

Performance on GEM targets due in 2003/4

O	T	Target text	Lead Manager	Lead Officer	Due date	Progress	Done?	Completed	File ref
01	1	Increase the guidance available to managers and Officers in Charge on waste.	T Lindsey Jones	L Garner/ S James	01/03/2004	Completion of follow up waste audit delayed as staff reallocate to tiling for segregated waste collection. Waste audited as part of GEM site audits. Procedure for Officers in Charge on waste and office recycling updated. (29/3)	<input checked="" type="checkbox"/>	31/03/2004	
01	2	Expand office paper recycling scheme to further Council sites, subject to the availability of cost-effective external collection.	T Lindsey Jones	S James/ L Garner	01/03/2004	Recycling bins offered to Officers in Charge of Buildings (OiCs) by ESU. Contract signed with Dave Baker includes further materials. OiCs circulated in August and Dec with info on this. Scheme now covers 29 offices a week and sales of bags are up by 88%. (27/3)	<input checked="" type="checkbox"/>	01/03/2004	
01	3	Scope feasibility of extending use of on-screen authorisation, thus reducing need for paper forms	J Bates	E Pawley	01/03/2004	A number of options are still being explored but implementation has been delayed due to delays in getting the platform operational. Now target 1.4 in GEM programme for 04/05.	<input type="checkbox"/>		
01	4	Encourage reduction in paper use via information on use of computer systems such as on-screen correction, and reuse such as old envelopes for internal use	ESU/ Chris Jones	Nick Winwood/ Managers	01/11/2003	GEMgen in Sept looked at tips and pitfalls. These were expanded in updated "What is GEM" leaflet Dec 03. (6/1)	<input checked="" type="checkbox"/>	06/01/2004	
01	5	Increase use of recycled paper products	Contracts Panel	ESU	01/09/2003	Policy supporting use of 100% recycled paper circulated by M Tittle + results followed up. Promotion of WMS recycled products in GEMgen in June and Aug. Figures on uptake received from WMS and will be followed up by Mary Tittle's team.(27/3)	<input checked="" type="checkbox"/>	15/08/2003	
02	1	Undertake a drainage survey at Broad St Car park, Leominster	C Birks	A Terry	01/10/2003	Completed. Mick Morris, Car Parking Manager, briefed by Andrew Terry and set of drawings to be sent. Follow up work on bids to improve the drainage will take place in the New Year.(11/03)	<input checked="" type="checkbox"/>	03/11/2004	Estates Section
02	2	Review salt provision in all locations and develop plans for storage improvements at Thorn and elsewhere	S Oates	T Davies	01/09/2003	Stock 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. Winter Maintenance Leaflet for public issued Jan 04. (26/1)	<input checked="" type="checkbox"/>	01/09/2003	
02	3	Develop plans for new depots at Ross and Bromyard with improved specifications for lorry washing, storage etc	C Birks	A Terry	01/03/2004	Delayed by decisions by S Oates on salt barns and HJS on requirements and modes of working. Now target 6.6 in 04/05 GEM programme re Bromyard depot. 27.3	<input type="checkbox"/>		

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03	1	Integrate relevant GEM information into the IoSH course for Officers in Charge and Heads of Service	R Reed	T Marsh/ J Clarke	01/06/2003	Done. John Clarke has notes of training course (1/7)	<input checked="" type="checkbox"/>	11/06/2003	
03	2	Develop use of PS01s to record environmental incidents and near misses	R Reed	T Marsh/ J Clarke	01/05/2003	Forms amended in light of new legislation and now headed 'Accident, Incident and GEM report form'. Forms due to be computerised and on intranet in April 04 when Personnel move offices. Once computerised, forms which ref GEM will automatically route to ESU (6/1/04)	<input checked="" type="checkbox"/>	29/12/2003	Council/Corporate Health & Safety
03	3	Review in-house environmental emergency preparedness needs post HCS externalisation		T Marsh/ J Clarke/ M Thomas	01/03/2004	Several services would call upon HJS vehicles and spill kits in the case of spills on car parks. Assistance with emergency preparedness is written into the Service Level Agreement with HJS.	<input checked="" type="checkbox"/>	01/12/2003	
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	01/03/2004	Leominster: seeking Environment Agency approval for monitoring changes & undertaking methane oxidation trials. Strangford: Desk Top Study (DTS) & consultant report in. Doward - DTS complete. Action Plans for all 3 now in place. Cabinet Member approval not required at present as measure within current budget. Work is still ongoing and capital bid for Leominster submitted. (29/3)	<input checked="" type="checkbox"/>	04/02/2004	
04	3	Set up GIS system capable of storing, viewing and aiding with the interpretation of contaminated land data	A Tector	B Chartres	01/05/2003	Software (Groundview) installed. Monitor-Pro software bought for contaminated land monitoring and in use. Taking part in Council wide GIS review - report submitted to Information Policy Group. (27/8)	<input checked="" type="checkbox"/>	15/06/2003	
05	2	Ensure that good environmental standards are built into the procurement of contract and professional services	G Dunhill	S Gyford	01/09/2003	ISO 14001 commitment is built into the Service Level Agreements with both HJS and Owen Williams but detail is not yet clear in all areas. Ongoing work will be required in this important area. HJS have ISO 14001 certification visit booked for April 04. (29/3)	<input checked="" type="checkbox"/>	03/09/2003	
05	3	Develop and deliver environmental procurement training for client and monitoring officers		T Marsh/R Manise	01/02/2004	No register of client and monitoring officer in place and no Procurement Officer in post for most of year. Procurement strategy due for overhaul in spring 04.	<input type="checkbox"/>		
05	4	Run an Ecosense course targeted at Council suppliers and tenants	T Marsh	LA 21 Officer	01/12/2003	Now part of the Groundwork project, based at Ec Dev at Plough Lane. Information on courses and lectures widely distributed to local firms/SMEs. HJS process for checking env competence of sub contractors in place, including request for env policies. (20/3)	<input checked="" type="checkbox"/>	03/11/2003	
06	2	Report to Cabinet Member for the Environment and Environmental Scrutiny on performance against GEM objectives & targets	S Gent	T Marsh	01/06/2003	Report on GEM and performance on 2002/3 targets considered. Full year report due June 04.	<input checked="" type="checkbox"/>	13/06/2003	Committee papers

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06	3	Improve accessibility and user friendliness of GEM information on the intranet	T Marsh	S Lloyd	01/07/2003	Binders have been phased out and hyperlinks used instead. A diagram format is being trialled at present (29/3)	<input checked="" type="checkbox"/>	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	01/07/2003	Aspects list and register overhauled and impacts standardised Directorate Aspects proforma developed and piloted. 3 year review of Aspects started in March 2004. (29/3).	<input checked="" type="checkbox"/>	01/07/2003	
06	5	Run seminar on noxious weeds with input from DEFRA		ESU/DEFRA	01/08/2003	Student placement with ESU from July helped organise this. Seminar with guest speaker from DEFRA was well attended and well received on 8/9/03 . Revised guidance on methods of control issued Dec 03. (7/1)	<input checked="" type="checkbox"/>	08/09/2003	
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	01/07/2003	Energy costs for 02/03 reported in Asset Management Plan for 81% of operational property area. Stark Energy Monitoring & Targeting System database purchased to cover consumption at all operational properties. First populated with those properties with full data set for BV180a; historical data for other properties is now being entered. (2/7)	<input checked="" type="checkbox"/>	01/12/2003	BVLPP & AMP July 2003
07	2	Identify worst performing buildings, potential improvements and funding options to carry these out	J Burton	C Eldridge	01/03/2004	Done via BVP 180a process. Stark software package to improve data link with WMS now installed and being populated with data. Reports showing poorly performing buildings now starting to be produced (27/1). Proposal for extra finance from Carbon Trust submitted but rejected in this round.. Transferrec to target 4.4 in 04/05 GEM programme.	<input type="checkbox"/>		
07	3	Establish a system for monitoring and evaluating water consumption to become operational for 2004/5	J Burton	C Eldridge	01/03/2004	Initial consumption data received from Welsh Water. Numerous gaps and inconsistencies in set. (27/8) Second subset received Jan 04 shows similar problems. Rolled into target 4.4 in 04/05 GEM programme.	<input type="checkbox"/>		
07	4	Investigate options to increase the percentage of renewables in the energy supply agreement	J Burton	C Eldridge	01/11/2003	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) 100% renewables contract secured by Street lighting in early 2004. (29/3)	<input checked="" type="checkbox"/>	09/09/2003	J Burton
07	5	Encourage purchase & use of energy and resource efficient computer equipment, such as flat screens and double sided printers	J Fisher	S Thraves	01/03/2004	Info sheet on flat screens produced and in use by IT. IT Equipment Purchasing Procedure is currently being finalised. IT responsibility for spec of IT equipment now clear. (27/1)	<input checked="" type="checkbox"/>	15/02/2004	
07	6	Run scheme to reduce water use in office toilets	T Marsh	OiCs/student placement	01/09/2003	Run by ESU student placement Liz Bishop in May & June 03. Results promising though not suitable for all buildings.	<input checked="" type="checkbox"/>	09/06/2003	Project report- ESU
08	1	Undertake Staff Travel survey and analyse results	J Colyer	A Barton	01/03/2004	Survey distributed to all staff in mid October: good response rate of 48%. Headline data analysis produced mid March & will be circulated in GEMgen bulletin. Full results by end of April - delayed by office move and analysis of Staff Opinion Survey. 1/6/04)	<input checked="" type="checkbox"/>	29/03/2004	GEMgen bulletin (March 04)

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08	5	Evaluate the environmental impact of the council's flexible working pilot in Revs & Benefits	J Salt	S Griffith	01/03/2004	Pilot delayed.	<input type="checkbox"/>		
08	8	Undertake desktop study of potential for staggered opening of education and social care establishments.	G Dunhill	R Ball	01/08/2003	Study sent to Board meeting. Potential for staggered opening clear so purchase of Trapeze scheduling software approved.	<input checked="" type="checkbox"/>	24/06/2003	
09	1	Develop guidance on the environmental specifications for future buildings specified	C Birks	J Burton	01/05/2003	Design Guidance now revised, publicised (Property Services Staff meeting 13/6) distributed and placed on Property's 'Master docs' folder. (29/3)	<input checked="" type="checkbox"/>	03/06/2003	
09	2	Overhaul Asset Management Plan and further integrate environment and sustainability within it	C Birks	A Ball	01/07/2003	Asset Management Plan now passed by CXMT & Cabinet. Scored Good - top rating.	<input checked="" type="checkbox"/>	02/07/2003	AMP July 2003
10	1	Further develop use of the Herefordshire Partnership Appraisal tool, which includes environmental considerations	T Marsh	R Wood	01/03/2004	Meeting to discuss options took place with Forum for the Future and J Watkins in Jan 04.	<input type="checkbox"/>		
10	4	Establish extent of environmental data currently available to central Herefordshire Partnership organisations		T Marsh	01/03/2004	HP Management Group approved request in April. Written response scant and informal follow up showed data set currently poor. Now revised target 2.7 in 04/05 GEM programme (27/3)	<input checked="" type="checkbox"/>	31/05/2004	
11	1	Scope the extent of environmental management in place on Council owned land	B Bloxsome	G Perrott/J Byrne	01/03/2004	This will proceed in tandem with GIS habitat mapping and will cover all Council sites digitised onto GIS (27/1)	<input type="checkbox"/>		
11	2	Develop a management plan overview for Parks and Countryside land	T Featherstone	S Wenczek	01/06/2003	Now complete and held by Parks & Countryside Service (7/10)	<input checked="" type="checkbox"/>	30/09/2003	C8-pc-fso1