

Appendix I Performance on GEM 2004/5 targets due during 2004/5

<i>O</i>	<i>T</i>	<i>Target text</i>	<i>Due date</i>	<i>Progress</i>	<i>Done?</i>	<i>Completed</i>
/	2	Finalise leases and monitoring arrangements with HJS and FOCSA for all depots	01/04/2005	Decision to grant licences rather than leases for commercial reasons. Discussions with Severn Waste and Focsa in progress re change of site in the event of contract extension.	<input type="checkbox"/>	
1	0	Reduce waste generated by Council services by 1% and increase levels of recycling and the use of recycled material (WM)	01/04/2005	Target publicised at Officer in Charge of Buildings meeting in Oct. Half year: 23 tonnes of paper, card, plastic bottles & cans recycled from offices, a recycling rate of 14.8 % . Full year: 49.18 tonnes of paper for year + 526 bags plastics and cans + cardboard. Email to OICs re bin size review in March. Trade contracts currently being finalised. (4/5)	<input checked="" type="checkbox"/>	
1	1	Publicise and expand office recycling scheme to cover 90% of major Council sites.	01/04/2005	All offices with over 20 staff have recycling arrangements in place. The majority are covered by a weekly collection by Fast Lane Freight.	<input checked="" type="checkbox"/>	
1	3	Extend Council requirements re use of recycled paper to HJS printing service	01/03/2005	Proposed KPI presented to PPMG in June 04 but not included in Dec 04 set. Printing spec agreed. GEM Audit undertaken. HJS asked to respond to 60% recycled target in Dec 04. PI included in set to be reported quarterly in March 05. HJS reported 66% recycled purchase in last quarter 05/6.	<input checked="" type="checkbox"/>	
1	4	Scope feasibility of extending use of on-screen authorisation, thus reducing need for paper forms	01/03/2005	On-line ordering now poss with WMS. Forms in Portable Document Format are being developed which can be completed on-line: this will reduce double inputting but still require signing and paper copy.	<input type="checkbox"/>	
1	5	Pilot networking photocopiers at Brockington and Plough Lane	01/10/2004	Complete and working well at Plough Lane. Complete at Brockington - some difficulty programming order of jobs. 23/9	<input checked="" type="checkbox"/>	17/09/2004
2	3	Work with Herefordshire Jarvis Services (HJS) and Owen Williams (OW) to develop tender specs, Key Performance Indicators and monitoring regimes relating to sustainability	01/03/2005	Set of KPIs including a number relating to sustainability submitted to PPMG in June 2004. KPIs agreed 6th Dec 04 now include two Environmental KPIs. Four additional EPIs agreed in March 05.	<input checked="" type="checkbox"/>	
2	6	Work with our suppliers, including WMS, to improve the range of products meeting Council environmental requirements and increase purchasing of them	01/10/2004	New greenlist from WMS publicised in GEMgen, also improved supplier for remanufactured cartridges. Meeting between WMS and env officers in March 05 to further this work.	<input checked="" type="checkbox"/>	05/09/2004
2	9	Establish effective links between partner EM systems to agreed standards	01/01/2005	HJS achieved ISO 14001 certification in April 04, OW in April 05 . Meetings have been held with EM leads in HJS & OW. Recommendation re setting up extranet through CXMT May & Nov 04 but not implemented due to ICT issues. HJS & OW Leads now invited to GEM+ quarterly standing agenda meetings plus informal liaison as required. OW also have local rep based in their office.	<input checked="" type="checkbox"/>	
2	10	Review winter service plan and procedures including footways and secondary routes, salt storage and provision (see 2.3)	05/02/2005	Review complete - Draft Plan produced and undergoing consultation (14/02)	<input checked="" type="checkbox"/>	
3	0	Promote the Council's environmental initiatives and increase the awareness of Council staff of their environmental impact and role in GEM (TA)	01/04/2005	GEMgen. Key managers emailed re CXMT GEM recs + 2 training sessions. GEM slot at Oct OIC meeting. Managers Forum on environmental issues in Nov. E-wise (energy software for schools) developed and distributed to Eco-schools via HECA.	<input checked="" type="checkbox"/>	
3	1	Run CRIS report on GEM related training requirements identified through SRD and address needs.	01/11/2004	Report run - 15 requests identified. Two training slots ran in Oct at Castle Green. (26/10)	<input checked="" type="checkbox"/>	25/10/2004
3	2	Report to Cabinet Member for the Environment and Environmental Scrutiny on performance against GEM objectives & targets in 03/04	01/06/2004	Complete, 18th June 04. Half year report on 8th December 04.	<input checked="" type="checkbox"/>	18/06/2004

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3	3	Improve accessibility and user friendliness of GEM information on the intranet and web site	01/06/2004	New front page installed and content reviewed.	<input checked="" type="checkbox"/>	21/05/2004
3	5	Encourage Council employees to consider 'green' alternatives for their homes and gardens through initiatives like 'Plan it Green' in Leominster.	01/03/2005	Considerable work developing Plan It Green, including installation of a groundsource heat pump and partnership with Kingspan. However focus has been on information for the public rather than Council staff.	<input checked="" type="checkbox"/>	
3	6	Arrange seminars relating to environmental issues and initiatives for staff	01/04/2005	Biodiversity seminar (MOHL). Property CPD seminars. See also 3.1	<input checked="" type="checkbox"/>	
3	7	Increase the number of Eco-schools with awards from 25% to 35%	01/03/2005	59 schools are currently registered, an increase of 20 (over 50% increase) since April 04. These schools currently hold 7 Green Flags, 7 Silver awards and 3 Bronze awards in total - 29%	<input type="checkbox"/>	
4	0	Achieve a 1% reduction in energy use in operational council property and maintain the use of energy from renewable sources; (ECW)	01/04/2005	Available figures for larger properties show a 4% overall reduction in energy use last calendar year, though gas use rose slightly. Use of renewable energy in Council buildings and street lights has reduced carbon dioxide emissions by 10%. Receipt of consumption data from utilities via WMS is still slow so automatic meter reading for larger properties is being investigated. Council is participating in Phase 2 of the national Carbon Management Initiative. (15/11)	<input checked="" type="checkbox"/>	
4	1	Achieve a 1% decrease in energy use (BVPI 180a: per meter squared and weather corrected) from 2002/3 baseline across all operational properties.	01/04/2005	See 3.0	<input checked="" type="checkbox"/>	
4	3	Work with WMS to continue the supply of 100% renewables via the energy supply agreement	01/01/2005	WMS have confirmed that electricity supplies on the contract are 100% renewable and will continue to autumn 05.	<input checked="" type="checkbox"/>	02/10/2005
4	6	Roll out energy star requirements across Council IT hardware purchases	01/03/2005	Monitors and some other equipment, eg Dell laptops, meets Energy Star requirements. Monitors meet requirements of TCO 99. HP Printers have Blue Angel.	<input type="checkbox"/>	
4	7	Investigate feasibility of generating electricity from gas at Stretton Sugwas closed landfill site.	01/02/2005	Completed Feb 05 - project is considered feasible and has been included in the agreed Carbon Management Action Plan.	<input checked="" type="checkbox"/>	02/01/2005
5	0	Reduce the environmental impact of Council transport use through the Staff Travel Plan and other initiatives (TU)	01/04/2005	Considerable progress in awareness. Focus groups held, physical improvements such as pool bikes (19 pool bikes at 13 sites) & stands, cycle training officer in post & route planning under development. Travel Plan on Intranet and considerable publicity out to staff during Green Transport week in September 04.	<input checked="" type="checkbox"/>	
5	1	Develop and adopt Staff Travel Plan	01/12/2004	Plan to CXMT 17/8. Draft Plan on Intranet to be further developed by staff input before adoption. Plan adopted by CXMT 3/9/04. Intranet updated - featured under 'Initiatives'.	<input checked="" type="checkbox"/>	03/09/2004
5	4	Undertake a flexible working pilot in Revs & Benefits and evaluate the environmental impact	01/03/2005	3 people undertaking trial and initial feedback good. Rollout will be delayed until restructure and funding issues resolved.	<input type="checkbox"/>	
5	6	Reduce the total number of vehicles deployed at two high schools by 10%, with effect from the start of the new school year in Sept 04.	01/10/2004	Reduction achieved at Kington High School and John Kyrle (Ross).	<input checked="" type="checkbox"/>	03/08/2004
6	0	Reduce environmental risks relating to the Council's property portfolio and tenant management (PM)	01/04/2005	Transfer of older people's homes to SHAW. Jays Green depot closed down and contaminative material removed. Burcott Rd depot phased out and ready for sale. Removal of contaminative material at Grafton Depot. Responsibility for Peterchurch returned to landlord. HJS monitor the depots they operate. Housing Sewage Treatment Works put onto Mayglothing maintenance contract, capital improvement bid approved.	<input checked="" type="checkbox"/>	
6	1	Develop a framework for environmental issues relating to industrial estates management and lettings.	01/06/2004	Framework agreed by Lead Valuer. Posted on Property/Master docs. Information item at Property Managers meeting 8/7/04	<input checked="" type="checkbox"/>	30/04/2004

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6	5	Review salt storage and provision in all locations and seek funding for storage improvements.	01/01/2005	Conversion of building at Thorn approved, due complete for 05/06 season. Minor repairs undertaken at Burcott and Kingsland and sheeting at Ross. Burcott and Ross will be phased out when Thorn store operational.	☑	05/12/2004
6	7	Submit capital bid to improve drainage at Broad St Car park, Leominster	01/03/2005	Not submitted for 2004/5 - programme already oversubscribed. Submitted in Nov 2004. Bid approved in March 05 for action in 05/06.	☑	24/11/2004
6	8	Submit capital bid to members to replace crematorium	01/05/2004	Bid for £100K for feasibility study in prioritised list for consideration by members 15/7. Decision delayed for reasons connected to capping. Bid approved in August. (3/8) and in 05/06 programme.	☑	03/08/2004
6	9	Consider environmental impacts when consolidating deployment of staff & link to acquisitions/disposal policy.	01/03/2005	4 offices vacated this year: Kemble House and Broad St in Hereford, Grange House and MEB Building in Leominster. 14 more closures set out in CMAP in next 2 years to focus staff in Hereford & market towns.	☑	
7	0	Build on existing work to protect and enhance biodiversity on Council owned land. (B)	01/04/2005	Biodiversity and Landscape SPGs adopted as Interim Planning Guidance. 'Trees and Development' SPG drafted. Bracken crushing on Coppett Hill. Otter holt constructed at Bodenham Lakes. Review of Biodiversity Action Plan underway. Conservation ran training sessions in March 05 for Highways/Owen Williams, HJS & PROW. Also sessions on MOHL (landscape classification) for external agencies and Council staff in early 05.	☑	
7	1	Digitise the establishment boundaries of properties the Council owns or has an interest in (excluding Highways land)	01/06/2004	Complete	☑	31/05/2004
7	2	Scope the extent of environmental management in place on Council owned land	01/02/2005	Linked to target for biodiversity contained within Corporate Plan. 2.5% of Council owned land without a formal nature conservation designations is managed for biodiversity.	☑	02/10/2005
7	3	Enlarge database of flora and fauna on commons	01/03/2005	All 81 commons in the first phase (HC owned + Section 9) now surveyed to a methodology agreed between Property, Parks & PROW. Site reports written up by April 05. Further survey of private/parish owned commons is now planned: see 05/06 programme.	☑	15/02/2005
7	5	Review hedge cutting /nesting bird protocol for PROW and Highways and undertake any training required.	01/06/2004	Revised procedure agreed by Head of Highways & Transportation and circulated in June 2004.	☑	23/06/2004
7	6	Clarify responsibilities for Roadside Nature Reserves	16/12/2004	H&T drafting SLA and offering to HNT by 16/12. Agreement will include update of survey data and ensuring posts in place. 23/9 Action plan agreed between H&T, HNT, Conservation & Highways Teams. HNT to undertake survey on proforma (info will be sent to H&TJ) and redo posts in April pre cut in May.	☑	
8	0	Further integrate GEM into corporate performance management. (CPM)	01/04/2005	Liaison with Policy Manager. Proforma for Corporate Plan sets targets linking to all HP ambitions including environment. Discussions with Performance Lead Managers at GEM meeting. Service managers emailed re need to include env issues in service plans in Feb 05.	☑	
8	1	Review Capital Scheme Selection Process and strengthen appraisal of environmental issues.	01/09/2004	New process using electronic form in use from Sept for 05/06 round. Includes section (Chapter 8) on environmental impact and controls, which feeds into overall score. (30/10).	☑	02/08/2004
8	3	Integrate GEM into Risk Assessment rollout	01/02/2005	Revised description of Environmental Risks incorporated into Risk Management Strategy. References to GEM included in Service Planning Guidance.	☑	02/10/2005
8	5	Undertake sustainability appraisal of the Revised Deposit UDP	01/05/2004	Completed and signed off by the Cabinet member in April.	☑	26/04/2004
9	1	Review significant environmental aspects and their control at Directorate level	01/06/2004	Progress made. Completed set agreed at GEM meeting on 13th July.	☑	13/07/2004

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9	2	Waste Management and Transportation join ISO 14001 scope	01/07/2004	Achieved as extension to scope on July 23/24 2004.	<input checked="" type="checkbox"/>	24/07/2004
9	4	Close out 80% of non-conformances identified within 2 months (Internal Audit and CAFs)	01/04/2005		<input type="checkbox"/>	
9	5	Achieve 80% of GEM targets by due date.	01/04/2005	56% of targets & objectives achieved on schedule. An additional 23% of targets and objectives delayed but achieved within year. Total of 79% of targets achieved within the year. Aim to simplify 05/06 programme.	<input type="checkbox"/>	