

## **ENVIRONMENTAL POLICY ACTION PLAN & STANDARDS 2005-2006**

The Council's Environmental Policy, adopted in October 2004, is supported by annual action plans. Each Service Unit implements its own specific actions as detailed in their service delivery plans and in this summary plan. In addition, minimum corporate standards apply to each Councillor and member of staff. These are:

### **Paper:**

- All photocopying must be done double sided.
- All printing (if >5 pages) must be done double sided wherever possible.
- E-mail is to be used in preference to paper copies if it is likely to save paper.
- When circulating mail internally, the mail must not be put into new envelopes (transit envelopes or used envelopes can be used).
- All waste paper must be recycled where facilities exist, including shredded confidential waste paper.
- All Council departments use recycled paper for photocopying and individual printing.

### **Energy:**

- All computers must be set up for low energy consumption.
- All computer equipment, printers, lights, electric heaters and fans must be switched off when not needed for a long period of time (some lights may need to stay on for Health & Safety reasons, e.g. in dark corridors, where the caretaker/cleaners will switch them off at the end of the day)
- Officers and Members must endeavour to share cars if attending the same meeting.

### **Waste:**

- Printer cartridges, mobile phones and redundant computers must be recycled.
- Where recycling facilities for paper, cans, tins, glass jars exist, staff are expected to use them.
- Staff must use their own cups & glasses – plastic cups will not normally be made available, but if unavoidable, they will be recycled.

### **Compliance and monitoring:**

- All staff must be aware of what is required of them; principal responsibility for briefing staff, ensuring compliance and formulating new actions lies with Heads of Service/Service Team Managers. In addition, a number of measures will be done corporately to help ensure awareness.
- Heads of Service need to ensure staff are briefed and comply with these minimum standards and their team's specific actions.
- Heads of Service must monitor the implementation of their team's action plan as part of their monitoring procedures for their service plan.
- Heads of Service must ensure that a revised action plan is drawn up each year as part of their service plan.
- Scrutiny Committees will monitor the performance of each team as part of their normal procedures to monitor service plans.

The table below shows the actions that will be carried out this financial year to help achieve the implementation of the policy and the minimum standards above.

ENVIRONMENTAL POLICY ACTION PLAN 2005/06								
EP OBJECTIVE	P R	S I	CRITICAL ACTION	WHO	WHEN	INTENDED OUTCOME	ACH	EVIDENCE/REASON
<b><i>Protecting natural resources and biodiversity</i></b>								
<i>“improving the efficiency of our buildings to cut down the use of energy and water”</i>	2	N / a	<ul style="list-style-type: none"> <li>Ensure that the new Civic Centre is designed and built in an environmentally friendly way and achieves at least a BREEAM very good rating. Aim to include electronic systems in Chamber.</li> </ul>	<ul style="list-style-type: none"> <li>Asset &amp; Property Manager / Peter Schofield with Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>Design brief written by March 06</li> </ul>	<ul style="list-style-type: none"> <li>Exemplar project demonstrating the importance of environmentally friendly design to the public</li> </ul>		<ul style="list-style-type: none"> <li>Sustainable building requirements incorporated into design brief</li> </ul>
			<ul style="list-style-type: none"> <li>To work with EDH to investigate the installation of a small CHP plant when replacing the heating system at one of the sheltered accommodation sites, such as Donnini House, then include in next year’s budget if feasible</li> </ul>	<ul style="list-style-type: none"> <li>Heating Engineer with Energy Efficiency Officer</li> </ul>	<ul style="list-style-type: none"> <li>Report by Nov 05</li> </ul>	<ul style="list-style-type: none"> <li>Exemplar project demonstrating savings of CO2 emissions and long term cost savings</li> </ul>		<ul style="list-style-type: none"> <li>Costed proposal submitted for approval in budget</li> </ul>
			<ul style="list-style-type: none"> <li>Install the free Save-A-Flush watersavers in 25 toilets in our buildings on a trial basis</li> </ul>	<ul style="list-style-type: none"> <li>Richard Hill, Asset &amp; Property Management</li> </ul>	<ul style="list-style-type: none"> <li>By March 06; then roll out if working well</li> </ul>	<ul style="list-style-type: none"> <li>Less water used for flushing toilets</li> </ul>		<ul style="list-style-type: none"> <li>List of toilets with and without Save-A-Flushes</li> </ul>
			<ul style="list-style-type: none"> <li>Replace taps to WC and kitchen areas with pushmatic type taps where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Richard Hill, Asset &amp; Property Management</li> </ul>	<ul style="list-style-type: none"> <li>Programme, completed by March 07</li> </ul>	<ul style="list-style-type: none"> <li>Less water wasted if taps accidentally left on</li> </ul>		<ul style="list-style-type: none"> <li>List of WC/kitchen areas with and without push taps</li> </ul>
			<ul style="list-style-type: none"> <li>Install dawn to dusk sensors for external lighting at Seaside Lane complex</li> </ul>	<ul style="list-style-type: none"> <li>Richard Hill, Asset &amp; Property Management</li> </ul>	<ul style="list-style-type: none"> <li>By Nov 05</li> </ul>	<ul style="list-style-type: none"> <li>Less energy wasted if lights accidentally left on</li> </ul>		<ul style="list-style-type: none"> <li>List of external lights with and without sensors</li> </ul>

<p><i>“encouraging our staff to <b>use less power and water</b>”</i></p>		<ul style="list-style-type: none"> <li>• Ensure that all staff switch off their electric and electronic equipment when not in use for a long period/at the end of the day and that the last person to leave the office double-checks</li> </ul>	<ul style="list-style-type: none"> <li>• Managers/ Champions</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid energy expenses when staff forget equipment is switched on</li> </ul>		<ul style="list-style-type: none"> <li>• Spot checks by Champions once a month</li> </ul>
		<ul style="list-style-type: none"> <li>• Configure all IT equipment for low energy consumption</li> </ul>	<ul style="list-style-type: none"> <li>• Managers/ Champions &amp; IS Unit</li> </ul>	<ul style="list-style-type: none"> <li>• By Dec 05; then when new equipment is set up</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment using less energy</li> </ul>		<ul style="list-style-type: none"> <li>• Checklist for all computers used by the team</li> </ul>
<p><i>“seeking to use <b>renewable sources of energy</b>”</i></p>		<ul style="list-style-type: none"> <li>• Use renewable energy for all of our main Council complex site and Hackworth Road depot by using a ‘green tariff’; investigate switching to green tariff for all other sites and switch if it is not incurring costs &gt;10%</li> </ul>	<ul style="list-style-type: none"> <li>• Energy Efficiency Officer</li> </ul>	<ul style="list-style-type: none"> <li>• By Dec 05</li> </ul>	<ul style="list-style-type: none"> <li>• Cut CO2 emissions</li> </ul>		<ul style="list-style-type: none"> <li>• Electricity supplier bills</li> </ul>
<p><i>“Managing our <b>grounds maintenance</b> in an environmentally friendly way”</i></p>		<p>Starting to write a guide on better grounds maintenance regimes for the Council, in particular:</p> <ul style="list-style-type: none"> <li>• Complete a survey of existing open space to identify sites suitable for biodiversity improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Services Co-ordinator (SC) &amp; Countryside Officer</li> </ul>	<ul style="list-style-type: none"> <li>• By October 06</li> </ul>	<ul style="list-style-type: none"> <li>• Biodiversity improved in the District</li> </ul>		<ul style="list-style-type: none"> <li>• Survey results</li> </ul>
		<ul style="list-style-type: none"> <li>• Investigate peat free products with a view to ban the use of peat in all grounds maintenance and write a report on the adoption of the peat free charter</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Services Manager (Strategy) &amp; Horticultural Operations Management</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Peatbog habitats saved</li> </ul>		<ul style="list-style-type: none"> <li>• Peat free charter report written and adopted or rejected by Executive</li> </ul>

**Reducing waste**

*“Implementing waste reduction and recycling schemes for our relevant waste streams, in particular with regard to paper consumption”*

<ul style="list-style-type: none"> <li>• Ensure all members of team use less paper by:</li> <li>• Ensuring most teams have access to at least one double sided printer even if in a different room</li> </ul>	<ul style="list-style-type: none"> <li>• Managers/ Champions and IS Unit</li> </ul>	<ul style="list-style-type: none"> <li>• By Oct 05; then when new equipment is set up</li> </ul>	<ul style="list-style-type: none"> <li>• All staff can print large documents double sided, saving paper</li> </ul>	<ul style="list-style-type: none"> <li>• Checklist for computers used by the team</li> </ul>
<ul style="list-style-type: none"> <li>• Ensuring all computers, which have a double sided default printer, are configured to print automatically double sided and that all team members know how to print double sided (including manual double sided printing)</li> </ul>	<ul style="list-style-type: none"> <li>• Managers &amp; Champions (with help from IS Unit)</li> </ul>	<ul style="list-style-type: none"> <li>• By Oct 05; then when new equipment is set up</li> </ul>	<ul style="list-style-type: none"> <li>• Printing is done double sided</li> </ul>	<ul style="list-style-type: none"> <li>• Checklist for computers used by the team and checklist that all team members have been trained</li> </ul>
<ul style="list-style-type: none"> <li>• Checking printed/copied materials and if single sided raising it with originator</li> </ul>	<ul style="list-style-type: none"> <li>• Champions; all</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Printing and photocopying is done double sided</li> </ul>	<ul style="list-style-type: none"> <li>• Champions’ Monitoring Form</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that all photocopying done in the Print Room is automatically double sided unless otherwise instructed</li> </ul>	<ul style="list-style-type: none"> <li>• Print Room Operators</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Photocopying is done double sided</li> </ul>	<ul style="list-style-type: none"> <li>• Record of documents that could have been printed double sided but haven’t</li> </ul>
<ul style="list-style-type: none"> <li>• Implement a corporate electronic document records management system (EDRM) within the Council in line with the E-Government Strategy. Additional related actions include:</li> </ul>	<ul style="list-style-type: none"> <li>• Information Manager</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Less printed copies of documents</li> </ul>	<ul style="list-style-type: none"> <li>• Use of EDRM: number of documents/systems transferred to electronic versions</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that environmental objectives such as reducing the use of paper are integral to the EDRM System</li> </ul>	<ul style="list-style-type: none"> <li>• Information Manager with advice from Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Less printed copies of documents</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental issues addressed</li> </ul>
	<ul style="list-style-type: none"> <li>• Develop an action plan on how the distribution of Councillors' papers can be cut down in addition to the electronic document management system (e.g. stop duplication of papers for different meetings; introduce a weekly notice board etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Democratic Services and Executive Member for Environment and Transport</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Less paper wasted in duplication</li> </ul>	<ul style="list-style-type: none"> <li>• New procedures in place and working</li> </ul>
	<ul style="list-style-type: none"> <li>• Embed protocol for electronic processing of planning applications/electronic consultation within planning services (Dec 05) and building control (March 06)</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Planning &amp; Building Control</li> </ul>	<ul style="list-style-type: none"> <li>• By Dec 05/ March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Less paper used</li> </ul>	<ul style="list-style-type: none"> <li>• Number of documents/systems transferred to electronic versions</li> </ul>
	<ul style="list-style-type: none"> <li>• Look at paper saving options within the Council's flexible hours scheme administration system, e.g. distribute missed clocking reports electronically</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Personnel &amp; Payroll</li> </ul>	<ul style="list-style-type: none"> <li>• By Dec 05</li> </ul>	<ul style="list-style-type: none"> <li>• Less paper used</li> </ul>	<ul style="list-style-type: none"> <li>• New procedures in place</li> </ul>
	<ul style="list-style-type: none"> <li>• Investigate and address the issues relating to the requirement to keep signed paper copies of certain documentation for audit purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Regeneration and Partnership with Head of IS and District Audit</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to keep electronic copies of documentation, therefore less documents printed off</li> </ul>	<ul style="list-style-type: none"> <li>• Report on outcome of investigation</li> </ul>

	<ul style="list-style-type: none"> <li>• Trial tablet PCs within the Corporate Support Team to see whether this would reduce paper print-outs significantly without increasing electricity use too much. Purchase two, rotate use and keep a record of paper saved.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of IS with Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase by Dec 05; trial and keep records for 12 months</li> </ul>	<ul style="list-style-type: none"> <li>• Less documents printed off</li> </ul>		<ul style="list-style-type: none"> <li>• Report, including record of paper saved and usefulness</li> </ul>
	<p>Ensure all members of team can and do recycle paper by:</p> <ul style="list-style-type: none"> <li>• Reviewing the recycling facilities available and setting up appropriate schemes, including outlying offices</li> </ul>	<ul style="list-style-type: none"> <li>• Managers &amp; Champions</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Less waste produced and more paper recycled</li> </ul>		<ul style="list-style-type: none"> <li>• Checklist of Council office locations and recycling facilities in place</li> </ul>
	<ul style="list-style-type: none"> <li>• Where facilities exist, ensuring new staff are issued with desk top recyclers and all staff use them by carrying out spot checks</li> </ul>	<ul style="list-style-type: none"> <li>• Managers &amp; Champions</li> </ul>	<ul style="list-style-type: none"> <li>• Spot checks at least once a month</li> </ul>	<ul style="list-style-type: none"> <li>• Less waste paper</li> </ul>		<ul style="list-style-type: none"> <li>• Champions' Monitoring Forms</li> </ul>
	<ul style="list-style-type: none"> <li>• Investigate shredding needs and setting up an easy corporate shredding system to recycle confidential waste paper safely, including setting up a trial with a shredding company</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Personnel and Payroll with Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• All confidential waste paper is recycled</li> </ul>		<ul style="list-style-type: none"> <li>• System set up and used; no confidential paper sent to incineration</li> </ul>
	<ul style="list-style-type: none"> <li>• Set up a system/location for reusing stationary items (e.g. surplus folders, elastic bands, pens, circulation envelopes etc) within each team / with stationary supply officers</li> </ul>	<ul style="list-style-type: none"> <li>• Champions and officers supplying stationary to team</li> </ul>	<ul style="list-style-type: none"> <li>• By Dec 05</li> </ul>	<ul style="list-style-type: none"> <li>• Less new stationary ordered</li> </ul>		<ul style="list-style-type: none"> <li>• Location for reused items known to all team members</li> </ul>

	<ul style="list-style-type: none"> <li>Carry out a waste audit for the Council's internal waste and develop recycling or safe waste disposal systems, e.g. batteries fluorescent tubes etc. This may be necessary under the new hazardous waste regulations and the WEEE Directive coming into force this financial year.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Community Services</li> </ul>	<ul style="list-style-type: none"> <li>By February 06</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with legislation and less waste sent to landfill</li> </ul>		<ul style="list-style-type: none"> <li>Directory of internal waste streams</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure all redundant IT equipment is sent for reuse or recycling by returning them to the IS Unit</li> </ul>	<ul style="list-style-type: none"> <li>Frontline Serv. Manager (IS) and Managers</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Electronic waste disposed of in line with WEEE Directive</li> </ul>		<ul style="list-style-type: none"> <li>List of IT equipment not disposed of in this way</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure all recyclable printer cartridges are recycled, either using freepost envelopes or by returning them to IS Unit</li> </ul>	<ul style="list-style-type: none"> <li>Champions / IS Helpdesk</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Less waste</li> </ul>		<ul style="list-style-type: none"> <li>Champions' Monitoring Forms</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure all redundant mobile phones are recycled by using freepost envelopes</li> </ul>	<ul style="list-style-type: none"> <li>Champions</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Less waste</li> </ul>		<ul style="list-style-type: none"> <li>Champions' Monitoring Forms</li> </ul>
	<ul style="list-style-type: none"> <li>Stop ordering plastic cups for water coolers and ask staff to use their own cups/glasses. Exceptions are in the depot and in front of the Council Chamber where a recycling scheme for plastic cups needs to be implemented. Information on recycling to be supplied by Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>Managers</li> <li>Recycling system at depot: Environmental Operations Manager; at Chamber: Head of Democratic Services</li> </ul>	<ul style="list-style-type: none"> <li>Stop ordering plastic cups by Oct 05;</li> <li>set up recycling system by Dec 05</li> </ul>	<ul style="list-style-type: none"> <li>Less waste</li> </ul>		<ul style="list-style-type: none"> <li>Champions' Monitoring Forms; recycling systems in place</li> </ul>

		<ul style="list-style-type: none"> <li>Ensure team members can and do recycle cans, tins, jars by: <ul style="list-style-type: none"> <li>Reviewing the recycling facilities available and setting up appropriate schemes, including outlying offices</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Managers &amp; Champions</li> </ul>	<ul style="list-style-type: none"> <li>By March 06</li> </ul>	<ul style="list-style-type: none"> <li>Less waste produced and setting a good example for the Kerb It scheme</li> </ul>	<ul style="list-style-type: none"> <li>Checklist of Council office locations and recycling facilities in place</li> </ul>
		<ul style="list-style-type: none"> <li>Where facilities for cans, tins and jars exist, ensure that all team members use them by carrying out spot checks</li> </ul>	<ul style="list-style-type: none"> <li>Champions</li> </ul>	<ul style="list-style-type: none"> <li>Spot checks of bins at least once a month</li> </ul>	<ul style="list-style-type: none"> <li>Less waste produced and setting a good example for the Kerb It scheme</li> </ul>	<ul style="list-style-type: none"> <li>Champions' Monitoring Forms</li> </ul>
<b>Preventing and controlling pollution</b>						
<i>"avoiding use of harmful materials or substances, such as pesticides and herbicides..."</i>		<ul style="list-style-type: none"> <li>Review the use of herbicides within grounds maintenance with a view of reducing it, e.g. around trees</li> </ul>	<ul style="list-style-type: none"> <li>Environmental Services Co-ordinator and grounds maintenance staff</li> </ul>	<ul style="list-style-type: none"> <li>By Dec 05</li> </ul>	<ul style="list-style-type: none"> <li>Less herbicide used</li> </ul>	<ul style="list-style-type: none"> <li>Written record of where use has been reduced</li> </ul>
<b>Reducing transport impacts</b>						
<i>"Planning routes carefully to reduce the overall mileage of our Council's and employees vehicles"</i>		<ul style="list-style-type: none"> <li>Develop a green fleet management action plan for the next two years and carry out appropriate improvements in order to reduce emissions.</li> </ul>	<ul style="list-style-type: none"> <li>Fleet Manager</li> </ul>	<ul style="list-style-type: none"> <li>Action Plan written by Dec 05</li> </ul>	<ul style="list-style-type: none"> <li>Less emissions from fleet</li> </ul>	<ul style="list-style-type: none"> <li>Action Plan</li> </ul>
		<ul style="list-style-type: none"> <li>Promotion of shared transport at work / for seminars</li> </ul>	<ul style="list-style-type: none"> <li>Personnel Services</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>More staff sharing cars</li> </ul>	<ul style="list-style-type: none"> <li>List of initiatives undertaken</li> </ul>
		<ul style="list-style-type: none"> <li>Remind officers to share cars when attending the same meeting by including a request in the e-mail/agenda for the meeting where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Officers organising meetings</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>More officers sharing cars when attending the same meeting</li> </ul>	<ul style="list-style-type: none"> <li>Checks of meeting agendas/e-mails</li> </ul>



		<ul style="list-style-type: none"> <li>• Set up a scheme that supports staff in purchasing bicycles, e.g. through BOOST</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll Manager</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Incentive for staff to purchase bicycles and cycle to work</li> </ul>		<ul style="list-style-type: none"> <li>• Initiative set up</li> </ul>
<b>Changing purchasing practices</b>							
<p><i>“increasingly buying products which are environ-mentally friendly, recyclable or made from recycled materials”</i></p>		<ul style="list-style-type: none"> <li>• Roll out the Environmental Procurement Policy &amp; Guide (includes e.g. specifications for many products, incl. timber, vehicles, paper products etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement Manager / Sustainability Officer with relevant staff</li> </ul>	<ul style="list-style-type: none"> <li>• Action plan for roll out &amp; training written by Dec 05; training taken place by April 06</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are aware of ‘green’ purchasing requirements</li> </ul>		<ul style="list-style-type: none"> <li>• Copy of action plan and training sessions</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensuring recycled paper is ordered</li> </ul>	<ul style="list-style-type: none"> <li>• Staff ordering paper checked by Champions</li> </ul>	<ul style="list-style-type: none"> <li>• Yearly</li> </ul>	<ul style="list-style-type: none"> <li>• Recycled photocopying paper is used council wide</li> </ul>		<ul style="list-style-type: none"> <li>• Paper orders</li> </ul>
		<ul style="list-style-type: none"> <li>• Increase the number of environmentally friendly stationery items ordered (Target: 50% of the number of items ordered from a list of 10 defined products to be environmentally friendly)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff ordering stationery checked by Champions</li> </ul>	<ul style="list-style-type: none"> <li>• List written by Oct 05; then ongoing; checks half yearly</li> </ul>	<ul style="list-style-type: none"> <li>• An increasing number of environmentally friendly stationery is used, supporting and stimulating the market</li> </ul>		<ul style="list-style-type: none"> <li>• Estimated amount of ‘green’ stationery ordered against a defined list of stationery items</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensuring double sided printers are ordered when replacing printers</li> </ul>	<ul style="list-style-type: none"> <li>• Manager with budget holders and IT Section</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Printing is done double sided</li> </ul>		<ul style="list-style-type: none"> <li>• Record number of non duplex printers and reason given</li> </ul>
		<ul style="list-style-type: none"> <li>• Reduce the number of bottled water coolers in the Council and install flash coolers in kitchens where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement Manager and Asset &amp; Property Management</li> </ul>	<ul style="list-style-type: none"> <li>• By March 06</li> </ul>	<ul style="list-style-type: none"> <li>• Less delivery miles</li> </ul>		<ul style="list-style-type: none"> <li>• List of water coolers and proposed actions; number of water coolers</li> </ul>

<b>Continual improvement and awareness raising</b>							
<i>“ensuring that all members of <b>staff are aware of their environmental responsibilities</b>”</i>		<ul style="list-style-type: none"> <li>• Include a briefing on the policy and action plan in the induction process: corporate standards by Personnel Officer and a detailed briefing by Manager, checked by Champion</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Officers and Managers, checked by Champions</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• New staff are aware of their responsibilities</li> </ul>		<ul style="list-style-type: none"> <li>• Induction record; Champions’ Monitoring Form</li> </ul>
		<ul style="list-style-type: none"> <li>• Brief all team members about the new minimum standards and action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Heads of Service / Managers</li> </ul>	<ul style="list-style-type: none"> <li>• By Nov 05</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are aware of their responsibilities</li> </ul>		<ul style="list-style-type: none"> <li>• Team meeting notes or similar</li> </ul>
		<ul style="list-style-type: none"> <li>• Ensure each sub-team, and preferably each room, has an active Environmental Champion and that a new Champion is appointed and briefed if and when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Heads of Service / Manager</li> </ul>	<ul style="list-style-type: none"> <li>• By Nov 05, then ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• All teams have a point of contact, are encouraged and monitored</li> </ul>		<ul style="list-style-type: none"> <li>• List of names of Champions and list of submitted monitoring forms</li> </ul>
		<ul style="list-style-type: none"> <li>• Organise a briefing event for Champions</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>• By Nov 05</li> </ul>	<ul style="list-style-type: none"> <li>• Champions are aware and supported</li> </ul>		<ul style="list-style-type: none"> <li>• Meeting notes</li> </ul>
		<ul style="list-style-type: none"> <li>• Include information about the policy and standards on the intranet and send a corporate e-mail to all exchange users</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability Officer with IS Unit</li> </ul>	<ul style="list-style-type: none"> <li>• By Nov 05</li> </ul>	<ul style="list-style-type: none"> <li>• Information available widely</li> </ul>		<ul style="list-style-type: none"> <li>• Copy of e-mail and inclusion on intranet</li> </ul>
		<ul style="list-style-type: none"> <li>• Brief Scrutiny Management Board/Service Delivery Scrutiny Committee and Executive about the new minimum standards and action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>• By Nov 05</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors are aware of their and staff responsibilities</li> </ul>		<ul style="list-style-type: none"> <li>• Copy of report/ circulation note or copy of minutes</li> </ul>
<b><i>“continually improve our</i></b>		Ensure this current action plan is monitored through:					

<p><b>environmental performance</b> by setting specific action plans each year”</p>	<ul style="list-style-type: none"> <li>• Monthly spot checks of team’s compliance by Champion(s) and reporting results of spot checks to Manager/Heads of Service and Sustainability Officer</li> <li>• Running a check on how many computers are connected to the server at 7.30pm</li> <li>• Including the monitoring in the normal service delivery monitoring; include discussion of Champion’s monitoring results as a standing item in team meetings</li> <li>• Identifying appropriate performance indicators and including them in the BVPP and report to SMB</li> </ul>	<ul style="list-style-type: none"> <li>• Champions (Sustainability Officer will brief Champions and send new monitoring form)</li> <li>• IS Unit</li> <li>• Head of Service / Manager</li> <li>• Sustainability Officer / Principal Corporate Dev. Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly spot checks</li> <li>• Quarterly</li> <li>• Quarterly</li> <li>• By Nov 05, monitored in April 06</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with requirements of minimum standards and action plan</li> <li>• Establishing how many computers are getting left on at night</li> <li>• All actions being implemented as and when stated and weak points identified</li> <li>• Performance indicators publicly reported</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly monitoring results</li> <li>• Results of checks, reported to Sustainability Officer</li> <li>• Quarterly monitoring results to Scrutiny Committee; annual results also to Sustainability Officer</li> <li>• Inclusion in BVPP</li> </ul>
	<ul style="list-style-type: none"> <li>• Reporting the implementation of the overall action plan and indicators to Management Team and Scrutiny Management Board</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Annually by June</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of weak points</li> </ul>	<ul style="list-style-type: none"> <li>• Report</li> </ul>
	<p>Ensure the new action plan 06/07 is formulated:</p> <ul style="list-style-type: none"> <li>• Include the requirement for monitoring it and developing new actions in service plan / BVPP process</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>• By Nov 05</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate actions formulated by service teams</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance notes for Service Plans</li> </ul>
	<p>Use the following consultation procedure:</p>			<ul style="list-style-type: none"> <li>• Adequate new actions formulated</li> </ul>	<ul style="list-style-type: none"> <li>• New action plan</li> </ul>

		<ul style="list-style-type: none"> <li>• Heads of Service / Service Team Managers to formulate actions</li> <li>• Submit them to Sustainability Officer for collation and consultation with the LA21 Steering Group (LA21 SG)</li> <li>• Sustainability Officer to submit draft action plan with comments from LA21 SG to CST for discussion with their teams; then feed back to Sustainability Officer</li> <li>• Sustainability Officer to submit finalised action plan to Management Team &amp; Heads of Service / Managers (CST), Scrutiny Management Board and Working Executive</li> </ul>	<ul style="list-style-type: none"> <li>• HoS/Managers</li> <li>• HoS/Managers and Sustainability Officer</li> <li>• Sustainability Officer / Assistant Chief Executive / CST</li> <li>• Sustainability Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Nov-Dec 05</li> <li>• Jan 06</li> <li>• Feb 06</li> <li>• March – June 06</li> </ul>			
		<ul style="list-style-type: none"> <li>• Heads of Service/Managers to include finalised actions in their service plans</li> </ul>	<ul style="list-style-type: none"> <li>• HoS/Managers</li> </ul>	<ul style="list-style-type: none"> <li>• March 06</li> </ul>			
		<ul style="list-style-type: none"> <li>• Investigate options to support the implementation of the policy through additional staff time and include the establishment of a new post in the next growth round, possibly in conjunction with the Climate Change agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability Officer / Assistant Chief Executive and Head of Housing Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Nov 05</li> </ul>	<ul style="list-style-type: none"> <li>• Quicker progress made in implementing policy, more savings achieved, less pressure on other staff</li> </ul>		<ul style="list-style-type: none"> <li>• Growth report</li> </ul>