenance Plan will be revised in the light of this as soon as the national Code of Practice is issued.			
✓	01/09/2003	07	6 Run scheme to reduce water use in office toilets	T Marsh	OICs/student placement	Run by ESU student placement Liz Bishop in May & June 03. Results promising though not suitable for all buildings.			
✓	01/09/2003	05	2 Ensure that good environmental standards are built into the procurement of contract and professional services	G Dunhill	S Gyford	ISO 14001 commitment built into contracts with both HJS and Owen Williams. GEM will be represented on the Quality Assurance Working Group, which covers EMS and meets first on 10/10. Ongoing work will be required in this important area. (7/10)			
✓	01/09/2003	01	5 Increase use of recycled paper products	Contracts Panel	ESU	Policy on use of recycled paper circulated by M Tittle + results followed up. Promotion of WMS recycled products in GEMgen in June and Aug. (27/8)			
✓	01/11/2003	07	4 Investigate options to increase the percentage of renewables in the energy supply agreement	J Burton	C Eldridge	100% renewables from Npower via WMS secured for all sites for 12 months: sub 100 kW from December 2003 and over 100kW sites from Oct 03. (7/10)			

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<input checked="" type="checkbox"/>	01/04/2004	06	1	Monitor need for environmental training as a result of SRD process	A Attfield	SRD Co-ordinators / GEM Team	A Attfield attended Aug GEM meeting. GEM 2 series to run in autumn for new managers and GEM auditees. B Willson will consider ways to promote seminars being run by sections that are of wider interest. (27/8)		
<input checked="" type="checkbox"/>	01/05/2003	09	1	Develop guidance on the environmental specifications for future buildings specified	C Birks	J Burton	Design Guidance now revised, publicised (Property Services Staff meeting 13/6) and distributed. (2/7)		