

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

Objective	Progress
<p>1 Create opportunities for waste reduction, recycling and the use of recycled material (WM)</p> <p style="text-align: center;">☺</p>	<p>Purchase of recycled paper from WMS for Council photocopiers and printers is now set as standard.</p> <p>Office recycling contract has been extended to cover further Council offices and materials. Sales of bags for this collection have risen from 233 per month to 404 per month and 10 tonnes of paper was collected for recycling in the final quarter of 2003/4.</p> <p>Contract has been signed with Worcester Lifestyles to take redundant Council IT equipment for refurbishment and resale.</p> <p>Used lamps from streetlights and illuminated signs are now recycled.</p> <p>Computers are now networked at Brockington and Plough Lane to enable double siding and cut down numbers of printers.</p>
<p>2 Continue to comply with legal requirements on pollution prevention, chemical handling and storage and work towards good practice in identified areas (PP)</p> <p style="text-align: center;">☺</p>	<p>Salt storage has been reviewed and amended to reduce stocks kept outside. Covers are now in use for such stocks.</p> <p>Recent legal changes make salting a duty for Councils. A leaflet for the public on gritting routes was produced.</p> <p>The drains at Broad St car park Leominster have been surveyed and the results given to the Car Parking Manager.</p> <p>Problems with rural Sewage Treatment Works have been tackled and the STWs put onto a maintenance contract.</p>
<p>3 Ensure that improved control systems relating to the Council's emergency preparedness are in place; (EP)</p> <p style="text-align: center;">☺</p>	<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> <p>The Council's system for reporting Accidents and Incidents on PS01s now includes environmental incidents.</p>
<p>4 Comply with legal requirements on contaminated land management in regard to the Council's own sites; (CL)</p> <p style="text-align: center;">☺</p>	<p>Action Plans for the Council's three main landfill sites (Leominster, Strangford & Dower) have been drawn up. Desktop studies on contamination have been going on through the year and investigations continue.</p> <p>The Council's Contaminated Land Strategy (2001) will be overhauled in 04/05. This will include review of the timetable for other Council sites.</p> <p>Environmental Health also advise on contamination issues relating to purchase, sales or redevelopment of land, for instance those recently uncovered at Aylestone Hill Country Park.</p>
<p>5 Improve supplier and contractor environmental performance through the operation of the Procurement Strategy and the Contracts Procedure Rules (CP)</p> <p style="text-align: center;">☺</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) and that "the Partnership shall be responsible for ensuring that all service delivery encourages environmental sustainability."</p>
<p>6 Increase levels of awareness and training of Council staff through employee induction,</p>	<p>GEM is included in Council induction and now also covered for Social Care & Strategic Housing staff. A leaflet for existing and temporary staff has been completed and circulated.</p> <p>A short easy-read monthly bulletin, GEMgen, is produced by the</p>

<p>ongoing development and provision for officers with particular needs or responsibilities; (TA) ☺</p>	<p>ESU and circulated to staff on request. Three 'GEM Training for Managers' sessions ran over the winter and a session for Members took place in January 2004. Seminars on invasive weeds with DEFRA, Wood Energy and Sustainable Urban Drainage were attended by officers from a number of services. A session on climate change for members ran in November 2003. Several GEM sessions for staff groups, eg at Learning Disability Day Centres, have been run. However, job specific training is generally the responsibility of the service. The Staff Opinion Survey showed over 70% of respondents aware of GEM. 63% of staff understand how their job impacts on the environment</p>
<p>7 Establish the energy consumption per metre squared for operational council property, enabling future efficiencies to be made ☺</p> <p>and increase the use of energy from renewable sources; (ECW) ☺</p>	<p>Considerable strides in improving data sets and rectifying billing errors have been made but anomalies and gaps remain due to the size of the portfolio. There are over 200 significant sites, about half of which are schools. New software (Stark Essentials) was purchased in winter 2003 to collate data, check its accuracy & enable electronic input between WMS and ourselves. Estimates do not give an accurate picture of consumption so Property Services liaised with WMS to identify buildings where meters have not been read for some time. As a result some buildings were identified as not on the consolidated contract with WMS. These are in the process of being added. PS staff have read some meters and Officers in Charge of Buildings are reminded monthly of the need to read meters. Renewables: From December 2003, 100% of the electricity needed for all Council sites for the following year is from renewable sources procured via WMS. Streetlights are now running on 100% CHP (Combined Heat & Power). This is a substantial rise from the previous figure of 10% renewables. As the demand for renewables strengthened, future purchase at a comparable price cannot be assumed. Both these areas are estimated to contribute a reduction in the carbon dioxide burden from the Authority's operations by 7,500 tonnes per year. This represents approximately 1.8% of the total carbon dioxide associated with Herefordshire's entire electrical energy consumption.</p>
<p>8 Improve existing data on Council transport use and identify opportunities to reduce the environmental impact; (TU) ☺</p>	<p>A comprehensive Staff Transport survey to all staff attracted an excellent response rate of 48%. Results are now feeding into a Staff Travel Action Plan. This aims to increase choice and reduce single occupancy car use. The Social Care and Education Transport Teams are now co-located at Blackfriars to enable joint working. Scheduling software is now in place and is moving into the operational stage.</p>
<p>9 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. Asbestos policy has been written and circulated to internal tenants and smallholdings. Customised Property Management Files have been produced and distributed to all internal tenants/Officers in Charge of Buildings.</p>

10 Scope opportunities for integration of GEM into corporate performance management. (CPM) ☺	The new Head of Performance Management has attended GEM team meetings. She is looking at the options for streamlining and co-ordinating performance reporting, including that on GEM. Bimonthly reports to Environment Management Team and the GEM group. Six monthly reports to Cabinet member and Environment Scrutiny.
11 Build on existing work to protect and enhance biodiversity on Council owned land. (BIO) ☺	A preliminary assessment of the environmental designations of land owned or managed by the Council was undertaken in March 2004. This included Highways, Parks, Education and Property land currently digitised on GIS.

The GEM programme only captures some of the Council's environmental work. Here are a few highlights of other work though the year that has helped to improve Council environmental performance and profile. These clearly demonstrate the way that services right across the authority are responding to the Council's corporate objective to protect the environment.

Scheme	Description	Lead
Bridge-It scheme	Groundwork staff are now based with Economic Development, offering subsidised events and advice to local businesses to improve their environmental performance.	Economic Development, P&C
Bridge Sollars bridge replacement	This project was undertaken in close co-operation with the Environment Agency and English Nature to protect the River Wye, a Site of Special Scientific Interest, and avoid work in the river at sensitive periods.	Engineering Services, Env
Castle Pool	Investigation of the options for dredging the pool and using water from a borehole rather than the main river.	Parks & Countryside, P&C
Eco schools	The number of Eco-schools registered in the county has risen from 20 (March 2003) to 39 (March 2004) The number of Eco-schools awards has risen from 6 to 8 over the year.	Environmental Sustainability Unit (ESU), Env
EnviroAbility	Have entered into a contract with WCR to collect recyclables door to door in the Ross area, raising their profile and extending recycling levels.	Learning Disability Day Service, SCSH
Herefordshire Business Partnership	Runs popular seminars for local businesses on environmental subjects such as waste	Environmental Health, Env
ISO 14001	Extended certification to cover Learning Disability Day Opportunities in July 2003. Extended to cover ICT services and further Council premises with Property Management Files in February 2004.	Co-ordinated by ESU, Environment
Planit Green	The Marshfield Centre are developing an advice centre for ecological paints and building materials at their Leominster site.	Learning Disability Day Service, SCSH
West Midlands Environmental Index	In top quintile for Local Authorities in the West Midlands Environmental Index 2003 and 2004 (brought out by 'Business in the Community')	Co-ordinated by ESU, Environment
Whitecross High School PFI	High environmental specification were set for this major project. Negotiations with the preferred bidder are progressing.	Education & Property Services

GEM group, May 11th 2004