

CAR progress summary

| <i>Ref_</i> | <i>Dir</i> | <i>Resp</i> | <i>Corrective Actions /Observations</i> | <i>Action Planned</i> | <i>Progress</i> | <i>Affects</i> | <i>Evi</i> | <i>Dat</i> | <i>Da</i> |
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| CAR1 | HCS | HJS | 1. Waste is not always segregated in accordance with procedure requirements eg at Thorn top yard two tins half full of red oxide primer found in skip for 'metal'; cardboard, filters, metal & general rubbish in skip marked 'paper'. 2. Open bucket containing washings from surface dressing had been left alongside the diesel storage tank risking contamination of yard, rather than been tipped into waste liquid storage bins inside lean-to facility. | HJS responsibility. | | HCS | | | |
| CAR2 | PS | John Burton/ Andy Ball | 1. Current monitoring of electricity & gas usage does not support the achievement of BVPI 180a (1% decrease in energy use) (Mgt Prog item 7.7) as this relates to all operational properties (c. 400 and monitoring currently covers only approx. 50% of the 48 targeted properties (those over 500sqm floor space). 2. Currently proposed timescales for setting up monthly data collection by OiCs at priority sites (by Dec 03) require review. | Request all OiCs to read meters on receipt of bills. Aim to get all buildings in scope reading meters regularly - preferably from Sept 1st. Check improvement in data sets (estimates/actuals) bimonthly with WMS as part of performance monitoring. Check fit of current data set in place with buildings in GEM scope and work out how to get complete coverage. Include info on approach and data on energy consumption in half year report to Env Scrutiny. | OiCs mailed 15/8/08. CE asking WMS and CT for copies of all utility bills. WMS asked if footer can be altered (24/9). JB commitment to get meters read by end of Nov using Brian Davies. Software purchased. | All | | | |
| CAR3 | ESU | ESU | Minutes from GEM meetings do not support their use as an effective tool for review of compliance with legal and other requirements. | GEM team to consider more rigorous twice yearly legal compliance review, in addition to raising topic at Standing Agenda meetings. TM to consult Howard Jeffries of SGS on acceptable wording for findings. Next email to competent legal people (due Dec) to ask explicitly if any compliance problems known. | Compliance added to DMT checklist. SGS consulted and recommended focus on performance against discharge & abstraction consents. Will go to Dec GEM. | All | | 11/12/03 | |

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| CAR4 | P&C | IT | 1. Operational controls over environmental aspects of IT procurement have not been developed and implemented, and there is no documented programme in place to implement them in a timely manner. 2. An IT supplier questionnaire exists in draft form. However training has not been provided to ensure that this (and other controls under consideration) will be appropriate. | Discuss way forward with IT, also best way to link to corporate GEM group - place available (Aug meeting). | Meeting held with Sarah Thraves & Julie Holmes, new Head of IT, 16th Sept. Jill Fisher to be GEM rep for IT from Oct 03. Business case for staff member made. | IT | | | |
| Obs 10 MH | PS | ESU (SL & RE) | Consider development and communication of minimum standards for small (<200 litre) oil storage at construction sites. | ESU & PS to draft guidelines for incorporation into relevant contract documents across the authority. Eng Services to be consulted before roll out. | Council requirements drafted and comments due back by 14/11. Will then be circulated to relevant Client Officers, including C Hall for HJS. | | | 1/11/0 3 | |
| Obs01 PP | Audit | TF/ ESU | Whilst the high standard of internal auditing against individual procedures continues, delays in closing out some corrective actions is of concern and this issue needs to be addressed asap. The problem has been identified by the Principal Audit Manager and reported to senior management - this should be treated as a minor CAR raised by SGS and corrective action taken immediately to resolve the problem. | Aim to streamline system so can regularly track progress with non-conformances. Address any issues at Advanced Auditors training day | GEM team given list of outstanding non-conformances at Aug meeting and asked to follow up auditors in their Directorates. Progress report now standard bimonthly GEM item. 'Outstanding NCs' have been added to standing agenda for GEM auditors meeting (quarterly). | | | | |
| Obs02 PP | HCS | HJS | It is recommended that the waste management training be given to all personnel depositing waste at Thorn Depot to address CAR1 and to ensure that black bags containing general waste are placed in the skip provided, rather than the pen for street cleansing waste arisings. | HJS responsibility | | | | | |
| Obs03 PP | HCS | HJS | The Patching & Potholing procedure MOPHS05 cross references to MOPG12 for disposal of waste, but this procedure does not describe how spent washings are handled, stored and disposed of, i.e. using drums marked 'waste' and return to yard for transfer to yellow waste liquid container. | HJS responsibility | | | | | |

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| Obs04 PP | HCS | HJS | Material Safety Data Sheets should be available in the joiners workshop for hazardous materials used/stored, eg wood preserver, contact adhesive stain, paint and floor cleaner. Arrangements for disposal of empty paint tins should be clearly identified. | HJS responsibility | | | | | |
| Obs05 PP | SCS H/PS | GC/OiC Hillrise/ES U | Whilst monitoring of energy consumption is now being recorded at source, eg Hillrise, the quarterly logging of data may be insufficient to demonstrate an improvement and monthly readings may be considered more appropriate. | Recommend to Hillrise OiC that electricity & gas meters are read & recorded on a monthly basis. Link to CAR2. Data check re buildings in GEM scope will be undertaken to clarify remaining problems. | Mark Stanton asked by SL to address issue (email, Aug 03). Data check re buildings in GEM scope needs rescheduling. | | | | |
| Obs06 PP | SCS H/PS | PS | It was noted that three fire extinguishers at Hillrise had been condemned on 27/7/03 - ensure that replacements are provided asap. Ensure that in-house checks confirm serviceability of equipment at monthly inspections - nonconforming water extinguisher included in above was last serviced in May 2002. | GC & OiC Hillrise to ensure that new extinguishers are provided. Also that OiC's in-house check sheet includes column for checking that extinguishers are within service dates. Check if this is local or could be used more widely. Discuss Obs with John Burton in case any contractual adjustment required. Need to update JClarke's procedure to indicate who to contact if elements unsatisfactory - discuss with JB. | JClarke has updated "Notes on procedures & frequencies etc" for the Fire Log book to address and will cover this at next OiC meeting. | | | | |
| Obs07 PP | P&C | SW/ Geoff Tarring | A programme to de-silt the Castle Pond and sink a bore hole for supply has been prepared and all regulatory authorities have been contacted. Contractors are currently being considered and work is likely to commence this autumn - follow up at next visit. | SWenczek to keep GEM group informed of developments. Consider best way to link such contracts (Bridge Sollars is another eg) to GEM programme. Tabled as Agenda item for Nov EMG. | | | | | |
| Obs08 PP | SCS H | Laura Ferguson | The Emergency Procedures at Marshfield should be authorised and dated. No other issues raised against Adult Learning Disability, this activity will be included within the scope of registration. | Contact Marshfield to do this. Ask John Clarke to remind Emergency co-ordinators of the need to do this when he next writes round. Also raise a req. at next OiC meeting. Requirement added to GEM Audit site checklist. | JC asked to add date and signature space to EP template (3/10/3) | | | 31/11/ 03 | |

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| Obs09 PP | HCS | | Herefordshire Commercial Services have formed a partnership with Jarvis Herefordshire and whilst offering the same contract services to Herefordshire, will be seeking independent registration to ISO14001 at the next visit. | ISO 14001 is written into the Contract with HJS. Work on system compatibility and communication will need to be undertaken to ensure this is effective through the partnership. Meeting with T Featherstone to discuss mechanism to be arranged. | Meeting held and matter discussed at Sept GEM group. First Quality Assurance group meeting 10th Oct 03 to look at Terms of Ref for the group, TM member of group. | | | | |
| Obs11 MH | PS | ESU/PS/ Richard East | Sustainable construction guides have been produced as part of the excellent approach to incorporating environmental considerations into the Whitecross PFI Project. Review at next visit how this information is fed back to others in the capital projects team and to other relevant staff. | Maintain info flow on progress of project. Discuss communication with C Birks and team involved. Progress on major projects is covered at Property Office Managers Meeting. Minutes held by Wendy Spicer. Ask for this observation to be agenda item send obs 11 & 12 to Colin B. | | | | | |
| Obs12 MH | PS | Richard East | The Environmental Statement for Whitecross PFI makes commitments to use of specific best practice. Review at next visit (or visit 5) how these requirements have been captured within project requirements. | See Obs 11. | Tenders now received and being evaluated. | | | | |
| Obs13 MH | All | GEM Team/ ESU | Directorate level significant aspects registers are being developed, for example at IT and at Parks & Countryside. These need to reliably reference core GEM procedures (eg for waste management as well as local controls. GEM OP for aspects evaluation needs to be revised to reflect the development of local aspects registers. | ESU to assist GEM team members in developing these aspects registers. On Oct EMG agenda for review to ensure consistency. | Significant Aspects Procedure GEMSYS 1d P1 amended 3/10/03. | | | | |
| Obs14 MH | PS | PS/ ESU | Recommend guidance to OiCs on meter reading to improve accuracy of data (eg including photos of different meter types and how to read them). | ESU/PS to put together guidance sheet with pictures. | Circulated to all OiCs and schools on 15th August 2003. | | | | 15/ 7/0 3 |
| Obs15 MH | Envt | Andrew Culley | Recommend that the Highways Maintenance Plan clearly identify what the yearly targets are against the defined sustainability Performance Indicators. | Discuss way forward with Stewart Barton. Also check if targets are included in contract with HJS. | Performance against Performance Indicators (2) to be worked out for 2002/3 and targets for current year to be included in E&T Business Plan. | | | | |
| Obs16 MH | ESU | | It is recommended that emailed legal updates (eg 24 July 2003 re oil storage regulations) should also be circulated to environmental auditors. | Copy the oil regs email to all GEM auditors. Add legal updates to agenda for quarterly auditors meeting. | Email copied to auditors. Noted to copy any further such legal guides to auditors too. | Em ail | | | 4 Aug 03 |

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| Obs17 MH | SCS H/ES U | ESU/ GC | Recommend a review of opportunities for use of GEM to increase participation by other Council staff in collection schemes for Day Centre eg broken furniture, cards, bead jewelry. | Publicity planned for SCSH re their joining the scope. Use this to raise general awareness of the service and encourage staff to participate in their recycling schemes. Consider publicity leaflet for Soc. Care products. Gemma Morris asked to address by Glyn Cook. | Publicity for 'Plan It Green' included in August GEM Gen newsletter. St Owens shared stall at Waste Space Sept 03 - picture in Hereford Journal. Article in Core News - Sept edition. Renewables launch at St Owens centre 23/9. | | | | |