

## Appendix 1: Progress on Herefordshire Council's GEM objectives 2003-4

Objective	Progress
Create opportunities for waste reduction, recycling and the use of recycled material (WM)	<p>Progress with purchase of recycled paper for Council photocopiers and printers now set as standard.</p> <p>The Office recycling contract has been extended to cover further offices and materials but some doubt about viability of contractor.</p>
Continue to comply with legal requirements on pollution prevention, chemical handling and storage and work towards good practice in identified areas (PP)	<p>Salt storage has been reviewed and amended to reduce stocks kept outside. Covers are now in use.</p> <p>Recent legal changes make salting a duty for Councils. The Winter Maintenance Plan will be reviewed in the light of this once the new national Code of Practice is issued.</p>
Ensure that improved control systems relating to the Council's emergency preparedness are in place; (EP)	<p>Emergency plans for each site and emergency preparedness are audited under both GEM and Health and Safety.</p> <p>Site plans are provided as part of the Property Management File for each building.</p>
Comply with legal requirements on contaminated land management in regard to the Council's own sites; (CL)	<p>A costed Action Plan on the Council's three main landfill sites (Leominster, Strangford &amp; Dower) will be going to Cabinet Member (Cllr Edwards) in Feb 2004.</p> <p>The Council's Contaminated Land Strategy (2001) will be overhauled in the New Year. This will include review of the timetable for other Council sites. Environmental Health also advise on contamination issues relating to redevelopment.</p>
Improve supplier and contractor environmental performance through the operation of the Procurement Strategy and the Contracts Procedure Rules (CP)	<p>The Procurement Strategy is due for overhaul, but process has been delayed by long term absence of Procurement Officer. Contract Procedures are being overhauled by the Contract Panel.</p> <p>The new contracts with HJS and Owen Williams state that "The Partnership shall demonstrate that the robustness of its environmental management by ensuring that partners seek to obtain ISO 14001 accreditation for all relevant services early in the life of the Partnership." (Clause 3.4).</p> <p>A Task Group has been set up to monitor progress on this and other Partnership management system issues.</p>
Increase levels of awareness and training of Council staff through employee induction, ongoing development and provision for officers with particular needs or responsibilities; (TA)	<p>GEM is included in Council induction and now also covered for SCSH staff. A new leaflet for existing and temporary staff has just been completed.</p> <p>A short easy-read monthly bulletin is produced by the ESU and circulated to staff on request.</p> <p>GEM Training for managers sessions are running at the moment and a session for Members is set for January 2004.</p> <p>Seminars on invasive weeds with DEFRA and Wood Energy</p>

responsibilities; (TA)	<p>were attended by a number of services. A session on climate change is planned.</p> <p>Several sessions for staff groups, eg at Learning Disability Day Centres, have been run. However, job specific training is generally the responsibly of the service.</p>
<p>Establish the energy consumption per metre squared for operational council property, enabling future efficiencies to be made and increase the use of energy from renewable sources; (ECW)</p>	<p>There are gaps in meter records and data sets so coverage remains partial. Considerable strides have been made but anomalies remain. These are being addressed but it is a slow process. New software has recently been purchased to collate data, check accuracy &amp; enable electronic input between WMS and ourselves.</p> <p>Many readings are estimates, so do not give a true picture of consumption. Officers in Charge of Buildings were asked in August to read meters whenever they receive bills to address this issue. In addition Property Services are liaising closely with WMS to identify buildings where meters have not been read for some time and PS staff are currently reading some meters.</p> <p>Renewables: currently 10% of the energy needed to run our larger sites and street lighting is from renewable sources. From December 2003, 100% of power needed for all sites for the following year will come from renewable sources.</p>
<p>Improve existing data on Council transport use and identify opportunities to reduce the environmental impact; (TU)</p>	<p>A comprehensive Staff Transport survey has just been circulated to all staff. Results will feed into a Staff Travel Plan in the first half of next year. This will aim to increase choice and reduce single occupancy car use.</p> <p>A report to Strategic Monitoring on 13/10/03 set out progress on the transport cross-service review. The Social Care and Education Transport Teams are now co-located at Blackfriars to enable joint working. Negotiations are underway for the purchase of scheduling software.</p>
<p>Reduce risk relating to the Council's tenant management and the property portfolio and increase tenant awareness (PM)</p>	<p>New external tenants now fill in 'Environmental Risk Assessment for tenants (GEMOP TQ30)' relating to their operations.</p> <p>Asbestos policy has been written and circulated to internal tenants and smallholdings.</p> <p>Customised Property Management Files have been produced and distributed to all internal tenants.</p>
<p>Scope opportunities for integration of GEM into corporate performance management. (CPM)</p>	<p>The new Head of Performance Management will be attending a GEM team meeting shortly. She is looking at the options for streamlining and co-ordinating performance reporting, including that on GEM.</p>
<p>Build on existing work to protect and enhance biodiversity on Council owned land. (BIO)</p>	<p>The Conservation team will be scheduling a preliminary assessment of the biodiversity interest of land owned or managed by the Council in November. This will include Highways, Parks, Education and Property land.</p>