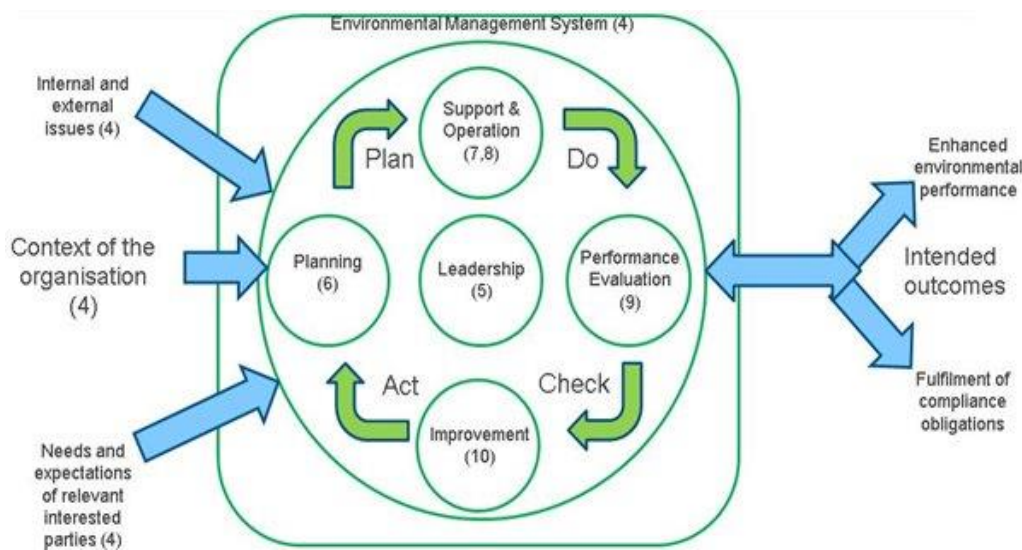


# **Environmental Management System**

## **Overview of the EMS EMP 01**

Prepared by	Issue	Date	Page 1 of 3
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Approved by Steve M. Smith	Head of Property Services – Resources Group	Review Date Sep 2018	



### Context of the organisation (4)

WCC has established an EMS to ISO 14001:2015

- Internal and external Issues – refer to EMP 02 – Environmental Handbook
- Context of the organisation – refer to EMP 02 – Environmental Handbook and EMP 05 – Scope of the EMS
- Needs and expectations of relevant interested parties – refer to EMP 03 – Identification and Determination of the Needs of Strategic Interested Parties

### Leadership (5)

WCC Corporate Board comprises the two joint managing directors, the strategic director of the people group and the chief fire officer. WCC Cabinet are involved in the decision making process for Corporate Board and the approval process for environmental policies. Three heads of service leading services having specific environmental focus (both internal and external) have been identified as top management for the EMS – they are:-

- The head of service for property services
- The head of service for community services
- The head of service for transport and economy
- Relationship diagram - Refer to EMP 02 – Environmental Handbook
- Environmental Management Policy and associated environmental objectives
- Organisation charts (WCC Intranet)

### Planning (6)

Environmental risks, opportunities and compliance obligations have been identified and evaluated at a strategic level in line with relevant Cabinet decisions WCC's One Organisational Plan (OOPs 2020) and also at service specific / operational levels through the environmental aspects and impacts process. Environmental objectives and targets have been established in line with WCC's One Organisational Plan.

- Strategic risks and opportunities – Refer to EMP 04 – Strategic Environmental Risk and EMP 02 – Environmental Handbook
- Service specific / operational risks and opportunities – Refer to EMS 06 – Evaluation of Environmental Risk and environmental aspects evaluation sheets EMSF 1011
- Objectives and targets – Refer to EMP 02 – Environmental Handbook, Environmental Management Policy and associated environmental objective progress sheets EMSF 1020
- Compliance obligations – Refer to the Environmental Compliance Register EMSF 1021 and the Environmental Compliance Guide EMSG 101

### **Support (7)**

Resources, including suitable qualified personnel, relevant equipment and information have been determined and provided implemented to implement the EMS. WCC employs suitably competent personnel and/or provides relevant training / communications to assure satisfactory competence. Communication regarding environmental management is implemented via suitable mechanisms, including WCC's intranet and internet media. Documented information specific to the EMS is subject to approval, controlled and periodically reviewed for adequacy.

- General support - Refer to EMP 02 – Environmental Handbook
- Training, awareness and competence – Refer to EMP 07
- Communications – Refer to the EMS Communications and Training Plan EMSG 102
- Key EMS Documentation – Refer to EMSF 1017 – Document Register Log and EMSF 1018 – Document Review and Change Sheet

### **Operation (8)**

Processes have been established throughout the organisation to ensure that the environmental aspects of services are adequately controlled in line with risks that have been identified through the environmental aspects evaluation. Controls apply to operations that are delivered in-house and to those that are delivered by external providers or partnership organisations.

- General operations – Refer to EMP 02 – Environmental Handbook
- Operational environmental risk – Refer to environmental aspects evaluation sheets
- Emergency preparedness and response – Refer to EMP 02 – Environmental Handbook and WI 08.01 – Spill Response Flowchart
- Procurement – Refer to Procurement procedures and flowcharts available on the WCC Intranet along with EMSF 1016 – Environmental Risk Assessment for Procurement Plans over the EU Threshold
- Controls and management regarding specific operations – Refer to local arrangements

### **Performance evaluation (9)**

- Various elements regarding WCC's internal operations and EMS are subject to monitoring and / or evaluation. This is supported by the internal audit process. Service specific performance evaluation is carried out as per the relevant business plan and contracting arrangements

Service specific evaluation is

- General performance evaluation – Refer to EMP 02, the EMS work programme and associated KPIs, environmental briefings and the management review
- Service specific evaluation – Refer to relevant business plans and contract meetings
- Internal environmental audit – Refer to EMP 08 – Internal Environmental Audit and the internal audit programme EMSF 1001 and associated internal audit forms EMSF 1002 - 1015

- Management Review – Refer to quarterly environmental briefings and the environmental management review.

#### **Improvement (10)**

Opportunities for improvement are determined through environmental aspects evaluations, improvement group meetings and the internal audit process Corporate Board.

- Refer to EMP 02 – The Environmental Handbook and EMSF – the Continual Improvement Actions and Progressions Log