AUDIT COMMITTEE – 6TH JUNE 2017

Report of the Head of Planning and Regeneration

Part A

ITEM 7 ENVIRONMENTAL AUDITS

Purpose of Report

The purpose of this report is to update the Committee on the outcome of the environmental audits undertaken for 2016/17.

Recommendation

That the Committee notes the outcome of the environmental audit process, including the identified actions for any mitigation required.

Reason

To ensure the Committee is kept informed of the Council's approach to managing environmental risks related to the Environmental Management System.

Policy Context

The Council has an in-house Environmental Management System to manage legal compliance with environmental regulations and environmental impact arising from its activities and operations. The Council's Corporate Plan sets a commitment to 'protect our natural resources' and the Council has adopted Climate Local, a Carbon Management Plan, a Zero Waste Strategy and a Green Spaces Strategy towards this aim. .

The driver for implementing and improving the Council's Environmental Management System comes from the Council's Environmental Policy which can be seen at http://www.charnwood.gov.uk/pages/sustainability. The Policy was adopted by Cabinet in October 2015 and establishes a framework for setting objectives and targets for environmental improvement. Climate Local provides the action plan for the Council to maintain and improve its environmental performance. Climate Local is published on the Council's website at http://www.charnwood.gov.uk/pages/climate_local. A Carbon Management Plan has also been approved by Cabinet in December 2015 to reduce the Council's impact on climate change.

Implementation Timetable

Reports will continue to be submitted to the Committee on an annual basis.

Report Implications

The following implications have been identified for this report.

Financial Implications

The costs of preparing and providing strategic management for the implementation of the EMS are met from within the Planning and Regeneration Service budget. The costs of implementing the EMS in respect of operations and activities undertaken by the Council are met from within the existing budgets of individual service areas that the EMS covers. The Council's Sustainability Officer provides the strategic resource to manage the in-house EMS.

Risk Management

The risks associated with the EMS implementation and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	**Likelihood**	**Impact**	**Risk Management Actions Planned**
Failure to comply with environmental legislation leads to damage to built and natural assets, reputation, and civil or criminal action being taken against the Council	Possible	Moderate	Access to Newground Legislation Service, Staff Inductions, Sharing of best practice through sector specific resources and officer forums
The Council fails to meet broader environmental objectives outlined within its policy	Unlikely	Minor	Audit and Scrutiny Committees in place to review annual performance

Sustainability

An Environmental Management System will help ensure environmental legal responsibilities are met and more easily managed on a day to day basis. The EMS will help manage waste and resources more effectively and reduce cost.

Key Decision: No

Background Papers: None

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Part B

Background

1. The Council has an in-house Environmental Management System for Council owned property at Southfield Road / Information & Computer Services building, Loughborough Town Hall, Charnwood Museum, Oak and Ark Business Centres and Woodgate Chambers. It relates to the direct operations of the Council and not to any activities sub-contracted to other operators (such as domestic and municipal waste collection). The Environmental Management System does not deal with activities related to the enforcement of environmental or planning Regulations aimed at reducing impacts across the Borough, except where these relate directly to the Council's own actions and activities. The Sustainability Officer provides the resource to coordinate the in-house Environmental Management System programme overseen by the Senior Management Team. Implementation of the Environmental Management System is the direct responsibility of the service areas carrying out activities and operations that fall within its scope.

2. The Environmental Management System is available on a shared project site on the Intranet that contains the Environmental Management Manual, Environmental Practices Manual and other relevant records and reports. Each building has an Environmental Practices Manual that provides for the systematic management of environmental impacts within that building, area or department under the control of Charnwood Borough Council. The Practices Manuals provide information regarding environmental management of operations relating to direct emissions to air from council activities; direct emissions to water from council activities; contamination of land from council activities; waste management from wastes arising from the council's own activities; control of Legionella Bacterium; fire risk assessments and safety procedures and the control of asbestos. Buildings managers have access to amend documents in the shared drive and can therefore update the relevant Practices Manual where necessary.

Legal Compliance

3. The Sustainability Officer has overall responsibility for keeping information on environmental aspects and their associated legislative requirements. 'Environmental aspects' are any element of the Council's activities that can interact with the environment. The current method of updating legal information about the environment is provided by Newground Legislation Update Service on a monthly basis.

Environmental Audits

4. Environmental audits took place during September 2016 and March 2017 to check legal compliance and implementation of the Environmental Management System. Audits included the Oak and Ark Business Centres, the Museum, Town Hall, Southfield Road offices, Information & Computer Services building and Woodgate Chambers. The outcome of audits are reported to building managers and heads of service and, where issues have been raised, recommendations for mitigating actions are made (a copy of the audit summary is appended for reference). Recommendations for mitigating actions are for the service areas/responsible managers to implement at the earliest opportunity having regard to the scale of risk.

Monitoring

5. To ensure actions identified by environmental audits are addressed in a timely way, the audit cycle is 6 monthly and outcome of reports are considered by SMT. Actions are reported to Audit Committee on an annual basis.

Timetable

6. The timetable for the 2017 environmental audit cycle is shown in the table below.

Event	**Description**	**Date**
Environmental Compliance Audit	To review the progress being made by building managers	March 2017
SMT Briefing of outcome	To consider non-compliance and any mitigating actions	May 2017
Audit Committee	To receive a report on the outcome of environmental audits	June 2017
Environmental Audits – Follow-up	To review the progress being made by building managers	Autumn 2017
SMT Briefing	To monitor the mitigating actions	Autumn 2017

Appendices

Appendix A – Summary Results of Internal Environmental Audits

Appendix A

Summary Results of Internal Environmental Audits

Risk Number / Risk		Date	Likeli-hood	Impact	Owner	Contingency /Mitigating Actions	Status	Update	Date Last updated	Date Closed
Oak and Ark Business Centres										
01	Incorrect disposal of waste materials	April 2016	Possible	Moderate	Property	The contractual obligation of tenants to correctly dispose of waste materials needs to be enforced at the Business Centres Progress to be reviewed at Autumn 2017 audits.	Green	Waste bins have been relocated at the Oak Business Centre to give better access to each bin with guidance on correct waste / recycling disposal. The area around the old position of the bins has been cleared. The cost of clean-up will be invoiced to tenants. Requires ongoing monitoring to make sure tenants continue to dispose of materials correctly.	March 2017	
02	Failure to make sustainable travel benefit information easily accessible to staff throughout the organisation will compromise the success of the Travel Plan	April 2016	Possible	Insignificant	Sustainability Communications Managers	Schedule ongoing promotions to ensure staff are aware of sustainable travel schemes Include details in new staff sustainability induction module	Green	The Sustainable Travel Plan has been adopted and promoted on the Intranet. The staff forum has been updated on the travel plan. Actions to promote sustainable travel are included in the Green Impact programme. A staff induction module has been prepared and promoted through One Charnwood.	March 2017	

Risk Number / Risk		Date	Likeli-hood	Impact	Owner	Contingency /Mitigating Actions	Status	Update	Date Last updated	Date Closed
03	Lack of Fire Risk Assessment document onsite	April 2016	Possible	Moderate	Health & Safety Building Manager	Locate Fire Risk Assessment (FRA) If not found, a new FRA should be carried out and kept on site and be easily accessible	Green	All Fire Risk Assessments are up to date and accessible.	March 2017	March 2017
Town Hall										
04	Failure to apply the Waste Hierarchy may lead to breach of Waste Regulations resulting in excessive costs of disposal and potential loss of reputation	April 2016	Possible	Minor	Town Hall Manager	Review waste disposal in Autumn especially wood boards Review impact of the end of the BID contract	Green	All waste is now under control and allocated a registered disposal contractor. No changes due to BID contract – recycling still taking place as usual.	March 2017	March 2017
05	Failure to make sustainable travel benefit information easily accessible to staff throughout the organisation will compromise the success of the Travel Plan	April 2016	Possible	Insignificant	Sustainability Communications Managers	Schedule ongoing promotions to ensure staff are aware of sustainable travel schemes Include details in new staff sustainability induction module	Green	The Sustainable Travel Plan has been adopted and promoted on the Intranet. The staff forum has been updated on the travel plan. Actions to promote sustainable travel are included in the Green Impact programme. An induction module has been prepared and promoted in One Charnwood.	March 2017	

Risk Number / Risk		Date	Likeli-hood	Impact	Owner	Contingency /Mitigating Actions	Status	Update	Date Last updated	Date Closed
06	Energy performance data on building not meeting legislative requirements	April 2016	Possible	Insignificant	Town Hall Manager Property	Check with asset management whether the building meets the threshold and whether action is being taken Confirm certificate on display at Autumn 2017 audit	Green	DEC updated – new certificate needs to be displayed in the foyer.	March 2017	
07	Asbestos survey not on site could lead to harm to human health if contractors not made aware of asbestos location	April 2016	Unlikely	Moderate	Town Hall Manager Property	A photocopy of asbestos survey is now onsite	Green	A review of asbestos locations and update to centrally held information is currently being undertaken by asset management.	March 2017	March 2017
08	Improvements to emergency lighting	April 2016	Possible	Moderate	Property	Proposal has been put forward under the carbon management programme	Green	Emergency lighting has been upgraded.	March 2017	March 2017
09	Failure to replace boiler as recommended in CMP could result in excessive energy costs, costly repairs and/or breakdown of the heating systems leading to potential loss of business.	March 2017	Likely	Moderate	Property	Boiler to be replaced as identified in Carbon Management Plan Review progress at Autumn 2017 audit	Amber	There was a problem with the existing boiler, which created a flood. General efficiency is also dropping as the boiler is now reaching the end of its lifespan.	March 2017	

Risk Number / Risk		Date	Likeli-hood	Impact	Owner	Contingency /Mitigating Actions	Status	Update	Date Last updated	Date Closed
Charnwood Museum										
10	Failure to apply the Waste Hierarchy may lead to breach of Waste Regulations resulting in excessive costs of disposal and potential loss of reputation	April 2016	Possible	Minor	Museum Manager	Review impact of the end of the BID contract	Green	The change of management at the BID has not affected recycling by SERCO which is offered free of charge.	March 2017	March 2017
11	Failure to remove stored wastes could increase the damage arising if a fire occurs as the wastes represent a significant fuel source in a key open area. Failure to remove these wastes is also a breach of recommendations made in the previous audit and compromises the Council's Environmental Policy	April 2016	Possible	Moderate	Museum Manager	Stored wastes need to be categorised for disposal and suitable registered waste carriers found to remove the waste in a safe and environmentally responsible manner. Waste scheduled to be cleared after the 2016 summer season and then postponed to January 2017.	Amber	Large amounts of stored waste – mainly furniture, old display materials and items of electrical goods (e.g. overhead projector), have not been removed as identified in 2016 audit reports and are constituting a potential fire hazard.	March 2017	

Risk Number / Risk		Date	Likeli-hood	Impact	Owner	Contingency /Mitigating Actions	Status	Update	Date Last updated	Date Closed
12	Failure to make sustainable travel benefit information easily accessible to staff will compromise the success of the Travel Plan	April 2016	Possible	Insignificant	Sustainability Communications Managers	Schedule promotions to ensure staff are aware of sustainable travel schemes Include details in new staff sustainability induction module	Green	The Sustainable Travel Plan has been adopted and promoted on the Intranet. The staff forum has been updated on the travel plan. Actions to promote sustainable travel are included in the Green Impact programme. An induction module has been prepared and pomoted in One Charnwood.	March 2017	
13	Energy performance data on building not meeting legislative requirements	April 2016	Possible	Insignificant	Museum Manager Property	Charnwood Museum is classed as a small building and only requires a Display Energy Certificate every 10 years rather than annually.	Green	The certificate is still valid although displaying an out of date expiry. No further action required.	March 2017	March 2017
14	Failure to replace the heating controls could result in excessively high heating costs and increased carbon footprint	March 2017	Likely	Minor	Property	There is an opportunity to save money by improving the controls on the heating system. Target date Autumn 2017	Amber	The cost of replacing the heating controls has been approved under the carbon management scheme budget but is yet to be implemented.	March 2017	
Southfield Road Offices										
15	Failure to apply waste hierarchy due to recyclable materials	March 2017	Likely	Insignificant	Property	Requires further review and analysis as to whether new bins should be installed in office areas (cost/benefit analysis).	Green	Materials found in general waste could be recycled if separated at source. More skips in the yard	March 2017	

Risk Number / Risk		Date	Likeli-hood	Impact	Owner	Contingency /Mitigating Actions	Status	Update	Date Last updated	Date Closed
	being disposed as general waste					Review progress at follow-up audit.		are for General waste than mixed recycling.		
16	Lack of monitoring of wastes arising from Council Housing Maintenance and Repair could result in wastes being disposed incorrectly.	March 2017	Unlikely	Minor	Housing	Requires further review and possibly a regular check on what is going out in the skips at Jewson, Bakewell Road or some form of assurance from the waste contractor that wastes are being disposed correctly. Review progress at follow-up audit.	Green	The Council no longer holds any building materials – Jewson of Loughborough supply and store materials, with a maximum of three skips located at the Bakewell Rd branch.	March 2017	
17	Staff not aware of expectations for good environmental practice.	March 2017	Likely	Minor	Sustainability Improvement & Organisational Development	Implementing staff training is an effective way to promote better environmental practice throughout the organisation Sustainability module to be included as part of Induction Training	Green	There is a 'Sustainability at Charnwood' training module available for staff. At the time of audit this was not part of the formal induction process. The module includes a section on waste which could provide a useful aid in raising awareness to keep waste reduction /recycling at optimum levels.	March 2017	
18	Conversion of storage of monitoring systems data (files) to electronic format may reduce accessibility to	March 2017	Possible	Moderate	Document Management Team Property	Requires further monitoring as the electronic document systems expands to ensure that data is still as accessible as that currently held in paper files. Monitor progress at Autumn 2017 audits.	Amber	The Document Management system is currently being reviewed.	March 2017	

Risk Number / Risk		Date	Likeli-hood	Impact	Owner	Contingency /Mitigating Actions	Status	Update	Date Last updated	Date Closed
	documents. This may lead to anomalous results not being easy to identify or rectify									

	Impact				
Likelihood	1	2	3	4	5
	Insignificant	Minor	Moderate	Major	Extreme
1 Rare					
2 Unlikely					
3 Possible					
4 Likely					
5 Almost certain					