

Appendix 3 PROPOSED EMAS Action Programme December 2002

Target No.	Action No.	Description of Action	Responsibilities	Timescale for Completion	Resources	Performance Indicator
1		ENERGY				
1.1	(old no.)	Reduce the council's total building energy consumption (to 50% of the 1990 level by 2025)				
ER&D	1.1.1 (1.1.5)	Programme of investment in energy efficiency Loans scheme being worked up through Payback Fund by Don Lack and Corporate finance, to be used by all directorates	Don Lack	Annually		
New All Directorates	1.1.2	Ensure through Procurement that all new electrical equipment purchased by LCC meets highest energy standards (includes computers etc)	?			
New Action ER&D	1.1.3 (1.1.23)	Investigate power surges in summer; use of fans, maintenance of air conditioners, water coolers	Env team/Energy team	September 2003		
All Directorates	1.1.4	Major projects to be reported to SCOG (as in amended Project management guidelines). Will be appraised for energy efficiency as part of checklist work	SCOG and Don Lack			
1.2		Increase the council's use of renewable energy (from 0% in 1997 (Mar) to 20% of energy requirement in 2020)				
ER&D	1.2.1 (1.3.2)	Undertake major renewable energy projects every year until 2020. The loan scheme should ensure that there can be an active programme of these. A more detailed programme indicating progress towards the target will be produced with target percentages to be achieved between 1999 and 2020. -	Don Lack	1 per year until 2020		
ER&D	1.2.2 (1.3.3)	5 district heating sites to have solar panels installed by 2020. Finance is being sought from DTI Demonstration Programme for photovoltaics (£1million) from the 'Invest to Save' programme	Don Lack	2020		
ER&D	1.2.3 (1.3.9)	Set up Renewable Supply Contracts for electricity (Green Tariffs). Sep 02: New supply contract runs from June 02-May 04, 50% of all electricity supplied to largest buildings comes from renewable source, equates to 36% of electricity requirement but less than 6% of overall energy consumption	Ian McKay	On-going		
1.3		Reduce the fuel used by staff vehicles at work (not commuting) (5% reduction of fuel used in 1997 by 2005) Now includes previous target to increase numbers of cyclists at work				
RAD & all depts.	1.3.1 also under 4.2 (1.5.3)	Corporate Staff Travel:, including a reassessment of staff recruitment and job descriptions Work has focussed to date on harmonising mileage rate, next step is car parking and car parking policy (to include cycles)	Env team & Zafar Saleem	March 03		
ER&D	1.3.2 (1.5.4)	Replacement of fleet with newer more efficient vehicles (rolling programme). Monitor replacement vehicles and encourage alternative fuels	David Ison Env team	Annual replacement		
ER&D	1.3.3 (1.5.6. &1.4.2)	Publicise and promote alternative modes of transport - Investigate having a staff travel page on Council's intranet site with, bus route maps, timetables, rail timetables contact telephone numbers	Env team and BUG	On-going		
ER&D part	1.3.4	Include greener driving into proposed corporate Driver Policy	Env Team	Sept 2003	Cost of proficiency training not	

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
new	(1.5.10)	(see also training)	with Risk Management & David Ison)			yet identified but being led as a Risk Management issue
New Action ER&D	1.3.5 (1.5.18)	Develop actions relating to Low Emission Zone plans	Adrian Russell Env team			
New	1.3.6	BUGs actions to improve facilities for cyclists (eg identify staff resources to work on staff cycling, respond to questionnaire about levels of facilities for cyclists in council buildings)	Env Team to respond to BUGs			
All New	1.3.6	Revise cycle policy and develop pack of info (see also training).	Env. Team & Personnel depts	March 2004		

2 LEICESTER'S USE OF ENERGY AND FUEL						
2.1	New target	Reduce the energy consumption of homes within the city (Increase SAP rating of houses) Now includes previous target to improve energy efficiency of council homes				
		Info on key actions being carried out for HECA by Nick Morris	Nick Morris			
		Info on key actions being carried out under the LEAC by Don Lack	Don Lack			
		Info on key actions for council homes eg Actions LHES6 & 7 Central heating systems, replacement boilers, double glazed windows Behavioural change				

AIR QUALITY						
3		3 The Council's contribution to air pollution				
3.1		Reduce fleet vehicle emissions (remove "fleet" so can cover lease cars too?" NEW TARGET to be developed)				
ER&D	3.1.1 (1.5.4)	Replacement of fleet with newer more efficient vehicles (rolling programme). Monitor replacement vehicles and encourage alternative fuels	David Ison Env team	Annual replacement		
	3.1.2	Purchase new ULSD Biodiesel - Env Team to investigate improvement in emissions	David Ison (ESPO) Env Team		NEW ACTION	Greenergy now have new biodiesel on market - less polluting
RAD & all depts	3.1.3 (1.4.3)	Corporate Staff Travel – Ensure that lease cars are low emission (through procurement) (moved from 1.4.3)				
ER&D	3.1.4 (2.1.9)	Investigate EST funding available for retro fitting regenerating TRAPS to diesel engines	Env Team/David Ison	March 03		
4		Air Quality in Leicester				
4.1		Improve air quality within the city (To achieve national air quality standards for traffic related pollutants by 2006)				
new	4.1.1	<u>Key actions from Air Quality Action Plan</u> Assess rel contribution of different traffic sources of the key pollutants Asses the impact on pollution of traffic schemes which will be implemented	Evan Davis			

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
		within timeframe of air quality objectives Identify any shortfall and approp remedial measures Adjust traffic planning framework Incorporate 1-4 in stat AQMP				

4.2		To reduce car trips to the city centre (4% reduction in car trips to the city centre in the morning peak by 2006 and 8% by 2011.) Includes previous target on staff commuting at LCC as specific area of action				
new	4.2.1	Leicester West Park & Ride scheme	Traffic Group			
new	4.2.2	Use actions contained in Local Transport Plan	Traffic Group			
RAD & all depts.	1.3.1 also under 4.2.3 (1.5.3)	Corporate Staff Travel:, including a reassessment of staff recruitment and job descriptions Work has focussed to date on harmonising mileage rate, next step is car parking and car parking policy (to include cycles)	Env team & Zafar Saleem	Sept 03		
		Green Travel Plan for Leycroft Road Ensure that a travel package is available for employees at Leycroft Rd.	Env Team/ John Hackman	Sept 2003		
4.3		Reduction in car journeys to school (25% reduction by 2011)	NEW			
New new	4.3.1 4.3.2	Actions contained in LTP? Increase number of EMAS schools and schools with Green Travel Plans	NEW ACTION			

		WASTE				
5		The council's waste				
5.1	Amended target	Reduce the amount of council waste going to landfill (40% of City Council waste to be recycled by 2005)				
ER&D	5.1.2 (3.1.4)	Set up corporate waste contract Tender for new corporate waste contract The waste analysis now gives us some idea of the potential council recyclable waste and it may be more feasible for the successful contractor to process the waste rather than deliver it to the MRF at Slater Street.	Steve Weston		Done	
ER&D	5.1.1 (3.1.1)	Re-promotion of office re-cycling scheme	Andy Bubb	Once contract is in place	Complete	

6		(reworded) Waste from Leicester (includes household and construction waste)				
6.1	New target	Increase recycling of household waste (40% of household waste collected in 2005 to be recycled)				
ER&D	6.1.1 (4.1.3)	Provide municipal biowaste facility. PFI Bid submitted and confirmed 2000. Contract now let to BIFA Waste Anticipate facility in place by 2005.	Steve Weston	Dec 2005		

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
	(3.1.12)					
ER&D	6.1.2 (4.1.7)	Replacement programme for wheelie bins from 240 litre to 140 litre capacity. 11,000 by 1999 (10%). 3500 *140 litre bins purchased in Apr 2000. 3500 due in Sep 2000. 2000-2001 7,000 purchased	Steve Weston	Start Apr 1998 and ongoing		
6.2	New target	Reduce the amount of construction waste going to landfill (target to be developed)				
ER&D new	6.2.1	Feasibility study to be carried out to investigate waste streams and possible methods for data collection	Env TEam	Dec 2003		

WATER						
7 THE COUNCIL USE OF WATER						
7.1		(Reworded)Reduce potable water used in council buildings (5% reduction of 2000 levels by 2005) Include reporting of action on greywater				
ER&D	7.1.1 (from Energy section)	Programme of investment in energy efficiency, Includes water efficiency Loans scheme being worked up through Payback Fund by Don Lack and Corporate finance, to be used by all directorates	Don Lack	Annually		
All Directorates	7.1.2 from energy section	Major projects to be reported to SCOG (as in amended Project management guidelines). Will be appraised for water efficiency as part of checklist work	SCOG and Don Lack			
ER&D	7.1.3	Programme of sub metering and intelligent metering of buildings	Don Lack	Annually		
ER&D	7.1.4	Programme of projects for greywater	Don Lack	Annually		

PAPER						
8 COUNCIL USE OF PAPER						
8.1		Reduce consumption of paper (5% reduction in the quantity of paper purchased in 2000, by 2003)				
New Action ER&D RAD	8.1.1	Awareness raising campaign for revised Corporate Paper Policy <i>(AL to supply a form of words)</i>	Env team Kevin Vernon	Dec 03		
8.2		Increase the use of recycled paper (98% of the paper purchased in 2003 to be 100% recycled post consumer waste)				
New Action ER&D RAD	8.1.1	Awareness raising campaign for revised Corporate Paper Policy <i>(AL to supply a form of words)</i>	Env team Kevin Vernon	Dec 03		

NATURAL ENVIRONMENT						
9 THE QUALITY OF THE NATURAL ENVIRONMENT ON COUNCIL OWNED LAND						
9.1	Reword ed	To ensure key aspects of the natural environment on council -owned land are sustainably managed (to develop management plans for parks,				

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
	target	open spaces, the riverside and trees and woodland by 2005)				
		Any key actions other than monitoring progress?				
9.2		Ensure prime ecological sites are retained (The area of land covered by council-owned SINC sites (Sites of Importance for Nature Conservation) to be maintained at 1999 levels until 2003 and to be managed according to their SINC schedules..				
CS&NR	9.2.1 (7.3.4)	Ensure maintenance and management retain the ecological quality of the site (relates to management plan programme under 7.1 and 7.3). This is an integral part of the management plan process.	QDM (A&L)	2005		
ER&D CS&NR	9.2.2 (7.3.12)	Dissemination of information through Site Alert Map and SINC notification documents. Site Alert map has been produced and disseminated widely within council and to outside agencies and individuals	Sue Timms (E&D) Nick Gordon (Museums) Andy Lees (Environ) ?? (Parks)	With Local Plan Summer 2003		
ER&D CS&NR	9.2.3 (7.3.13)	Maintain and update SINC and BES information on Map Info	Sue Timms Andrew Penn	On-going		
9.3		Develop measurable indicators of ecological quality (completion of first monitoring programme by 2010				
CSNR ER&D	9.3.1 (7.4.3)	Develop actions to invest and improve 20% of sites as part of the management plan process under actions 7.1 and 7.3. The rolling programme also needs to relate to contract renewal times. This action is on hold	Ray Tunks, Paul Leonard Williams, (in conjunction with Robert Mason)	on hold		
CS&NR	9.3.2 (7.4.13)	Carry out Phase 1 Habitat Survey Phase 1 survey to be re-scheduled for 2004 due to loss of Curator Natural Sciences post.	Nick Gordon (Museums) Sue Timms (E&D) Andy Lees (Environ) ?? (Parks)	2004		
CS&NR	9.3.3 (7.4.14)	Carry out programme of Phase 2 surveying Phase 2 surveying: Temporary problems with surveying due to changes in staffing structure. Programme to be started in 2003	Nick Gordon (Museums) Sue Timms (E&D) Andy Lees (Environ) ?? (Parks)	Annually		
CS&NR	9.3.4 (7.4.15)	Set up Environmental Records Database Database installed at New Walk Museum. Data inputting not yet begun due to problems with software and Environ computers. Development plan for ERC ongoing. Draft version expected January 2003	Nick Gordon (Museums) Andy Lees (Environ)	Jan 03		
10		THE USE OF THE COUNCIL'S OWN LAND				

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
10.1		Ensure that the council continues to provide Leicester people with publicly accessible green space (<i>publicly accessible green space owned by the council covers at least as much land in 2020 as it did in 1994 = 863 hectares</i>)				
CS&NR	10.1.1 (8.1.7)	Identify opps for creation of open space within allotments strategy Previous action Develop Allotment Management Plans. Allotment Strategy has been adopted. Management plans to be developed	Ray Tunks	Annually Aug 2001 (3 year prog. at 15 per year)		
ER&D		Open space data to be collected through planning system	Ian Roberts Info Team	Long term, planning requirement		

BUILT ENVIRONMENT					NEW	
11		QUALITY OF LEICESTER'S BUILT ENVIRONMENT				
11.1	NEW	To create a sustainable built environment within the city (Target to be developed based on the Leicester Standard)				
New ER&D	11.1.1	Key action to develop Leicester Standard and method of monitoring applications	Diana Chapman/ Env Team			
12	NEW	STREET CLEANLINESS IN LEICESTER				
12.1	NEW	To improve the cleanliness of the city centre (75% of street inspections meeting grade acceptable or above in city centre using Cleansing Index)				
new	New 12.1.1	Actions contained in PSA action plan? Dave Atkins has info - Purchase of new cleaning machines? - Increasing number of litter wardens	Dave Atkins	NEW ACTION		

AWARENESS					NEW	
13		EDUCATION AND AWARENESS RAISING IN LEICESTER				
13.1		To improve awareness of environmental issues amongst Leicester residents (Target to be developed using People Panel to monitor)				
ER&D	13.1.1	Define future campaigns linked to new objectives and carry out baseline survey of level of awareness.	Env Team	Dec 2003		

End of action programme

Addendums

EMAS Monitoring Actions December 2002

(OLD NUMBERING SYSTEM)

ER&D	1.1.20	Ensure regular feedback is provided to all building managers. Information is now available monthly & can be tailored to meet individual requirements. Bi-annual feedback should be collected to ensure that the right info is sent to the right people. Intelligent metering: Databird programme is collecting data from 35 electricity, 29 gas, 26 water and 57 assorted submetres	Energy Team	Monthly reports issued to building managers On-going programme to include more metres		
Housing	1.2.1	Produce annual figures of NHER rating of council houses. Figures are supplied in annual HECA report and reported to Scrutiny	Nick Morris (with Don Lack)	Annually in Sep		
ER&D Housing	1.2.6	NHER re-assessment of council housing stock Energy team are carrying out an independent re-assessment of the HNER ratings for the council's housing stock. Revised date for completion Dec 02	Don Lack	Dec 03		
ER&D	1.3.1	Ensure annual monitoring of proportion of renewable energy.	Don Lack	Ongoing		
ER&D	1.4.1	Repeat Staff Travel Survey in 2005	Anna Dodd	2005		
ER&D	1.5.9	Work towards improving data collected on fuel efficiency of trips made by fleet vehicles. Triscan equipment installed and working, exception reports produced New action needed to address exception reports	David Ison	Dec 1999 to start reporting		
Housing	1.5.13	Data from private car mileage claims is being collected: Downward trend is seen, further actions needed to continue trend.	Jacky Gale	Annually		
New Action ER&D	1.5.17	Investigate the inclusion of Social Services and Education taxi use in data collection	Env team	Dec 2003		
ER&D		Investigate including pool bicycles in the target. Issue investigated but mechanism not yet developed - now pending staff travel review. No action so far	Env. Team	March 2003		
ER&D	3.1.2	Produce waste arisings total for the Unitary Authority -after the first year of corporate waste contract operating -Annual data will be produced	Steve Weston	After 1st year of waste contract)		
ER&D	5.1.1	Monitor all council buildings for water consumption. Reports are issued to building managers Databird system (see 1.1.20 also) of intelligent metering is being rolled to all buildings (high users first)	Don Lack	Annually in Sep		
ER&D	5.1.2 see 5.1.1 also	Sub-metering of buildings to identify local usage. All buildings are now metered where feasible, Sub metering is being installed where refurbishments and funding allow	Don Lack	On-going		
ER&D	5.2.1	Monitor consumption of water from greywater by use of submeters. In progress.	Don Lack	On-going		
RAD	6.1.14	Desegregate figures for Reprographics use of paper back to Departmental Clients.	Kevin Vernon	Ongoing		

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
ER&D	6.1.16 & 6.2.13	Develop E&D actions to reduce and recycle paper consumption. The first action is to analyse the figures in more detail. Actions to be in place by the end of the financial year. Figures from K.V., structures to be put in place to monitor use	Christina Mottram	ongoing		
CS&NR	6.1.18	Develop A&L actions to reduce paper consumption. The first action is to improve the accuracy of the photocopy card data by ensuring team leaders are charged for the right cards. Paper purchasing figures broken down by unit are not yet available from KV. Paper usage now being monitored by section. No accurate data available on copy cards yet (JE).	Jackie Evans/ Geoff Pearce	on-going		
CS&NR	7.1.2	Annual monitoring of target.	Quality & Development Manager (QDM) A&L	(annual dates to be set from action 7.1.1)		
ER&D	7.1.4	Work with Prop Services, Housing, Education, Museums & Social Services to produce targets for the management of open space in other departments.	CB (in consultation with Paul Leonard Williams & QDM)	Feb 2000 (see also 7.2.4) nothing further		
CS&NR	7.1.8	Management Plans for all 177 parks and open spaces completed and performance indicators set (interim targets set as necessary).	Ray Tunks	Dec 2005		
CS&NR	7.1.10	Produce a work programme and timetable showing a stepped approach towards the target. Interim targets cannot be set until management data is complete.	Ray Tunks	Programme in place		
ER&D		Ensure annual monitoring & reporting of target	Paul Leonard Williams/Anne Provan	Ongoing (annual report on progress)		
CS&NR	7.2.2	Annual monitoring of target .	Alan D'Albe	On-going (Public Statement)		
ER&D	7.3.1	Ensure annual monitoring of target. Sep 02: Staff shortages and the Foot and Mouth restrictions meant very little survey was carried out in 2001	Sue Timms	Annually		
ER&D	7.3.2	Target 7.4 to be monitored as an indicator in the local plan. The Local Plan will now monitor SINCS rather than Habitat Sites (resulting from the review of the Habitat Survey). Deposit draft of Replacement City of Leicester Local Plan agreed by Members in June 2001. Second deposit draft of Local Plan to be published in 2002-03	Diana Chapman Sue Timms	On-going		
CS&NR	7.4.1	Ensure annual monitoring of target. 5 sites surveyed out of 10 proposed. Temporary problems with surveying due to changes in staffing structure. First round monitoring of sites extended by 1 year. Annual reports only necessary after re-survey of site	Nick Gordon CSNR	On-going		
ER&D	7.4.4	Ensure 'improved' sites are re-surveyed within the time-period of the target.	Environ	on hold		
CSNR	7.4.12	Develop Sites and Habitats Monitoring Programme Monitoring programme developed. 5 sites out of 10 proposed for 2002. Temporary problems with surveying due	Nick Gordon (Museums) Sue Timms	On-going		

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
		to changes in staffing structure 5 sites left to survey before re-survey period begins. First round monitoring of sites extended by 1 year. Re-survey to begin 2004	(E&D) Andy Lees (Environ) ?? (Parks)			
All	6.1.2	Departments to buy paper through Kevin Vernon. Ensure regular checks are made to assess value for money.	Kevin Vernon Dept reps	Ongoing checks		
ER&D	8.1.5	Work towards including figure for open space contained within Housing Land into the EMAS target figure. Further delays have been experienced with the Property Management Information System (PAMIS), further modules will go live at the end of Sep 02 and the target date for completion is now 31/12/02	Vic Meredith	31/12/02		

EMAS Staff Training and Awareness December 2002

OLD NUMBERING SYSTEM

ER&D	(3.1.5)	Premises officers, caretakers and security staff to have received training in waste. All building managers have received Environmental legislation training that included waste and examples of best practice. Further action to ensure that new premises managers receive legislation and best practice training during induction.	Env Team Steve Weston Departmental personnel	March 2003		
ER&D	1.3.3 (1.5.6. &1.4.2)	Inclusion of alternative modes of travel into induction packs and induction training	Env team and BUG	On-going		
ER&D part new	1.3.4 (1.5.10)	Include greener driving into proposed new Driver Policy and Driver Proficiency Training led by Risk Management - for fuel efficiency and emisissions (Previous aciton)Target high-mileage fleet drivers with driver training to improve fuel efficiency & reduce emissions (ref 2.1). Driver training package researched and developed. Passed to Fleet Vehicle Manager. Training of City Transport drivers commenced Jun 2000. Before and after Mpg Info to be provided by DI (action 1.5.2). Figures being collated on numbers of staff trained for Sep 2001 Funding investigated from ETSU: no funding secured yet Further actions needed to collect and analyse data	Env Team with Risk Management &David Ison)	Sept 2003	Cost of proficiency training not yet identified but being led as a Risk Management issue	
All New	1.3.6	Include information about staff travel by cycle for council business in induction packs and training, once the revised cycling policy is in place.	Env. Team & Personnel depts	March 2004		
ER&D	13.1.2 (1.1.22)	Energy Awareness Week A programme of awareness raising with staff; Special offers, feature in FACE	Don Lack	October 2002		
ER&D	13.1.3 (1.4.2.)	Publicise and promote alternative modes of transport - Don't Choke Britain and other initiatives.	Env Team BUG	On-going March 2003		
New Action ER&D	13.1.4 (1.5.19)	Awareness raising campaign of Car Tax rates and CO2 emissions and financial benefits of small cars.	Env team			
All		Introduce an annual bike to work week in June (Don't Choke Britain week) See 1.4.2 also	BUG/Env Team	On-going		

EMAS Action Programme (**PROPOSED DELETED ACTIONS**) December 2002

OLD NUMBERING SYSTEM

ER&D	1.1.7	Energy efficiency training needs are identified via the training section of the ERD's process.	Don Lack	Ongoing
RE&D	1.1.8	Work with other local authorities to include low energy products in the ESPO catalogue.	Alison Lea	Ongoing
Housing	1.3.6	Altener (CURE) Project was completed in October 2000 and solar panels were fitted to 6 council houses. The Housing Department policy of replacing indirect heating systems with new combination boiler systems has made it difficult to locate solar panels on individual council houses. Work is proposed to fit panels on 5 sheltered housing sites.	Nick Morris	Report progress to SCOG Jan 03
RAD & all depts	1.4.3.	Corporate Staff Travel: Ensure that lease cars are low emission (see also 1.5.19) Review of staff car parking to take place and development of a car parking policy	Env team/Zafar Saleem	March 2003
ER&D	1.4.4.	Better cycle facilities: Sally Killips to investigate provision of covered, secure cycle parking on piazza at NWC for staff visiting NWC from outlying buildings and visitors. No progress to date	Sally Killips	On-going
New Action ER&D	1.4.11	Questionnaire to Building Managers asking what cycling facilities they have for cyclists Analysis of questionnaire required	Env team	August 2002 October 2002
ER&D	1.5.2	'Greener Driving' leaflet: Leaflet distributed 11.1.99 to City Transport staff. Before and after study results not to be carried out until leaflet more widely distributed. -further action needed to address observation from verifier, initial analysis inconclusive ERD to give further consideration to use of external training provider on 'green' driving techniques, decision expected by October 2001, on hold until old CS re-structure completed Programme of Driver training for essential car users	David Ison in conjunction with env team Env team & Corporate Risk Assessment	March 2003
ER&D	1.5.15	Group managers in City Consultants to review working practices involving high mileage. On Hold until new staff structure is confirmed see also 1.5.2	Mark Wills	On-hold
All		Investigate Health & Safety implications of travelling by cycle on council business (helmet, waterproof clothing etc.)	Env. Team	March 2003
ER&D	2.1.7	Develop new target for reducing air emissions from fleet.	Env. Team/CS	March 2003
ER&D	3.1.1	Corporate Waste Contract: Final draft of contract Send out Tenders Award Contract	Humphrey Davis/Steve Weston, Jean Geary Jean Geary	August 2002 September 02 October 02
ER&D	3.1.10	Landscape Architecture contracts to specify that compostable waste be sent to a municipal compost facility. Contingent on the establishment of the municipal composting facility (EA).	Tony Parr	Dec 2004

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
ER&D	3.1.16	Work with other local authorities to devise a standard environmental rating for refilled, recycled and low packaged products in the ESPO catalogue.	Alison Lea			Rolling programme of improving env labelling in catalogue
New Action	3.1.18	Investigate best practice for disposal of office equipment: computers, printers,	Env team	March 03		
CSNR	5.1.8	New leisure centre to be a flagship project for energy & water-saving features. To be included at design stage. See 1.1.21.	Jacki Evans (with Energy Team & Env. Team)	On-going		
ER&D Housing	5.2.10	Investigate the feasibility of collecting and using greywater at Blackbird Road Depot Update needed from Housing	Peter Stephens			
ER&D	5.2.7	Ashton Green Client Brief for new school to investigate using greywater. Reported to Jun 1999 Committee. Water conservation measures form part of the Ashton Green Planning, Design and Development Guidance and Requirements adopted in December 2001, which sets standards for developers to follow. Submissions, including design statements and approaches to energy and sustainability issues have been received in September 2002, prior to the price tendering process. Greywater use is covered in the proposals received. on which Leicester Energy Agency provided guidance to Urban Design and Property Svs. Negotiations with potential developers ongoing. An outline planning application expected to be lodged late 2002.	Ian Tomie & Don Lack	On-going		
CS&NR	5.2.9 (1.1.21)	New leisure centre to be a flagship project for energy & water-saving features. To be included at design stage, to incorporate findings of action 5.2.3 (swimming pool backwash project). See 1.1.21 for progress.	Jacki Evans (with Energy/Env Team)	On-going		
SC&H	6.1.3	Photocopy Cards: Investigate inclusion of NWC staff into scheme and replacement scheme for Greyfriars staff	Mick Bowers Kevin Vernon	Dec 02		
RAD	6.1.5	Pilot an Intranet and monitor its potential for saving paper Intranet installed in Committee Secretariat. Monitoring data not currently available, analysis of printing costs to be undertaken by April 2003 to confirm reduction in hard copies (PD).	Jill Craig	Launched 1.3.99 Monitored Apr 2003		
Education	6.1.19	Education Actions to reduce paper. ESPO orders are made electronically Ensure everyone has an email account and received training September 2002: 98% of staff have accounts a) Encourage the use of the internet, intranet, email and network drives as an alternative to printing documents. b) Full time web developer has been appointed, Dept web group has been re-launched, all staff upgraded to Pegasus 4, growth in content of Intranet info f) HR section is in progress of procuring a document management system to replace approx 400,000 A4 sheets of paper	Ravi Shah Ravi Shah Section Managers ICT Manager	All Ongoing		
Education	6.1.19	Education Actions to reduce paper. c) Monitor the amount of paper ordered each month Encourage staff to copy double sided, print orders are checked when	J. Langham	All Ongoing		

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
		coded and signed, Regular checks made on signs by photocopiers. d) Assess the VFM of duplex printing for laser printers (£130 per printer). September 2002: 10 duplex printers now in use	Ravi Shah			
RAD & CX	6.1.20 & 6.2.12	To increase useage of recycled paper to 98% (2000,71%_ by Dec 2002 and to reduce overall use of paper by further 10% by Dec 2002. Action: Lack of data available on purchasing levels and use of re-cycled paper. Wide use of e-mail/intranet and training in the use of copiers, but need to collect data to develop a meaningful campaign. If data is available from Creativity Works and Procurement Team working party will report to DMT in April 03	Paul Davis	Working party report to DMT April 2003.		
All	6.2.2 (also 6.1.2)	See 6.1.2. On target to achieve 95% by Mar 2001.	see 6.1.2	See 6.1.2		
RAD	6.1.20 & 6.2.12	Develop TCCR actions to reduce and recycle paper. Internal working party Jan, will research paper use and recycling with a view to setting actions by Mar.	Paul Davis	On-going		
ER&D		a) Define management co-ordination and responsibilities for the Riverside Park. Develop joint working and keep long term arrangements under review. As of Sep 02 responsibilities are defined	Paul Leonard Williams/Anne Provan	Ongoing		
ER&D		Produce action plan/programme for achieving sustainable management (including management plan production) Sep 02; delayed due to staff sickness, still aim to complete by 31/12/02	Paul Leonard Williams/Anne Provan	2001-02		
ER&D		Carry out actions which help progress towards sustainable management a) Action plan delayed due to staff sickness, set back by 17K Riverside revenue budget cuts b) Good progress made on 01/02 Riverside projects work programme, including relevant SINC targets. c) Impact of budget reductions assessed and communicated. Riverside identifies as an area of 'budget pressure' in 02-03 budget process d) Format and frmaework for overall management plans drafted Priority habitat management plans drafted for Aylestone meadows and already guiding work programme	Paul Leonard Williams/Anne Provan	On-going		
ER&D		Review wording of EMAS target: Policy/marketing proposal to call area 'Riverside', rather than 'Riverside Park' - will require changes in wording of EMAS targets Include in Major Review of EMAS	Carol Brass/Mark Jeffcote	On adoption of Strategy final draft due Autumn 2001		
ER&D CS&NR	7.3.10	Identify and schedule SINCS Sep 02: no further action on this, no further SINC's have been identified	Sue Timms (E&D) Nick Gordon (Museums) Andy Lees (Environ) ?? (Parks)	April 2000 first tranche and review April annually		
ER&D	8.1.2	Local Plan standards for new developments and policies for access to open space and play areas. Deposit draft of Replacement City of Leicester Local Plan agreed by Members	Diana Chapman			

Target no.	Action no.	Description of action	Responsibilities	Completion date	Resources	Performance indicator
		in June 2001. Open Space Supplementary Planning Guidance to be published for consultation at the same time as the second deposit of the Replacement City of Leicester Local Plan in 2002-03				
CS&NR	8.1.6	Allotments Review has now been completed and report 'Allotment Strategy' paper went to cabinet 19/11 01. ??? perhaps should now remove action??? As now covered by 8.1.7 Further report to go to Cabinet with recommendations of rolling programme of works etc	Maria Bailey Vince Edwards	Report to Cabinet 19/11/01		
ER&D	8.1.9	Ashton Green Development Codes - standards for open space. Draft Ashton Green Development Codes developed in Spring 2001 include standards for open space. From the Development Codes, the have been evolved, were subjected to consultation and adopted as Supplementary Planning Guidance in December 2001. Open space and play requirements as set out will accord with maintaining the EMAS target level of provision across the city. Requirements are based upon National Playing Fields Standards and will consider advice in the newly available government Planning Policy Guidance (PPG17; published July 2002) which supports a local needs approach. Negotiations with potential developers ongoing. An outline planning application expected to be lodged late 2002.	Ian Tomie	On-going		