

Leicester
City Council

WARDS AFFECTED: All

Cabinet

30th November 2009

ECO-MANAGEMENT AND AUDIT SCHEME (EMAS) ANNUAL REPORT
Review of audit findings, progress towards targets and proposed action

Report of the Director of Regeneration Highways and Transportation

1 Purpose of Report

1.1 The report provides Cabinet with information on the Council's annual environmental progress through the Eco-Management and Audit Scheme (EMAS). Amended targets are proposed for the management of biodiversity (linked to NI197), street cleanliness targets (linked to NI195) and park-user satisfaction. Members are asked to consider possible targets for city-wide adaptation to climate change, reducing paper consumption and Green Flag parks. The report includes the draft text of the EMAS public statement covering the financial year 2008/09, and the proposed actions to be included in the next action programme (both documents available in the Members Area).

2 Summary

2.1 EMAS is being used to manage and improve the environmental performance of the Council, under the priorities of One Leicester. In particular the system is managing the commitment to reduce our carbon footprint and the delivery of the carbon dioxide reduction targets for the council (through Priority Board for Reducing Our Carbon Footprint) and city (through Environment Partnership Board of Leicester Partnership).

2.2 EMAS is managing the City Council's performance against National Indicators relating to climate change (NI185, 186 and 188), Council air pollution emissions (NI194) air quality (national air quality objective values), biodiversity (NI197), waste, street cleanliness (NI195), litter, and children travelling to school.

2.3 The City Council continues to take a national lead by including 71 schools within the scope of its EMAS registration. This is a partnership project with Groundwork Leicester & Leicestershire. EMAS assists schools in delivering the Government's Sustainable Schools agenda which is now included in Ofsted inspections.

2.4 EMAS drives improvements in environmental performance, reduces the risk of breaching environmental legislation and demonstrates a level of performance management which was viewed favourably in the Managing Resources section of the Comprehensive Area Assessment (scored at Level 3). Appendix 5 provides a

summary review of the management of EMAS during 2008/9 and the corrective action required from audits.

- 2.5 Underpinning EMAS is the commitment to “continuous environmental improvement”. The EMAS process identifies priority areas (or significant effects) and sets improvement objectives and targets to reduce their impact. A key concern from the 2008 verification was the adequacy of actions in place to meet our EMAS targets, in particular those relating to energy and climate change. Recommendations to address this finding were presented to Corporate Directors on 12th May and resulted in the finding being downgraded during the Verifier’s interim visit in June. However, Members should note that failure to keep addressing this finding might result in its escalation again at the November visit.
- 2.6 In the light of this finding, Members are asked to consider the progress towards targets in 2008/09 as given in full in Appendix 1. 20 targets were measured during 2008/09. Of these, 7 targets have been met or are successfully on track to be met (see paragraph 4.19 of the report). A snapshot of results from these targets is 71 schools now EMAS registered, over 97% of paper used being 75% or more recycled, nearly 3,000 trees planted and user satisfaction with parks increased to 78%. Paragraph 4.25 draws attention to concerns around the targets for city-wide carbon dioxide emissions, building energy use, renewable energy and household waste. Of the remainder, progress is inconclusive, or not yet known.
- 2.7 The monitoring exercise has informed the annual EMAS public statement (appendix 2 in Members Area). The statement is a requirement of the EMAS regulation and will be made available on the internet. In addition, we will publish regular bulletins of headline issues throughout the year, for wider distribution in libraries etc.
- 2.8 Elected members should note that the next EMAS Verification will take place from 16th – 23rd November, with schools visits taking place on 16th and 17th.

3. Recommendations

Overview and Scrutiny Management Board are recommended to:

1. Note progress towards the EMAS targets during 2008/09 (see appendix 1)
2. Note the adequacy of proposed action towards targets 2009/10 (see appendix 3, in the Members Area)
3. Note the management response to matters outstanding from audits (appendix 5)

Cabinet members are recommended to:

1. Note progress towards the EMAS targets during 2008/09 (see appendix 1).
2. Agree new targets and amendments to existing corporate targets (see appendix 4).
3. Agree the implementation of the proposed 2009/10 action programme (see appendix 3, Members Area).

4. Agree the draft text for the 12th EMAS Public Statement (see appendix 2, Members Area).

5. Agree the management review of EMAS (appendix 5).

4. Report

Summary of EMAS news during 2008/09

Comprehensive Area Assessment

4.1 EMAS was assessed favourably as part of the CAA assessment under the Key Line of Enquiry KLOE 3.1 (Use of resources), and was given a score of 3. Key findings and conclusions stated that;

“The council makes effective use of natural resources by understanding and reducing its impact on the environment. It is registered with the eco-management and audit scheme (EMAS) and through this it performance manages its environmental effects including carbon emissions. “

Schools EMAS

4.2 A major news story of 2008/09 is the substantial increase in Leicester schools joining our EMAS registration, from 50 to 71 in November 2008. The project is already nationally recognised by Government and Groundwork UK and was put forward as a case study for the European Commission’s review of best practice amongst EMAS municipalities in 2009. The project is self-financing, with schools paying for the services of Groundwork Leicester and Leicestershire, to support them in working towards EMAS registration. The numbers of schools choosing to use this service illustrates the value they place in using EMAS to help deliver the Government’s Sustainable Schools agenda in addition to the other benefits arising from reducing their environmental impact and ensuring legal compliance. Being an EMAS school will also assist in achieving certain BREEAM credits as required under the Building Schools for the Future programme. (BREEAM is the Building Research Establishments Environmental Assessment Mechanism).

4.3 Data collection for aggregated schools EMAS targets has been improving during 2008/09 with NI 185 providing a useful stimulus for collecting schools data on energy consumption. From this baseline data a number of targets for improvement should be able to be recommended to cabinet next year.

Climate Change Adaptation

4.4 Leicester City Council produced the first Climate Change Adaptation Action Plan in the East Midlands region in June 2008. As a result of undertaking this work we were invited to host a regional conference in January 2009 to showcase the council’s work on Climate Change Adaptation and bring together key local partners to consider how they may best tackle the issues of adaptation for their own organisations.

The Adaptation Action plan is fully integrated with our EMAS system and covers three significant effects:

1. Flood Risk

2. Summer Heat waves and Prolonged Periods of Increased Average Temperatures
 3. Water Availability
- 4.5 5 key objectives have been developed to respond to these Significant Effects. A series of service level actions or responses, identified from officer recommendations, case studies and best practice guidance, have been developed to deliver each of the objectives.
- 4.6 One year on, much of the action has focused on flood risk issues. It is hoped to have a Surface Water Management plan created this year to lead future work. Locations of flood hotspots are being recorded and mapped onto the drainage asset map. We have developed a database for storage of flood information. Initial investigation into climate resilient highway infrastructure has begun. Work on Sustainable Urban Drainage Systems (SUDS) has started with schemes and a workshop (organised by Urban Design).
- 4.7 By undertaking this range of work we have achieved Level 3 in delivering National Indicator 188, Adapting to Climate Change, and are currently working towards Level 4 by encouraging partner action in the city. This progress and commitment is underlined in the council's Local Area Agreement target to reach Level 4 by April 2011 and it is proposed to adopt this as EMAS target 11.1 (refer to paragraph 4.50).

Environment Network

- 4.8 The Environment Network now has 70 members, with representation being stronger in CLABs buildings. Since its launch last September, we have run 3 successful campaigns: Big Switch Off, (September) Big Paper Cut (February) and Breathing Space (June).

Big Switch Off

Over the two hours of the Big Switch Off, energy data from 8 LCC buildings showed a 10.1% reduction in electricity demand when compared to the average energy demand for a Friday in September/October. If this were repeated for every working day of the year we would save around £6,000 from these 8 buildings alone.

Big Paper Cut

Environment Network members were asked to let the Environment Team know what actions they would be taking on the Big Paper Cut day and these were placed on Insite for all Council staff to view. Although it was not possible to collate paper-use figures on the day, based on feedback and comments received the day did seem to raise awareness of the issues amongst staff and made staff think about how they could reduce their unnecessary paper use.

Breathing Space

270 Travel Pledges were made and an estimated 1.7 tonnes of carbon dioxide were saved during Travel Pledge Week - equivalent to cutting out the emissions from nearly 5200 miles of car travel. This would translate to an estimated 96 tonnes if all staff were to make a travel pledge in next year's campaign.

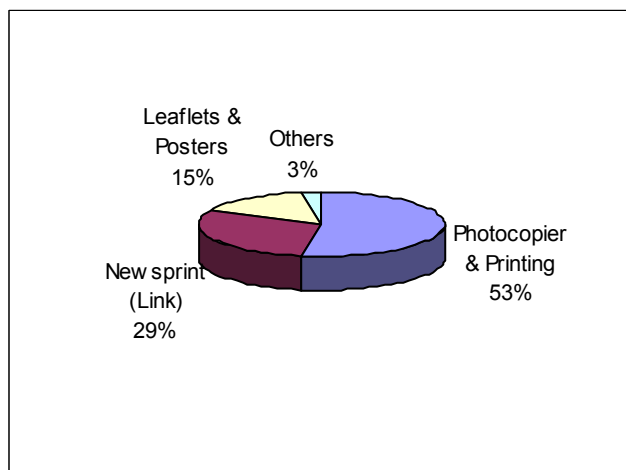
Covenant of Mayors

- 4.9 The Covenant of Mayors is a major new initiative launched by the European Commission that places cities at the centre of the Sustainable Energy / Climate Change challenge. As a Vice President of the Board of Energie-Cites Leicester became a signatory to the covenant in 2009 and was amongst the first group of signatories at the EU Sustainable Energy Week event, in January 2009.
- 4.10 As a signatory, Leicester will be bound to go beyond the 3 objectives set up by the EU for 2020,
- to reduce greenhouse gas emissions by 20%
 - to reduce energy use by 20%
 - to achieve 20% renewable energy in its energy supply

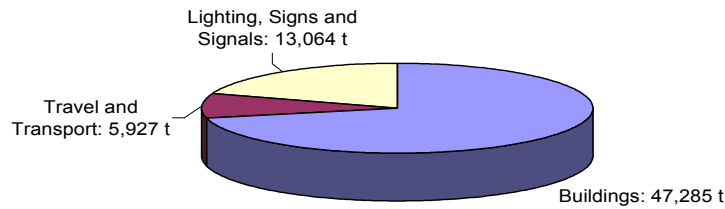
These align well with current EMAS targets and the city's overall CO₂ target exceeds the 20% level (to achieve a 50% reduction in CO₂ emissions by 2025, as part of the Climate Change Strategy and the "One Leicester" vision for the City).

Improvements in data collection

- 4.11 A significant step forward has been achieved in data-collection for a number of EMAS targets during 2008/09, for example carbon dioxide emissions, air pollution emissions and paper use/recycled content.
- 4.12 All print procurement is now routed through the print procurement unit. We are now able to monitor paper consumption accurately and be able to set a corporate target (see paragraph 4.40). In 2008/09 nearly **64 million sheets of A4 paper** was used by the council (excluding schools), of which 53% was photocopying, printing and stationary paper and 29% was newsprint (eg Link magazine).

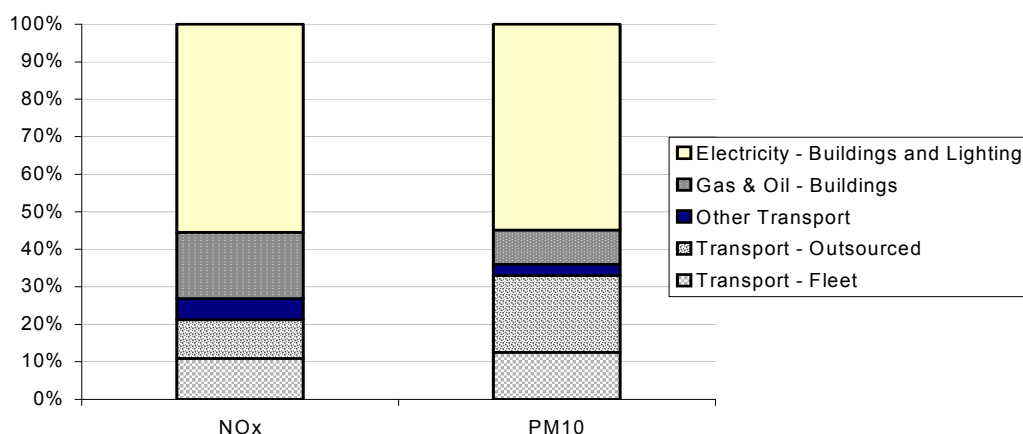


- 4.13 A comprehensive set of data on carbon dioxide emissions was collected and submitted to DEFRA as part of NI 185 (CO₂ from the council). For the first time this includes data from all schools and major out-sourced service contracts, together with street lights and traffic signs and a much better understanding of the breakdown in categories of staff travel.



- 4.14 The total figure submitted for NI 185 was **66,184 Tonnes emitted in 2008/09**. The breakdown by category highlights the importance of managing CO₂ emissions from buildings and in particular, school buildings (which are approximately half of the buildings total). Lighting and signage has also assumed greater significance than predicted in previous models. The Waste Management Service accounts for the majority of the emissions from outsourced services (67% of outsourced building emissions and 91% of outsourced transport emissions).
- 4.15 The Housing Service is excluded from the NI185 figure but data was collected from the exercise to feed into the EMAS target. Emissions from the Housing Service total **22,689 tonnes p.a.** This includes emissions from district heating provided to council tenants.
- 4.16 The data collected for NI 185 has been used to report on NI 194: “Air Quality - % reduction in NO_x and primary PM₁₀ emissions through the local authority’s estate and operations”. For the first time the council is able to report on air pollution emissions across all its operations (previously only fleet vehicle emissions were recorded under EMAS by using fuel use as a proxy indicator) and will be in a position to propose a target in next year’s cabinet report. The bar charts below illustrate the relative contributions of activities to air pollution emissions. In terms of our impact on the local air quality in Leicester (emissions from electricity use occur elsewhere) fleet transport (in house and from outsourced services) is the main concern for both NO_x and PM₁₀. In particular, the emissions of PM₁₀ from the heavy goods vehicles in the refuse collection and recycling service are the main source of emissions from the category “Transport Outsourced”.

The Council's Estimated NO_x and PM₁₀ Emissions in 2008/09: Percentages by Source



Managing environmental progress through objectives and targets

- 4.17 During the previous verification concern was raised about the adequacy of the programmes in place to support the delivery of our EMAS targets:

*LRQA Report Nov 08 Ref 0811CER03 The EMAS Action Programme was reviewed. This includes numerous initiatives that should lead to **incremental improvements** in Leicester City and Leicester City Council's environmental performance. The council was unable to demonstrate that the current planned initiatives for reducing council energy use, reducing city wide and council carbon dioxide emissions and increased use of renewable energy in city developments alone will not deliver the 50% reduction in council and city carbon dioxide emissions by 2025 from the 1990 baseline. As these programmes are over halfway through the target timescale (18 years) there needs to be a clear idea of how these targets will be achieved. EMAS requires that objectives and targets are supported by programmes which should describe how the organization's objectives and targets will be achieved, including timescales, necessary resources and personnel responsible for implementing the programme. The programme may be subdivided to address specific elements of the organisation's operations. To achieve these targets, the council will need to consider **step changes in performance**, rather than incremental changes*

- 4.18 Action has subsequently been taken to improve the management of the action programme by using the capability of Access Databases to track the effectiveness of individual actions in meeting targets. In June Strategic Management Board received a further report which identified areas of step change in action required to meet CO₂ and energy targets, as these are particularly identified as areas of concern by LRQA. These actions are now managed by the "Reducing Carbon Priority Board". LRQA reviewed this progress favourably during their June health check visit and have down-graded the finding.

Positive Progress towards existing targets

- 4.19 Appendix 1 summarises progress towards all EMAS targets. Performance is on track to meet the following targets:

Target no.

18.2 - **numbers of schools participating in EMAS** – on track

14.3 – **waste minimisation from BSF programme** – standards met

5.1a - **litter** – target met:

17.2 – **recycled paper use** – standards met. .
5.1d - **fly-posting** – target met
6.2a - **10,000 trees** – on track
6.3c – **increased parks user satisfaction** – on track

- 4.20 The Council started 2008/09 with 71 schools participating in EMAS which is on track to meet the target of 90 schools by 2010/11. (The number of schools subsequently participating in September 2009 has dropped to 61 however), within the BSF programme, the continuous improvement plan target to “reduce construction waste to landfill”, remains on track at the end of the 08/09 financial year.
- 4.21 Street cleanliness – There is a new National PI 195 which has 4 parts. 08/09 targets were met for litter and fly posting but not for detritus and graffiti. 09/10 targets for the latter will be set at more realistic level.
- 4.22 In last year’s cabinet report, members adopted new targets for use of recycled paper as follows:
By 2009/10
- All publications, leaflets, flyers and posters to use at least 75% recycled paper.
 - All site and volume photocopying to use 100% post consumer waste paper.
 - All Council stationery to use 100% post consumer waste.
 - All printing of web products (e.g. Link) to be 100% recycled paper.
 - All basic digital colour low volume printing to be on 100% post consumer waste paper.
- 4.23 In 2008/09, over 97% of paper used was 75% or more recycled, with over 80% being 100% recycled from post consumer waste. This is well on the way to meeting next year’s targets.
- 4.24 Nearly 3,000 trees were planted during the winters of 2007/08 and 2008/09 as part of the 10,000 trees project. Groundwork Leicester and Leicestershire worked with schools to involve them in planting trees on school grounds and Ward Community meetings provided the vehicle for involving local people in the programme.

The percentage of users satisfied with parks has increased from 76% in 2005 to 78% in 2008, as measured from MORI surveys. This is on track to meet the target of 79% by 2013.

Areas of concern

City-wide CO2 emissions

- 4.25 Data collected as part of the new national indicator NI 186 has provided 3 estimates of Leicester’s emissions, for: 2005, 2006 and 2007. They suggest that despite some progress, the City is not on track to meet its long term target to reduce emissions by 50% from the 1990 base by 2025. Breakdowns of the figures show that substantial increases in emissions from the domestic sector are largely offsetting reductions achieved in the commercial and transport sectors.

- 4.26 Strengthening of the Climate Change Work Programme will continue in 2009/10 as a springboard to seek the additional resourcing needed for a 'step change' in CO₂ emissions reduction – and ultimately to achieve target 2.1.

For the domestic sector, funding to be sought is expected to include further roll-out of the Hot Lofts initiative, to match available funds already committed by British Gas under the Government CERT scheme and potentially to lever in further utility funds before this scheme ends in December 2012.

Work to influence new developments will continue through the application of Local Plan Policy BE16 and a Supplementary Planning Document (SPD) providing detailed guidance to developers on addressing climate change will be drafted for adoption as part of the new Local Development Framework.

In the area of transport, continued delivery of the current Local Transport Plan will be complemented by the start of work on proposals for the next (third) LTP which will come into effect from April 2011. Delivery of CO₂ emissions reductions from transport will be one of the key outcomes required of the new plan, so all measures considered will need to be carefully assessed for their ability to contribute to this goal.

Council's total building energy consumption

- 4.27 The council is not on track to meet its target for building energy use and only appears to be holding its energy use steady compared to the 1990 base level. There are a number of factors influencing this. The winter of 2008/09 was cooler overall than any of the previous five winters, which will have influenced heating energy use. Another factor is changes in the Council's portfolio of buildings. The opening of Knighton Tennis Centre as a new facility in 2008, for example, will have added to the energy demand. These factors may have offset any reductions from energy efficiency measures installed during the year.
- 4.28 The key actions to address this target are through the building survey and investment programme and measures focusing on behavioural change. A programme has been put in place to reduce CO₂ from Leisure Centres by 26% over the next two years, by implementing the recommended energy efficiency improvement work and training. A further 12% could be saved at these facilities when planned maintenance or improvement work is done. The opportunity to do much of this work is likely to arise within the period to 2026. The next phase of the programme will focus on the main administrative buildings.
- 4.29 The importance of behavioural change was highlighted through the Environmental Network's first campaign in October "The Big Switch Off". The campaign in 2008 achieved a high profile and, based on Intelligent Metering from 8 buildings, at least a temporary reduction in energy demand. The campaign will run again in October 2009. It will last a week and build on awareness generated by the 2008 event.
- 4.30 An Energy Project Officer will work with building managers and tenants to reduce energy use through behavioural change, technological innovation and signposting to funding opportunities. The project officer will help implement the findings of the "Green review of LCC IT".

Council's use of renewable energy in corporate buildings

- 4.31 The Environmental Policy makes a clear commitment to “encourage the appropriate generation and use of renewable energy”, and in 2009 the council became a signatory to the Covenant of Mayors which commits the council to 20% renewables by 2020.
- 4.32 However, the target and adequacy of action continues to be of concern. The council now buys its electricity from “good quality” Combined Heat and Power (CHP) sources rather than from renewables. Whilst this results in lower carbon dioxide emissions by using fuel more efficiently, it does not count towards this target.
- 4.33 There has been no further installation of renewables in corporate buildings, but some installations in schools through the Primary Capital Programme and BSF (eg Coleman Primary).
- 4.34 However, the key action is to consider renewables as part of the Energy Team's Survey and Implementation Programme, where the scope for on site renewables is being looked at for every building. The Leisure Centres report identified measures to achieve 10-12% reduction in CO₂ from capital installations such as plant replacement and renewables.
- 4.35 Expressions of interest are currently being analysed for the Combined Heat and Power project. The specification requires a reduction in CO₂ of 7,300 tonnes p.a. on existing by 2013 and 13,100 by 2019. The specification does not dictate the use of renewables, but it is expected to be a solution to meeting these levels of CO₂ reduction.

Travel to school

- 4.36 Data for 2008/09 shows a slight move towards the target to reduce the proportion of journeys to school by car but we are not on track to meet it. Further resources have been made available for school travel planning which should help re-address this concern, together with helping to meet the government target for school travel planning.

Household Waste Recycled/composted

- 4.37 The target is to recycle (including composting) 40% of household waste collected in 2009/10 (NI 192). The latest figure for 2008/9 shows a drop in recycling rates from 33.5% (07/08) to 30.6%. This was associated with technical problems at the recycling facility which were addressed by Biffa in the last quarter of the year. (Figures for the first quarter of 09/10 recorded 40%). Household participation in the kerbside scheme is currently 47%. More promotion of the recycling scheme should increase participation. A DVD has already been produced for use in schools and the promotional work will initially focus on students' participation rates in the green box scheme.
- 4.38 When the production of refuse derived fuel is included, the figure rises to 43% for 2008/09. However, the Government does not allow this to be included within the definition of recycling for National Indicator 192 (but it is included in NI 193).

Council's use of water

- 4.39 2008/09 water use shows a slight increase from the previous year, but variations in the timing of billing mean that it is not possible to conclude with any certainty what the overall trend for this target is. A partnership water-saving project with Severn Trent and Leicester schools has shown significant water-savings, where full intelligent metering is available. Following the success of the schools pilot, Severn Trent (ST) is working with LCC to install water efficiency technologies in up to 20 buildings. These buildings are surveyed, a list of water saving interventions is developed and approved, then installed by an approved supplier funded by Severn Trent. It is also planned to make the data from intelligent metering available on-line to council staff encouraging them to introduce good-housekeeping measures by providing feedback the next day. The building survey and investment programme will continue to identify a programme of measures to reduce water consumption.

Further Development of Targets and Monitoring Systems

Development of target 17.1 Reduce the quantity of paper used by? from the 2008/09 baseline by ?

- 4.40 Cabinet are asked to consider where action should be targeted to reduce paper consumption with regard to setting a target for paper reduction.
- 4.41 All print procurement is now routed through the print procurement Unit. For the first time since registering with EMAS we are now able to monitor paper consumption accurately and set a corporate target. In 2008/09 nearly **64 million A4 sheets of paper** were used by the council, of which 43% was photocopying/computer printing paper and 29% newsprint (eg Link magazine).
- 4.42 Paper is an important issue for the Council to address; paper use for 2008/2009 equates to 267 tonnes of CO₂ which is equivalent to the Council's total CO₂ produced from all air, taxi, rail and bus journeys undertaken by council staff.
- 4.43 Work is currently underway on '*printing quick wins*' which has been developed between ODI and the Information and Support team. This work is intended to reduce print spend across the authority and as a consequence of some of these actions a resultant drop in paper use should be achieved, although no projections of what this will be are currently available.
- 4.44 The printing of Link magazine (which for 2008/2009 accounted for 29% of paper use) has been increased in 2009/2010 to 10 issues per annum up from 6 issues in 2008/2009. This increase in Link will result in approximately 12,413,300 additional sheets of A4 paper being used annually (this is equivalent to approximately 52 tonnes of carbon). With this projected increase it is difficult to set an overall paper reduction target. Cabinet may wish to consider the wider use of printed marketing – if more information is being distributed and communicated through Link is there a case for reducing the amount of posters/leaflets being distributed? Some consideration around the use of marketing is already underway by Mark Bentley in the Communications Unit. The *Talking up Leicester* project will be considering the publications that the Council is distributing (both

paper and electronically) to see where these publications can be rationalised. The main driver of the project is to increase the quality of material produced; it is unclear at this stage what impact this work will have on paper consumption.

- 4.45 Due to the increased frequency of Link it is difficult to establish a realistic target for 2009/2010 and Cabinet may wish to consider where action should be targeted to reduce paper consumption to counter the impact of the increase in the Link print run.

Amendments and proposed targets

- 4.46 Appendix 4 proposes amended wording, a new objective and new targets.

Target 5.1 (expired and reset) Percentage of relevant land and highways that is assessed as having deposits of the following that fall below the acceptable level during 2009/10:

a. litter - 10%

b. detritus - 13%

c. graffiti - 14%

d. fly posting - 0%

The previous target expired in 2008/09 and the new proposed targets align with NI 195. They are considered more realistic within existing resources, but it may be necessary to target resources in particular wards to improve the overall scores.

Target 6.1 (amendment) Increase the percentage of local wildlife sites that have received or are receiving positive conservation management to 65% in 2009/10.

- 4.47 It is recommended to align this target with the wording of National Indicator NI197: Improved Local Biodiversity.

Target 6.3a (new) Increase the number 'Green Flag' parks from 6 to 10 by 2013.

- 4.48 In 2008, Cabinet agreed that a target should be investigated for increasing the quality of city and district parks – the first and second tier of parks and open spaces in the city. The proposed target is included in the recently adopted Greenspace Strategy as a performance measure for the Parks Service. Its achievement will be resourced through a combination of revenue, (potentially) capital and external grant funding, with key actions covering horticultural, infrastructure, access and maintenance improvements, plus the creation of more 'Friends of' groups.

Target 6.3c (Amendment) Increase park user satisfaction levels from 76% (2005) to 79% (2013)

- 4.49 The baseline figure of 74% previously quoted was found to be incorrect.

Objective 11.1 (new) Prepare for Leicester to address the risks and opportunities of a changing climate; and Target 11.1 (new) To achieve the following levels of preparedness in assessing and addressing the risks and

opportunities of a changing climate: April 2009 – Level 2, April 2010 – Level 3, April 2011 – Level 4.

- 4.50 A new significant effect: “Leicester’s vulnerability to the impact of climate change” was adopted in December 2008, when it was agreed that an objective and target for improvement would be developed. The proposed target is the Council’s existing Local Area Agreement target for performance against NI188 and we are currently on track to achieve it. The levels are set by the Government in the NI188 guidance.

Targets remaining without data

- 4.51 In 2008, the target relating to **council office waste** was highlighted as an area of concern, because a system had not been developed to measure the amount of waste collected from council buildings. Unfortunately a bid for funding to establish a corporate waste production database was unsuccessful in 2008. However, the appointment of a waste minimisation officer and the introduction of a pilot recycling scheme for the central admin buildings should establish recycling rates, residual waste and levels of contamination. It is hoped that information from the pilot scheme may help to set an improvement target in future. The waste minimisation officer is also investigating a corporate contract for the recycling of toner cartridges and the waste management requirements of council depots.
- 4.52 In addition, a number of the school targets adopted in November 2006 remain without adequate systems for aggregating and reporting data. The measurement of the **collection of waste for recycling from schools** is a particular case in point. Initially, the school children were involved in monitoring waste production and although this had educational benefits the quality of the data collected was not suitable for long term monitoring. Discussions have taken place with some of the waste management companies servicing the schools. These will be progressed further in the hope that the companies can provide the data.

Management review of EMAS and progress with the issues raised in the EMAS Cabinet Report, November 2007

- 4.53 Appendix 5 provides an overview of the EMAS management system in accordance with the EMAS regulation. It provides an update of the key changes to legislation affecting the system and draws attention to the major outstanding non conformity issues, from internal and external audits. The following issues are identified:
- Environmental Legislation – There have been a number of changes to legislation during the year and, in response to an Internal Audit finding, the Environment Team has updated its procedure for ensuring staff are kept abreast of their responsibilities.
 - Contractor Control – the Verifier raised a non-conformity on this issue at his June 2009 visit and training for relevant contract managers is to be organised as part of the Council response.
 - Environmental Aspects of Council activities – both Internal Audit and Verification findings have highlighted the need for a better approach to identifying and recording significant environmental aspects of Council activities. The Environment Team is currently developing a corporate register

of aspects to be used by service and site managers with the support of the Team.

Proposed EMAS Action Programme for 2009/10

- 4.54 Appendix 3 (draft) reports on progress towards actions in the EMAS programme and recommends their continued inclusion in the 2009/10 action programme. Following the non conformity raised by the EMAS Verifier in November 2008, actions in the programme are monitored more closely by the Environment Team using a traffic light system.

The text for the eleventh EMAS Environmental Statement

- 4.55 EMAS requires us to keep the public informed of the City Council's environmental progress. We do this by publishing an annual EMAS public statement. The text is checked for its accuracy by the external EMAS Verifier before being made available to the public.
- 4.56 The proposed draft text for the annual statement is attached in appendix 2. The statement reports progress towards the EMAS targets during 2008/09. The statement also provides a commentary on the key issues influencing our progress and presents some of the important future actions.
- 4.57 The full statement will be available on the internet, with the option of obtaining a printed version from the Environment Team. This is in response to a desire to minimise paper consumption and also a reflection of the increased length of the statement now that schools information is included. Last year, a summary leaflet was printed containing extracted "validated" information of most interest to the general public. This year it is proposed to produce more regular information to the public, members and staff throughout the year about successful and upcoming initiatives. Due to the increased frequency these wouldn't be able to be externally validated and therefore not able to carry the EMAS logo. Existing publications such as Link and Face, and electronic media including the Council website and Insite will be used to avoid creating additional paper use.

Next Steps

- 4.58 The next steps are as follows:
1. The proposed action programme will be implemented from December 2009.
 2. External re-verification of EMAS will take place during November 2009, including the validation of the public statement.
 3. The next EMAS public statement will be published following validation.
 4. Members will receive the next annual report on progress towards the targets in November 2010.

5. FINANCIAL, LEGAL AND OTHER IMPLICATIONS

5.1. Financial Implications

- 5.1.1 EMAS is managed by the staff in the Environment Team and is financed through the Team's budget. The team's expenditure budget for 2009/10 is £352.K. This

covers the verification costs and all associated printing of documents required for the process, including publication of the annual public statement. The implementation of the proposed 2009/10 action programme will be met from resources that are already committed by the services.

Paresh Radia–Finance, R&C (ext. 297390)

5.2 Legal Implications

5.2.1 The corporate Environmental Policy commits the organisation to "fulfil our statutory environmental responsibilities". A prosecution for breaching the relevant legislation would result in automatic removal from the EMAS register. The Council does take effective measures to ensure that its contractors comply with the EMAS obligations by ensuring it is an evaluation criterion in the procurement process and including clauses requiring compliance within all standard and bespoke contract terms. This enables officers to monitor and ensure compliance.

This report also refers to an update in Appendix 5 of the changes in legislation. Should officers require any specific advice on Environmental legislation and its impact on any of the matters contained in this report they should contact Legal Services further.

Beena Adatia Senior Solicitor, Contracts and Commercial Team Legal Services (ext. 296378)

6. Other Implications

OTHER IMPLICATIONS	YES/NO	PARAGRAPH REFERENCES WITHIN THE REPORT
Equal Opportunities	No	
Policy	Yes	EMAS is the management system we use to implement the corporate environmental policy
Sustainable and Environmental	Yes	EMAS is the management system we use to implement the corporate environmental policy
Crime and Disorder	No	
Human Rights Act	No	
Older People on Low Income	No	

7. Risk Assessment Matrix

Risk	Likelihood L/M/H	Severity Impact L/M/H	Control Actions (if necessary/or appropriate)
1 – Failure to take corrective action	L	L	Progress is reviewed annually

<p>necessary to meet our EMAS targets Meeting the EMAS targets is not a requirement of the EMAS regulation, but progress needs to be reviewed regularly and corrective action taken as necessary to improve performance.</p>			<p>by members at Cabinet and corrective action agreed through the review of the EMAS Action Plan. The process of closing out non-compliances raised by internal EMAS audits provides another mechanism for taking corrective action.</p>
<p>2 – Failure to maintain an EMAS Action programme The EMAS action programme is a requirement of the EMAS regulation. Without this EMAS registration could not continue.</p>	L	H	<p>Env Team have work instructions in place to review the action programme every 6 months and to report annually to members.</p>
<p>3 – Failure to produce a verifiable public statement The EMAS public statement is a requirement of the EMAS regulation. Without this EMAS registration could not continue.</p>	L	L	<p>The text of the Public Statement is presented to members at Cabinet for agreement and subjected to checking by internal audit prior to verification taking place.</p>

L - Low
M - Medium
H - High

L - Low
M - Medium
H - High

8. Background Papers – Local Government Act 1972

- LRQA EMAS Verification reports November 2007, , May 2008, November 2009, June 2009
- EMAS Progress for 2006/7, proposed action for 2008/9. Cabinet, November 2007, Cabinet Nov 2008.

9. Consultations

Consultee

Individual officers named in the action programme (appendix 2)

Nick Morris

Mukund Narshi

David Poxon

Alan Gledhill

Helen O'Brien

Steve Weston

Kevin Vernon

Bob Mullins

Neville Stork

Evan Davies

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Date Consulted

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Appendices

- Appendix 1 – Progress Towards EMAS Targets 2008/09
- Appendix 2 – Environmental Statement April 2008–March 2009 (available in the Members resource area)
- Appendix 3 – Updated EMAS Action Programme 2009/10 (available in Members Resource area)
- Appendix 4 – Proposed Amendments to EMAS Targets 2009/10
- Appendix 5 – Management Review 2008/09

Key Decision	No
Reason	N/A
Appeared in Forward Plan	N/A
Executive or Council Decision	Executive (Cabinet)