

**ENVIRONMENT STRATEGY ACTION PLAN 2006/07**

**SHORT TERM ACTION PLAN**

<b>Outcome "A": To increase participation in implementation of the Environment Strategy throughout Leicestershire County Council</b>				
	<b>ACTIVITIES</b>	<b>BY WHEN</b>	<b>BY WHOM</b>	<b>OTHER OUTCOME LINKS</b>
1	All County Council members and employees to receive County Green newsletter County Green Team meeting minutes posted on CIS	Minimum of three issues per year	County Green Editorial Board SDO	B, C, D, E, F, G
2	An Annual Report on progress of the Environment Strategy available for all members and staff via CIS	Annually by End May	Sustainable Development Officer (SDO) County Green Team	B, C, D, E, F, G
3	Run themed campaigns	At least one annually by end March	SDO County Green Team/ HTWM	B, C, D, E, F, G
4	With schools <ul style="list-style-type: none"> <li>• encourage / promote environmental education</li> <li>• prepare / provide environmental education resources</li> <li>• include above resources on EcoSchools web page</li> <li>• Widen EcoSchools participation through registrations</li> <li>• Hold meetings of officers involved in environmental</li> </ul>	4 new Eco Schools a year Information available for all schools  Ongoing	EcoSchools programme HTWM/ Education SDO	B, C, D, E, F, G

	education support with schools	At least 2 per year		
5	Facilitate environmental education providers network	3 meetings annually, ongoing	Education, SDO	B, C, D, E, F, G
6	Encourage staff to contribute – <ul style="list-style-type: none"> <li>• Environmental volunteering opportunities at LCC properties. Potential for stress busting and team building activities</li> <li>• Wildlife surveys</li> <li>• Introduce staff suggestion scheme</li> </ul>	Ongoing  End March 2007	County Green Team/SDO	B, F, G
7	Ensure that the dissemination and availability of environmental information meets the requirements of the Environmental Information Regulations as a minimum to support decision making	Ongoing	HNE/LERC Team	B, C, D, E, F, G
8	Promote better access to environmental information in the context of other heritage information	Ongoing	PIE Team	B, C, D, E, F, G

<b>Outcome “B” To ensure staff receive the necessary support in the implementation of the Strategy</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
1	Produce or make available leaflets for staff on sustainable lifestyles e.g. water saving, energy efficiency, car buying and transport	Ongoing as new initiatives occur	SDO/ HR/ All Depts	A, C, D, E, F, G

2	Produce 'Greenflash' on particular environmental issue – tie into campaigns and seasons	Minimum 2 per year	SDO	A, C, D, E, F, G
3	Programmes of lunchtime talks and presentations	Minimum 2 per year	County Green Team	A, C, D, E, F, G
4	Environmental awareness training for key staff	Minimum 1 per year	SDO/County Green Team	A, C, D, E, F, G
5	Investigate inclusion of Environmental Management in management training	End March 2007	HR/ SDO	G
6	Develop County Green 'branded' notices to raise awareness throughout work space	End June 2006	SDO/Graphics	A, G

**Outcome "C" To minimise waste and increase the percentage of recycling from Leicestershire County Council sites**

	<b>ACTIVITIES</b>	<b>BY WHEN</b>	<b>BY WHOM</b>	<b>OTHER OUTCOME LINKS</b>
1	Finalise waste audit action plan	End July 2006	HTWM	A, G
2	Report waste audit results and action plan to SMT/ CMT	End July 2006	HTWM	A, G
3	Coordinate implementation of waste action plan	From Sept 2006	HTWM/ SDO	A, G
4	Investigate the Introduction of recycling collections at all main satellite sites	Report by End Sept 2006	Community Services/ HTWM	A, G
5	Monitor the percentage of recycled paper in all printing and copying in Central Print	Ongoing	Chief Execs/ County Green Team	A, B, D, G
6	Agree an acceptable percentage of recycled paper in all external printing jobs	End Aug 2006	Chief Execs/ County Green Team	A, B, D, G
7	Promote purchasing of recycled paper in Depts	Ongoing	ESPO/All depts	A, B, D, G

8	Investigate opportunities for printing efficiencies and promote throughout Depts	Ongoing	ICT/SDO/All depts	A, B, D, G
9	Investigate opportunities for reducing waste to landfill from ICT packaging and consumables	End March 2007	ICT/SDO	B, D, E, G
10	Collect information on the amounts of waste diverted from landfill by EcoSchools	End Aug 2006	SDO/schools	G

**Outcome “D” – To achieve improved environmental performance through ensuring staff are better informed of the environmental impact of potential purchasing decisions**

	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
1	Encourage the use of the environmental purchasing guidelines - part of the general purchasing guidelines – through training and promotion	After launch	Resources/ ESPO/SDO	B, C
2	Develop minimum environmental standards for common purchases to compliment e-procurement programme.	End Aug 2006	SDO/ Community Services e-Procurement pilot	C, E, G
3	Develop local food procurement pilot project in Social Services for dissemination	End Aug 2006	SDA/Social Services	E, G
4	Ensure that an assessment of significant environmental risks associated with the Authority’s major contractual arrangements is taken into account in departmental risk registers and in the annual service planning processes.	End March 2007	All purchasing departments	A, G
5	Investigate use of Fairtrade tea/coffee as default choice at County Hall, then introduce to other sites	End Aug 2006	SDA/Catering Dept	A, D, G

**Outcome “E”- To help tackle climate change by;**

- **Increasing energy efficiency across the County Council estates.**
- **Increasing the proportion of our energy demand met by renewable sources.**
- **Reducing our greenhouse gas emissions.**
  - **Achieving improved efficiency of water use by setting and achieving targets for water consumption reduction**

	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
1	Carry out programme of energy audits at all schools seeking eco school status	March 2007	Resources, Education	D, G
2	Present findings of Corporate Energy and Carbon Audit	May 2006	SDO	A, B, G
3	Develop a Corporate Climate Change and Energy Strategy	End March 2007	Resources/ SDO	A, G
4	Energy efficiency campaign at County Hall; feedback results	March 2007	County Green Team/SDO	A, G
5	Develop proposal for Photovoltaic cells on Morse Cottage roof at Beaumanor Hall	August 2006	Resources/ Education/ SDO	A, B, G
6	Continue to purchase green electricity wherever possible	Ongoing	Resources, ESPO /	A, G
7	Encourage green travel options for county council business and journeys to work– cycling; public transport; car sharing	ongoing	County Hall Travel Plan Co-ordination Team	A, B
8	Implement 2006/07 actions (currently being developed) from the County Hall Travel Plan	March 2007	County Hall Travel Plan Co-ordination Group	A, G
9	Complete a comprehensive assessment of water consumption per building occupier at County Hall	June 2006	Resources	G

10	Instigate a water efficiency campaign at County Hall	End August 2006	Resources /SDO	A, B, C, G
11	Replacement of bottled water with mains fed water coolers where technically/ physically possible	End March 2007	Chief officers	G
12	Investigate opportunities for reduced emissions from LCC transport fleet	March 2007	All depts/SDO	A, B, D, G
13	Investigate opportunities for availability of clean vehicles through Lease Scheme	March 2007	SDO/ESPO	A, B, D
14	Investigate energy saving specifications and practices for ICT equipment	End March 2007	ICT/SDO	A, B, D, G
15	Collect information on the energy and water savings achieved by EcoSchools	August 2006	SDO/Schools	G

<b>Outcome “F” – To improve biodiversity through increasing the number of Biodiversity Action Plan (BAP) priority habitats on Leicestershire County Council sites</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
1	Complete a comprehensive wildlife survey of the County Hall site (including a bat survey)	Sept 2006	Ecology/SDO/Bat Group	A, B, G
2	Develop an action plan for improvements to the County Hall site	March 2007	CTS/ Resources/ Community Services	A, F
3	Develop a proposal for County Hall Roof Garden as example of low maintenance/low water garden	End August 2006	Resources/ Community Services	A, B, E, G

4	Encourage and support the development of nature areas on LCC premises	Minimum 1 per year	CTS/ HNE - Community Services	A, G
5	Establish a co-ordinated recording system and associated data management systems to compile an inventory of protected species and BAP priority species on LCC estates, so that LCC can comply with legislation and its obligations toward the Biodiversity Action Plan	March 2007	Community Services - HNE/ Resources/ HTWM	G
6	Establish a programme of mapping areas of priority habitat on LCC estates, beginning with Country Parks	Country Parks completed by end March 2007	Community Services HNE and Country Parks	G
7	Recording of priority wildlife species on LCC estate sites	Ongoing	All staff/Holly Hayes	A, G

<b>Outcome "G" – To demonstrate environmental benefits for the community by promoting good environmental practice</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
1	Environmental Policy Statement displayed in all key LCC locations	Ongoing	SDO/ County Green/ Resources	A, B, C, D, E, F
2	Regular articles in internal and local press and publications	Minimum 4 per year	SDO/ Public Relations	A, D
3	Provide support to business and partners for improving their environmental performance. Provide examples of good environmental practice.	Ongoing	SDO/ Procurement Group/ ENABLE	A, B, C, D, E, F
4	Review the usage and effectiveness of the sustainability appraisal scheme	March 2007	SDO	A, B, D

5	Identify the key environmental aspects for LCC	March 2007	SDO	C, D, E, F
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## **LONG TERM ACTION PLAN**

Longer term outputs –reference letters/ numbers in brackets

<b>Outcome (A): To increase participation in the implementation of the Environment Strategy throughout Leicestershire County Council</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
(1)	Develop a network of Green Champions across the authority	2008	County Green Team	A, C, E, F, G
(2)	Improve access to environmental information (including Heritage information) in LCC	2008	PIE Team	A, C, E, F, G

<b>Outcome (B) To ensure staff receive the necessary support in the implementation of the Strategy</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
(1)	Develop a programme of targeted training to integrate sustainability issues into all service areas	2010	SDO/All Depts	A, C, D, E, F, G

<b>Outcome (C) - To minimise waste and increase the percentage of recycling from Leicestershire County Council sites</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
(1)	Aim to increase percentage of recycled paper used for	ongoing	ESPO/ all depts.	A G

	printing/copying			
(2)	Implement action plan to reduce waste production, minimising waste to landfill and increasing recycling at County Hall site	March 2008	HTWM	A, B, , D, E, G
(3)	Establish a percentage target for the reduction of waste to landfill from County Hall site initially to be followed by others	2008	All Depts	A, E, G

<b>Outcome (D) – To achieve improved environmental performance through ensuring staff are better informed of the environmental impact of potential purchasing decisions</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
(1)	Audit the practices of; and benefits of, the environmental purchasing guidelines contained within the General Purchasing Guidelines	1 year post introduction	Procurement Team/ ESPO/ SDO	A, G
(2)	Identify contracts from the Forward Plan of Contracts with significant environmental impacts and offer support for tender specification	ongoing	Procurement Liaison Group/ESPO/SDO	D, G
(3)	Include in invitations to tender/negotiations for partnerships a requirement on bidders to submit optional, priced proposals for the delivery of specified community benefits, which are relevant to the contract and which add value to the Community Strategy	2008	All purchasing depts	A, G
(4)	Liaise with key suppliers to help them – <ul style="list-style-type: none"> <li>• improve their environmental performance</li> <li>• understand the Authority’s environmental approach</li> </ul>	2010	All purchasing depts	A, G

<b>Outcome (E) - To help tackle climate change</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
(1)	Develop proposals for investment in renewable energy generation	2008	County Green Team	C, D, G
(2)	Investigate policy for all new LCC buildings to meet BREEAM Very Good/Excellent Standards	2009	Resources/SDO	A, B, C, D, E, F, G
(3)	Complete Energy Audits and action plans to improve poorly performing sites	2008(following production of Energy Strategy)	Resources	A,B

<b>Outcome (F) – To improve biodiversity through increasing the number of Biodiversity Action Plan (BAP) priority habitats on Leicestershire County Council sites</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
(1)	Link species database to appropriate management system	End 2008	Community services HNE	G
(2)	Identify areas of LCC estates providing opportunities for habitat creation and establish a development plan	March 2008	Community Services HNE/ Resources/ HTWM	G
(3)	Develop a programme of mapping areas of priority habitat on LCC estates including farm estates, roadside verges etc	March 2008	Community Services HNE/Resources/HTWM	G

(4)	Establish restoration/conservation as a primary site management objective on all areas of priority habitat on LCC estates as appropriate to current tenancy/legal agreement and opportunities provided by agri-environment schemes. Incorporate appropriate actions and monitoring programmes in site management plans, report on progress.	March 2008	Community Services HNE/ Resources/ HTWM	G
(5)	Designate sites identified as priority habitats as wildlife sites or SINCS	Ongoing	Community Services/ Resources/ HTWM	G

<b>Outcome (G) – To demonstrate environmental benefits for the community by promoting good environmental practice</b>				
	ACTIVITIES	BY WHEN	BY WHOM	OTHER OUTCOME LINKS
(1)	Beaumanor Hall to work towards achieving EcoCentre status	2008	Beaumanor Hall Staff and SDO	A, D, E, F
(2)	Huntingdon Court EPH – developing an Environmental Management System – role out to other sites if successful	Ongoing	Huntingdon Court Staff and SDO	A, D, E, F
(3)	Implement an environmental management system initially in a single business unit followed by the whole authority	2010	SDO	A, B, C, D, E, F
(4)	Complete environmental audits of business units identified with significant environmental impacts	At least one per year from March 2007	SDO/local staff	A, B, C, D, E, F
(5)	Produce a publicly available environment report	May 2007	SDO	A, G
(6)	Include indicators and targets in the environment strategy action plan	March 2007	SDO	A, B, C, D, E, F
(7)	Investigate setting environmental standards for buildings to be	March 2009	Resources/SDO	A, B, C, D, E, F

	developed on land sold by LCC			
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