

## Appendix 2 PROPOSED EMAS Action Programme 04-05

Target No.	Action No.	Description of Action	Responsibilities	Timescale for Completion	Progress	Recommendation
<b>1</b>		<b>COUNCIL USE OF ENERGY &amp; FUEL</b>				
<b>1.1</b>	<b>(old no.)</b>	<b>Reduce the council's total building energy consumption (to 50% of the 1990 level by 2025)</b>				
ER&D	1.1.1 (1.1.5)	Programme of investment in energy efficiency (including use of Payback Fund)	Don Lack	Annually	A programme of energy efficiency investment, financed through a Payback Fund loan scheme is now operational and progress is reported to SCOG on a regular basis.	Continue
All Directorates	1.1.2	Ensure through Procurement that all new electrical equipment purchased by LCC meets highest energy standards (includes computers etc)	Don Lack	Ongoing	An IT policy has been adopted to replace old computer monitors with flat screen models which deliver 90% energy savings.	Continue and include heating equipment.
ER&D	1.1.3 (1.1.23)	Investigate power surges in summer; use of fans, maintenance of air conditioners, water coolers	Env team & Don Lack	September 2003	An investigation into reflective window film to reduce summer demand for electricity in air-conditioned offices at New Walk Centre is currently underway. The Env Team produced a fact sheet on the environmental impacts of water coolers that was placed on the intranet for staff members.	Continue
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	Ongoing	Programme of Flagship projects assessed	Continue
E,R&D	NEW	Consider establishing an Energy Service Company <b>ESCO</b> to help deliver affordable heat and power across the city.	Don Lack	Phase 1 by Feb 2006		
E,R&D	NEW	All Council buildings to have intelligent metering facilities installed.	Don Lack	By 2005		
E,R&D	NEW	All Council buildings to be certified for the <b>EU</b> Directive on energy performance	Don Lack	By 2005		
<b>1.2</b>		<b>Increase the council's use of renewable energy (from 0% in 1997 (Mar) to 20% of energy requirement in 2020)</b>				
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.	Don Lack	1 per year until 2020	The installation of a photovoltaics system at Leicester Leys Leisure Centre funded through DTI/EST demonstration scheme has taken place.	Continue
ER&D	1.2.2 (1.3.3)	5 district heating sites to have solar panels installed.	Don Lack	2020	Ongoing, including through possible ESCO development.	Continue
ER&D	1.2.3 (1.3.9)	Set up Renewable Supply Contracts for electricity (Green Tariffs).	Ian McKay	On-going	Renewable energy supply contracts have been set up for the council, with 50% of the	Continue

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					electricity used in larger buildings being generated from renewable sources.	
ER&D	NEW	Increase the proportion of contracted electricity supplies from sources which are exempt from Climate Change Levy <b>CCL</b> , to 50% of total requirement.	Don Lack	End 2004		
<b>1.3</b>		<b>Reduce the fuel used by staff vehicles at work (not commuting) (5% reduction of fuel used in 2000/01 by 2005/06)</b>				
RAD & all depts.	1.3.1 (1.5.3)	Corporate Staff Travel:, including a reassessment of staff recruitment and job descriptions	Env team & Zafar Saleem	March 03	A report is due to go to cabinet recommending the single mileage rate. In addition, the enforcement of existing conditions of service is being investigated to reduce mileage and the allocation of car parking spaces.	This action is on hold pending recruitment.
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	The purchase of more fuel efficient diesel vehicles has continued. During 2002/03, 93 vehicles were identified for replacement at a cost of £1,856,700. All of these vehicles were diesels with a higher MPG than their predecessors. The value of alternatively fuelled vehicles to the authority is still be considered.	Continue
ER&D	1.3.3 (1.5.6. (&1.4.2)	Publicise and promote alternative modes of transport	Env team and BUG	On-going	Cycle City pages have been placed on the intra/internet including cycling and pedestrian route maps. The use of alternative modes of travel by staff at work will be considered as part of the city council mobility management plan options paper.	Await the city council mobility management plan options paper.
ER&D	1.3.4 (1.5.10)	Include greener driving into proposed corporate Driver Policy	Elaine Butterworth	Sept 2003	Included in policy	Completed
None	1.3.5	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 ideas	Ongoing	A questionnaire survey of cycling facilities has been completed and the results posted on the BUG web page.	Continue
ER&D	1.3.6	Revise cycle policy and develop pack of info.	Env. Team & Personnel depts	March 2004	This action is on hold.	Continue to hold
E,R&D	NEW	Produce options paper on city council mobility management plan for corporate directors board	Eddy Tyrer	July 04		

<b>2</b>		<b>LEICESTER'S USE OF ENERGY AND FUEL</b>				
<b>2.1</b>		<b>Reduce the energy consumption of homes within the city (Increase SAP rating of houses) - Target yet to be developed</b>				
Housing	2.1.1	Actions LHES 6 & 7 -	Nick Morris	Ongoing	Key actions for council homes	Continue

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		Central heating systems, replacement boilers, double glazed windows Behavioural change			were achieved during 2002/03 including 505 new central heating systems for the first time, 1,173 boilers replaced with high efficiency combustion systems, and 2,405 double-glazed window replacements.	
Housing	NEW	Health Through Warmth	Nick Morris	End 04/05		
Housing	NEW	SRB6 CHESS (Humberstone Energy Conservation)	Nick Morris	End 06/07		
Housing	NEW	Warm Front (grants for benefit recipients)	Nick Morris	End 04/05		
Housing	NEW	Energy Sense	Nick Morris	End 04/05		
Housing	NEW	Energy efficiency grants for private houses from the housing investment programme	Nick Morris	Ongoing		
ER&D	NEW	Promotion of energy efficiency grants to staff at LCC	Alison McCafferty	Ongoing		
ER&D	NEW	Leicester Energy Efficiency Loan Scheme	Alison McCafferty	March 05		
ER&D	NEW	Distribution of free low energy light bulbs (8000 during 04/05)	Alison McCafferty	March 05		

<b>3</b>		<b>3 THE COUNCIL'S CONTRIBUTION TO AIR POLLUTION</b>				
<b>3.1</b>		<b>Reduce vehicle emissions (fleet and lease cars) – Target yet to be developed</b>				
	Also see 1.3.2 above					
ER&D	3.1.1	Purchase new ULSD Biodiesel - Env Team to investigate improvement in emissions	David Ison & Env Team	July 2002	All diesel vehicles within the council's fleet started to use a 5% blend of ULSD Biodiesel from July 2002. This will help to achieve a 5% reduction in lifecycle CO2 emissions and a 28% reduction in particulate emissions.	Consider increasing the % of ULSD biodiesel in the blend
RAD & all depts	3.1.2 (1.4.3)	Corporate Staff Travel – Ensure that lease cars are low emission (through procurement)	Env Team	To be added	A report has been produced on environmentally friendly standards and options for lease cars.	This action is on hold pending recruitment.
ER&D	3.1.3 (2.1.9)	Investigate EST funding available for retro fitting regenerating TRAPS to diesel engines	Env Team/David Ison	March 03	No funding was available from the Energy Saving Trust's Powershift programme for diesel engine particulate traps, although the Trust is revisiting its eligibility criteria. At present only one 18 tonne vehicle is fitted with a trap.	Continue

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<b>4</b>		<b>AIR QUALITY IN LEICESTER</b>				
<b>4.1</b>		<b>Improve air quality within the city (To achieve national air quality objectives for nitrogen dioxide by 2005)</b>				
E,R&D	4.1.1	<u>Key actions from Air Quality Action Plan</u> Assess contribution of different traffic sources of the key pollutants Asses the impact on pollution of traffic schemes which will be implemented within timeframe of air quality objectives Identify any shortfall and approp remedial measures Adjust traffic planning framework Incorporate 1-4 in stat AQAP	Evan Davis	Aug 04	The Stage Four Air Quality Review and Assessment was submitted to DEFRA at the end of September 2003. This examined the contribution of differing traffic sources to key pollutants, the impact of proposed traffic schemes on these pollutants, shortfalls and remedial measures. The results are being fed into the traffic planning framework and will form the basis of the Air Quality Action Plan which will be completed in the summer of 2004.	Continue with the Air Quality Action Plan
ER&D	4.1.2 (1.5.18)	Develop actions relating to Low Emission Zone plans	Adrian Russell	To be added	Proposals are currently being considered for a city centre access strategy that will incorporate Low Emission Zone plans.	Await city centre access strategy proposals.
<b>4.2</b>		<b>To reduce car trips to the city centre ( 4% reduction of 2001 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</b>				
	Also see action 1.3.1 above					
E,R&D	4.2.1	Leicester West Park & Ride scheme	Traffic Group	Await decision on bid.	The bid to central gov has recently been submitted	Await decision on bid.
E,R&D	4.2.2	Green Travel Plan for Leycroft Road	John Hackman	Sept 2003	The green travel plan has been produced and is being implemented. A temporary car park has been established for 2 years whilst the plan takes effect.	Request progress report to SCOG.
E,R&D	NEW	Commission consultants to produce a study to inform the City Centre Access Strategy	Eddy Tyrer	Consultants report April 05		
E,R&D	NEW	Cycle City promotional activity, including Bike Week	Andy Salkeld	Sept 04		
E,R&D	NEW	Production of commuter map for walking routes	Sally Slade	End 04/05		
E,R&D	NEW	North Leicester PCT Walking for Health Project	Sally Slade	End 04/05		
<b>4.3</b>		<b>Reduction in car journeys to school (25% reduction of 2001/02 level by 2011)</b>				
E,R&D	4.3.1	Increase number of EMAS schools	Env Team	Ongoing	4 schools now have EMAS and are investigating transport as an issue	Continue
E,R&D	NEW	Support production of 40 new school travel plans	Mark Korczac	End 04/05		
E,R&D	NEW	Introduce child pedestrian training into 10 schools	Sharon Mann	Jan 07		

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E,R&D	NEW	Schools and Cycle Skills Project	Andy Salkeld	March 2006		

<b>5</b>						
<b>THE COUNCIL'S WASTE</b>						
<b>5.1</b>						
<b>Reduce the amount of council waste going to landfill (40% of City Council waste to be recycled by 2005)</b>						
ER&D	5.1.2 (3.1.4)	Set up corporate waste contract	Steve Weston	End 03/04	The corporate waste contract is now operational but the recycling dimension still needs to be developed. Existing contracts with waste management companies are being cancelled and all city council buildings shall be using the corporate contract by August 2004. Trials of a recycling scheme involving the separation of paper will start early in 2004 with the residual waste going to the waste management facility at Bursom Business Park when it becomes operational in July 2004. Baseline data will be available for 2004/05 although this will be an estimate using information from the first group of buildings to use the recycling scheme.	Continue
ER&D	5.1.1 (3.1.1)	Re-promotion of office re-cycling scheme	To be added	March 2004	This will take place early in 2004 when the recycling component of the new corporate waste contract is introduced.	Continue
ER&D	NEW	Ensure all building and depot managers move across to the City Cleansing service	Building and Depot Managers	End 04/05		
ER&D	NEW	Substitute waste collection containers in buildings	Steve Weston	End 04/05		
ER&D	NEW	Establish working party to introduce office waste recycling trials	Steve Weston	From Jan 04		

<b>6</b>						
<b>WASTE FROM LEICESTER</b>						
<b>6.1</b>						
<b>Increase recycling of household waste (40% of household waste collected in 2005 to be recycled)</b>						
ER&D	6.1.1 (4.1.3 (3.1.12)	Provide municipal biowaste facility.	Steve Weston	Dec 2005	The new waste management facility at Bursom Business Park will become operational in July 2004.	Continue
ER&D	6.1.2 (4.1.7)	Replacement programme for wheelie bins from 240 litre to 140 litre capacity.	Steve Weston	Start Apr 1998 and ongoing	The replacement programme for wheelie bins from 240 to 140 litre capacity is ongoing and will be continued by Biffa Leicester.	Continue

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ER&D	NEW	3 month contract assessments to ensure the 40% target is maintained as a minimum	Steve Weston	Until May 2028		
<b>6.2</b>		<b>Reduce the amount of construction waste going to landfill - Target yet to be developed</b>				
ER&D	6.2.1	Feasibility study for a city-wide construction and demolition waste management strategy	Env Team	Dec 2003	An expression of interest has been submitted to the LSEP to obtain funding to undertake the feasibility study.	Continue
ER&D	NEW	Establish a pilot construction and demolition waste recycling centre in the City	Steve Weston & Env Team	End 05/06		

<b>7</b>		<b>THE COUNCIL USE OF WATER</b>				
<b>7.1</b>		<b>Reduce potable water used in council buildings (5% reduction of 2000 levels by 2005)</b>				
ER&D	7.1.1 (from Energy section)	Programme of investment in water efficiency.	Don Lack	Annually	Water reduction projects are eligible for funding under the council's Payback Fund scheme, an example of this being the 'Waterguard' programme for schools.	Continue using council's Payback Fund scheme
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	Ongoing	Programme of Flagship projects assessed	Continue
ER&D	7.1.3	Programme of sub metering and intelligent metering of all council buildings	Don Lack	2005	Intelligent metering is now installed in 60 buildings providing water management officers with accurate and up to date information about water consumption and this should help encourage progress towards this target.	Continue
ER&D	7.1.4	Programme of projects for greywater	Don Lack	Annually	Rainwater harvesting at swimming pools is under investigation.	Continue
ER&D	NEW	Reclaim water used during filter backwash at swimming pools.	Don Lack	End 2006		

<b>8</b>		<b>COUNCIL USE OF PAPER</b>				
<b>8.1</b>		<b>Reduce consumption of paper (5% reduction in the quantity of paper purchased in 2000, by 2003)</b>				
ER&D & RAD	8.1.1	Awareness raising campaign for revised Corporate Paper Policy	Env Team Kevin Vernon	Dec 03	The awareness raising campaign was successfully delivered. However the impact on out-sourced paper and documents has been very limited.	Completed
ER&D	NEW	On an ongoing basis consult with individuals likely to be using large quantities of out-sourced printed materials and ensure key publications comply with the paper policy.	Env Team	Ongoing		
<b>8.2</b>		<b>Increase the use of recycled paper (98% of the paper purchased in 2003 to be 100% recycled post consumer waste)</b>				

Target no.	Action no.	Description of action	Responsibilities	Completion date	Progress	Recommendation
	See actions under 8 above					

<b>9</b>		<b>THE QUALITY OF THE NATURAL ENVIRONMENT ON COUNCIL OWNED LAND</b>				
<b>9.1</b>		<b>To ensure key aspects of the natural environment on council-owned land are sustainably managed (to develop management plans for parks, open spaces, the riverside and trees and woodland by 2005)</b>				
CS&NR	9.1.1	Develop management plans for parks & open spaces	Bob Mullins	2005	At the end of the financial year a total of ten plans had been completed with another ten in progress. The total of approximately 80 plans should be complete by 2005.	Continue
ER&D	9.1.2	Develop management plans for the riverside, including Aylestone Meadows Local Nature Reserve during 04/05	Paul Leonard-Williams	2005	Management Plans for priority ponds and wetlands and scrub and woodland at Aylestone Meadows have been completed as working drafts, and implementation of these plans has now commenced. Information gathering has also commenced to help develop an overall Riverside Management Plan. Furthermore, riverside strategic and management information has been fed into the Leicester Regeneration Company Masterplan process and riverside capital and revenue programmes have continued to help sustain riverside sites.	Continue
CS&NR	9.1.3	Develop management plans for trees & woodland	Alan D'Albe	2005	Baseline data for tree management plans for 251 sites including 22 parks and 128 highways were collected.	Continue
<b>9.2</b>		<b>Ensure prime ecological sites are retained (<i>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..</i>)</b>				
CS&NR	9.2.1 (7.3.4)	Ensure maintenance and management retain the ecological quality of the site as part of the management plan process.	Officers responsible for producing and implementing management plans	Ongoing	Implementation of management plans will commence as the plans are completed (see actions under 9 above)	Continue
ER&D CS&NR	9.2.2 (7.3.12)	Dissemination of information through Site Alert Map and SINC notification documents.	Sue Timms	With Local Plan Summer 2003	The site alert map and supplementary planning guidance is now on the council's internet site. Hard copies of the site alert map will be produced and distributed after the local plan public	Continue

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ER&D CS&NR	9.2.3 (7.3.13)	Maintain and update SINCE and BES information on Map Info	Sue Timms Andrew Penn	On-going	inquiry in 2004. This has continued.	Continue
<b>9.3</b>		<b>Develop measurable indicators of ecological quality (completion of first monitoring programme by 2010)</b>				
CS&NR	9.3.1 (7.4.13)	Carry out Phase 1 Habitat Survey	Nick Gordon	2004	There has been no progress due to lack of officer in post. An officer may be appointed early in 2004.	This action is on hold pending recruitment.
CS&NR	9.3.2 (7.4.14)	Carry out programme of Phase 2 surveying	Nick Gordon	Annually	There has been no progress due to lack of officer in post. An officer may be appointed early in 2004.	This action is on hold pending recruitment
CS&NR	9.3.3 (7.4.15)	Set up Environmental Records Database	Nick Gordon	Jan 03	Database installed at New Walk Museum. There has been no further progress due to lack of officer in post. An officer may be appointed early in 2004.	This action is on hold pending recruitment

<b>10</b>		<b>THE USE OF THE COUNCIL'S OWN LAND</b>				
<b>10.1</b>		<b>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>)</b>				
CS&NR	10.1.1 (8.1.7)	Identify opps for creation of open space within allotments strategy	Ray Tunks	end 03/04	Five new areas for the creation of publicly accessible open space have been identified (the Orchards, Harrison Road, Stokeswood Park, Fosse Lane, and Queens Park Way) and a possible additional area may be agreed in the near future (Groby Road). No management plans for allotment areas have been developed to date as they are not considered necessary at present.	Continue

<b>11</b>		<b>QUALITY OF LEICESTER'S BUILT ENVIRONMENT</b>				
<b>11.1</b>		<b>To create a sustainable built environment within the city - Target based on the Leicester Better Building Guidance yet to be developed</b>				
ER&D	11.1.1	Develop Leicester Better Building Guidance	Diana Chapman & Env Team	End 03	The guidance has been published and £50,000 obtained to support implementation.	Continue with implementation
ER&D	NEW	Work with the managers of major LCC built environment projects to ensure	Env Team	Ongoing		



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		they adopt the principles of sustainable construction (eg. Leicester Performing Arts Centre, Buswell Lodge Primary School classroom replacements)				
ER&D	NEW	Work with major partners in the City to ensure that built environment projects adopt the principles of sustainable construction (eg. LRC Masterplan)	Env Team	Ongoing		

12		<b>STREET CLEANLINESS IN LEICESTER</b>				
12.1		<b>To improve the cleanliness of the city centre (Cleansing Index – PSA measure – in the city centre to be 75% or above by 2005)</b>				
ER&D	12.1.1	Actions contained in PSA action plan - <ul style="list-style-type: none"> <li>- Purchase of new cleaning machines?</li> <li>- Increasing number of litter wardens</li> </ul>	Dave Atkins	2005	Three litter wardens have been employed since March 2003 so that paired patrols can take place Monday to Saturday. In August 2002 an additional 'Street King' mechanical sweeping vehicle and a street scrubbing machine commenced operations in the city centre. An 'anti-litter week' was held from April to May 2003 and this was used to launch the statutory fixed penalty ticket for dropping litter.	Continue with actions contained in PSA plan
ER&D	NEW	Appoint two Area Service Managers for the city centre to co-ordinate work on street cleaning, graffiti removal, fly poster removal and waste management.	David Atkins	Summer 2004		

13		<b>EDUCATION AND AWARENESS RAISING IN LEICESTER</b>				
13.1		<b>To improve awareness of environmental issues amongst Leicester residents - Target yet to be developed</b>				
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	Future campaigns were defined and the "Keep Leicester Cool" campaign was launched in October.	Continue with 3 year programme (dependent on extra resources being identified)
ER&D	NEW	Continue with NRF funded programme for schools to gain EMAS registration	Env Team	End 06/07		