

# Environmental Management Policy

## Managing The Authority's Environmental Impacts

Reviewed July 2017  
Approved September 2017  
[Review Date: December 2018]

## **Document Control Sheet**

Title:	Environmental Management Policy
Issued by:	<i>Facilities Management – Property Services</i>
Date:	July 2017
Author:	Julie Burton; Environmental Management Systems Manager
Status:	2.0
Protective Marking:	Public

## **Revision History**

Version	Originator	Date	Summary of Changes
1.0	Julie Burton	December 2014	New (previous versions were environmental sustainability policy)
2.0	Julie Burton	June 2017	<ul style="list-style-type: none"><li>• Change from Physical Assets to Property Services p2</li><li>• 3.1 - Organisation chart revised to show current structure and relationships p6</li><li>• 4.3 – Review information changed to reflect current status p7</li><li>• 5.1 – Information regarding ISO 14001:2015 revised p7</li><li>• 5.2 - Changes made regarding names of document (OOP 2020, Register of Compliance) p7</li><li>• Changes made to Framework – context of the organisation in line with OOP 2020 and Warwickshire behaviours p9</li><li>• Policy Objectives reviewed and revised as determined by Head of Service – Property Services and EMS Manager June 2017 to bring into line with current situation and OOP 2020 p11</li></ul>

## **Approvals**

Name	Title/Role	Signature & Date
David Carter	Strategic Director - Resources	20-09-17
Steve M. Smith	Head of Service – Property Services	20-09-17
Approved at Corporate Board Meeting 20-09-17 as part of Management Review Criteria		

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# 1. Introduction

The county of Warwickshire covers approximately 763 sq miles (1,979 sq km) comprising both rural and industrial areas and supporting a population of approximately 548,000 people.<sup>1</sup> Warwickshire County Council is the Upper Tier Authority for the county working closely with the District and Borough Councils to support the residents of Warwickshire.

Warwickshire County Council (WCC) is committed to protecting and, where feasible, enhancing the natural and built environment of Warwickshire by managing its estate and the services it delivers in a sound environmental manner.

WCC has certain mandatory obligations to maintain Warwickshire's environmental resilience along with several voluntary arrangements:-

- WCC is the county's waste disposal authority and is a key member of the Warwickshire Waste Partnership.
- WCC is the Lead Local Flood Authority for the county, working with other agencies regarding managing flood risks from surface water, groundwater and watercourses within the county.
- WCC is responsible for generating and implementing the Local Transport Plan as directed through the Strategic Economic Plan.
- WCC has a biodiversity strategy and works with other partners, including Wildlife Trusts to protect and enhance existing and future wildlife populations and habitats in Warwickshire.

The authority is committed to enshrining these same principles in the way it manages those aspects of its own estates, internal services and associated operations which impact on the environment and has implemented an environmental management system (EMS) which is certified to ISO 14001:2004 through an independent assessment body certified through the United Kingdom Accreditation Service. WCC's Environmental Management Policy follows the Plan, Do, Check, Act philosophy which is demonstrated in the associated Environmental Management System Framework which is documented in Appendix 1.

The scope of the EMS is:-

***"The services and activities delivered by Warwickshire County Council in relation to the built and natural resources of Warwickshire"***<sup>2</sup>

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<sup>1</sup> Quality of Life Report 2013/2014

<sup>2</sup> BSI Certificate of Registration 03-02-12

## 2. The Policy

### 2.1 Policy commitments

Through its Environmental Management Policy Warwickshire County Council is committed to ensuring that good environmental practice is in place regarding activities carried out by, or on behalf of, the authority and undertakes to :-

1. Comply with environmental legislation and other environmental compliance obligations
2. Identify and manage the authority's significant environmental risks to an acceptable level and identify potential opportunities for improvement.
3. Make best use of natural resources, employing life-cycle philosophy where practicable and managing wastes in line with the Waste Hierarchy.<sup>3</sup>
4. Safeguard the natural environment of Warwickshire within the authority's control, preventing pollution and protecting biodiversity and ecosystems
5. Ensure the effective management of the authority's built and natural estate
6. Maintain resilience regarding environmental threats to the organisation, its services and wider Warwickshire where the authority has control or influence
7. Ensure that WCC staff have the necessary skills, competence and awareness regarding environmental aspects of their roles
8. Through the above actions to achieve continual improvement of the Authority's environmental performance

### 2.2 Environmental Objectives/Key Actions and Performance Indicators

There are many initiatives either directly or indirectly relating to the environment being undertaken throughout the authority. These may be outward facing involving the services that we deliver to the public, or inward facing concerning the management of the authority's own estate.

Some of the key actions that will be delivered over the next few years and which support the policy commitments as environmental objectives are documented in the Environmental Management Framework (EMF). This work is aligned with WCC's One Organisational Plan, relevant WCC Policies and Strategies along with Business Unit Service Plans.

Pertinent Objectives/Key Actions are documented in the EMS.

Up to date information regarding these work streams can be viewed on the environmental guidance section of the intranet.

<http://intranet.warwickshire.gov.uk/helpingyouwork/environmentalguidance/Pages/default.aspx>

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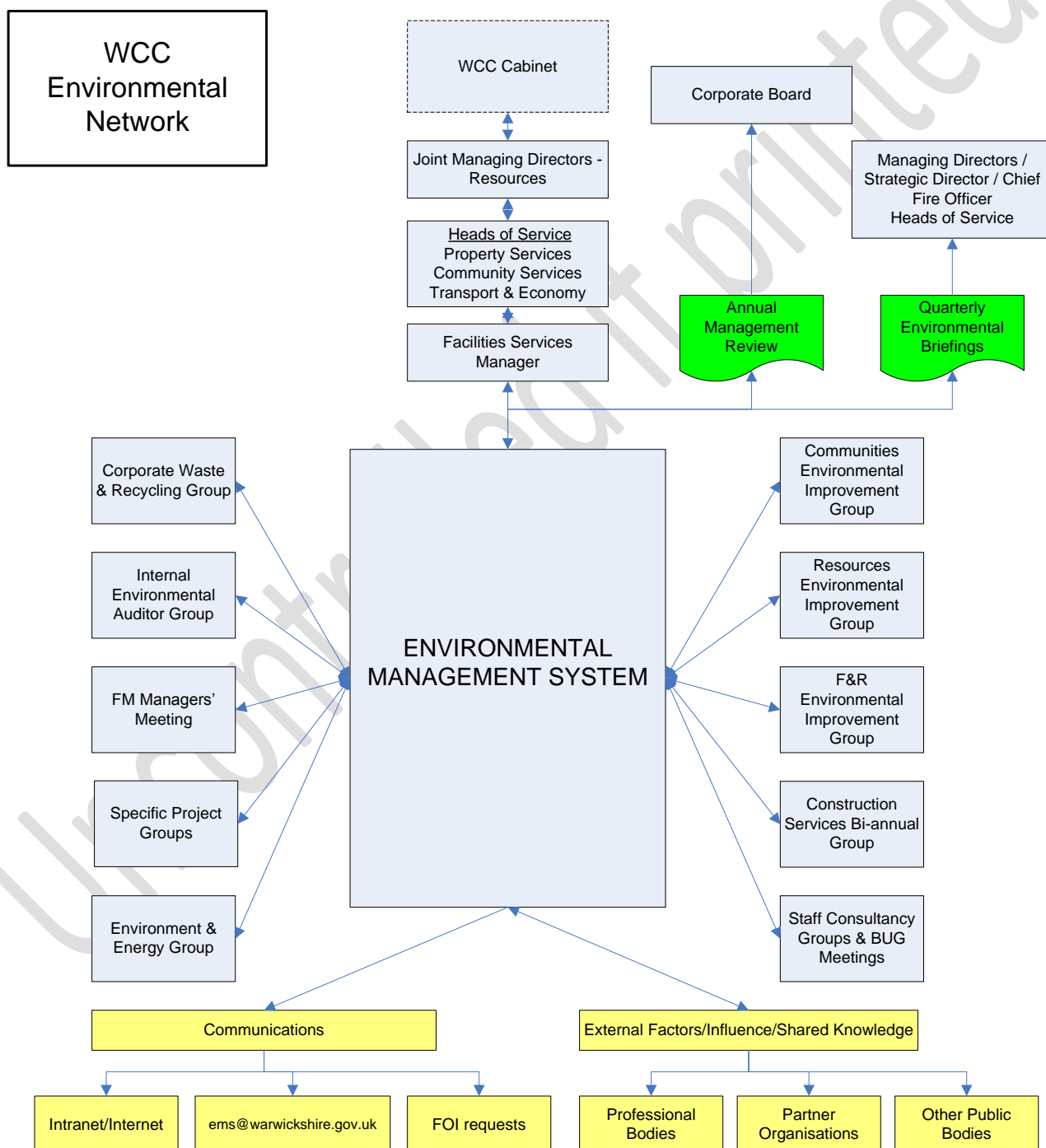
<sup>3</sup> A priority list of dealing with waste - Prevention, Preparing for reuse, Recycling, Other recovery (e.g. energy), Disposal

# 3. Roles and Responsibilities

The diagram below details the structure of the environmental management system along with the significant internal relationships in place to achieve the associated Policy commitments and environmental objectives

The day to day operation of the Environmental Management System is delegated to the Head of Service for Property Services based within the Resources Group.

## 3.1 Organisational structure and key relationships



## 4. Monitoring and Review

- 4.1 Environmental objectives/key actions are the key performance indicators that are used to assess WCC's environmental performance. These are determined at two levels :-
- **Corporate** environmental objectives relate to internal activities directly affecting WCC's estate and staff.
  - **Service specific** environmental objectives relate to activities carried out for and on behalf of Warwickshire Residents and are embedded within Business Unit Plans.
- 4.2 **Monitoring Progress of Key Environmental Actions/Objectives**  
Progress regarding corporate environmental key actions/objectives is checked quarterly and reported to Heads of Service in the quarterly environmental briefing which forms part of the management review.
- Progress regarding service specific environmental key actions/objectives is checked as required by the relevant WCC plan, with this method documented in the EMF.
- The WCC Environmental Management Performance Report detailing a comprehensive analysis of the organisation's environmental performance is published annually.
- 4.3 **Review of Policy and associated Framework**  
The Environmental Management Policy and its associated framework was reviewed and revised in June 2017. It will next be reviewed in September 2018 as part of the Management Review, or sooner in the event of significant revisions to the One Organisational Plan or major changes to the authority's strategic organisational structure.

## 5. Further Information

The following documents form the fundamental framework of the EMS

- 5.1 **External**  
ISO 14001:2004 – Environmental Management Systems – Requirements with guidance for use  
ISO 14001:2015 - Environmental Management Systems – Requirements with guidance for use  
UK environmental legislation as documented in the Framework
- 5.2 **Internal**  
One Organisational Plan 2020  
Business Unit Plans  
Environmental Management System Framework (Appendix 1)  
Environmental Compliance Register  
Environmental Aspects and Impacts Assessment Registers  
Environmental Objectives and Targets Sheets  
Environmental Audit Programme  
Environmental Management System Procedures  
Environmental Management System Working Instructions  
Annual Environmental Management System Report  
Quarterly Environmental Briefings

## 6. Glossary

### **Environment**

Surrounding in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their inter-relation.

### **Environmental Aspect**

Element of an Organisation's activities or products or services that can interact with the environment.

### **Environmental Impact**

Any change to the environment, whether adverse or beneficial, wholly or partly resulting from an organisation's environmental aspects.

### **Environmental Management System**

Part of an organisation's management system used to develop and implement its environmental policy and manage its environmental impacts.

### **Environmental Objective**

Overall environmental goal, consistent with the environmental policy, that an organisation sets itself to achieve.

### **Environmental Performance**

Measurable results of an organisation's management of its environmental aspects

### **Environmental Policy**

Overall intentions and direction of an organisation related to its environmental performance

### **Environmental Target**

Detailed performance requirement, applicable to the organization, or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives

### **Prevention of Pollution**

Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts

## 7. Appendices

### **WCC Environmental Management Framework**



# WCC Environmental Management Framework

## CONTEXT OF THE ORGANISATION Leadership and the One Organisational Plan 2020

### Communities

Warwickshire's Communities and Individuals are supported to be safe, healthy and independent

### Continual Improvement

Making Warwickshire the best it can be

### Economy

Warwickshire's economy is vibrant and supported by the right jobs, training and skills and infrastructure

### WCC Behaviours

Do what we say  
Move with purpose and energy  
Focus on solutions

### Strategic Interested Parties

Elected Members  
Staff  
Suppliers  
Service Users  
Other LAs

Residents  
Businesses  
Partners  
Regulators  
The Media

### WCC Behaviours

Build strong working relationships  
Help people communicate and find their own solutions  
Be the best we can be

### **Key UK Legal Instruments (Acts of Parliament)**

#### **Waste and Pollution**

The Environmental Protection Act 1990

The Clean Air Act 1993

The Clean Neighbourhoods and Environment Act 2005

#### **Natural Environment**

The Wildlife and Countryside Act 1981

The Natural Environment and Rural Communities Act 2006

The Countryside and Rights of Way Act 2000

#### **Built Estate**

The Water Industry Act 1991

The Energy Act 2011

The Town and Country Planning Act 1990

#### **Resilience and Prevention**

The Flood and Water Management Act 2010

The Land Drainage Act

The Civil Contingences Act 2004

### **Internal**

Environmental Management Policy

Asset Management Framework and Property Strategy

Energy Policy

Risk Management Policy

Facilities Management Policies

Corporate Waste Strategy



### **WCC Policies and Strategies**

### **External Facing**

Warwickshire's Municipal Waste Management Strategy

Local Flood Risk Management Strategy

Biodiversity Strategy

Local Transport Plan (as directed through the Strategic Economic Plan)

Rights of Way and Recreational Highways Strategy

Warwickshire Health and Well-being Strategy

### **WCC Business Unit Plans**

**WCC's Environmental Management System**  
(Planning to facilitate best performance and lead by example)

	Compliance	Risk	Sustainable Resource Use	Environmental Protection	Estate Management	Resilience and Prevention	Skills and Competence
<b>Policy Commitments</b>	Comply with environmental legislation and other environmental compliance obligations	Identify and manage the authority's significant environmental risks to an acceptable level and identify potential opportunities for improvement.	Make best use of natural resources, employing life-cycle philosophy where practicable and managing wastes in line with the Waste Hierarchy.	Safeguard the natural environment within the authority's control, preventing pollution and protecting biodiversity and eco-systems	Ensure the effective management of the authority's built and natural estate	Maintain resilience regarding environmental threats to the authority, its services and wider Warwickshire where the Authority has control or influence	Ensure that WCC staff have the necessary skills, competence and awareness regarding environmental aspects of their roles
<b>Purpose (Why)</b>	<p>To protect the authority's reputation</p> <p>To maintain the authority's position of trust</p> <p>To avoid prosecution and associated financial penalties</p>	<p>To eliminate / reduce to an acceptable level the authority's negative impacts on the environment</p> <p>To identify and spread good environmental practices throughout services and operations</p>	<p>To reduce the authority's use of physical resources (energy, materials, water etc)</p> <p>To achieve financial savings</p> <p>To reduce waste</p> <p>To make best use of limited resources</p>	<p>To support the health, well-being and quality of life of Warwickshire residents</p> <p>To sustain and where feasible enhance the natural environment under the authority's control</p> <p>To prevent degradation of the authority's natural assets</p>	<p>To ensure that WCC's property portfolio meets the changing needs and shape of the organisation</p> <p>To facilitate environmental best practice</p> <p>To contribute to the authority's savings plan</p> <p>To ensure the efficient use of buildings in line with the Asset Management Framework</p>	<p>To ensure business continuity in times of adverse environmental conditions</p> <p>To protect the authority's natural and built assets</p> <p>To help protect Warwickshire residents and businesses from the consequences of adverse environmental conditions</p> <p>To prepare for potential climatic changes /severe weather events</p>	<p>To ensure that the authority has the necessary capability to maintain compliance with environmental legislation and manage the environmental responsibilities regarding its services and operations</p> <p>To develop staff to enable them to carry out their duties in an environmentally competent manner</p>
<b>Mechanism (How)</b>	<p>Maintain an Environmental Management System (EMS) certified by an accredited assessment body.</p> <p>Maintain a comprehensive register of legal and other compliance obligations, documenting requirements specific to the authority's various services, operations and sites.</p> <p>Evaluate compliance status through the environmental audit programme.</p>	<p>Review the authority's operations and the processes over which it has control and influence to identify those aspects having a significant environmental impact on the environment.</p> <p>Determine suitable controls to eliminate or to reduce environmental risks to an acceptable level.</p> <p>Progress opportunities for improvement through the appropriate channels</p>	<p>Consider resource use, durability and end of life elements as part of design decisions and procurement assessments.</p> <p>Provide adequate facilities, communications and where applicable training to ensure that staff are aware of expected behaviour regarding energy use and waste management.</p> <p>Maintain relationships within the Warwickshire Waste Partnership</p>	<p>Consider the environmental impacts of WCC operations throughout planning and operational stages of projects and services, including consideration of the Biodiversity Duty</p> <p>Install facilities to prevent / contain potential pollution incidents in vulnerable locations and provide relevant staff with environmental protection training.</p>	<p>Include environmental aspects of property use as part of asset planning and property reviews.</p> <p>Include environmental aspects as part of everyday assessments and project management.</p> <p>Ensure that environmental aspects are considered and identified risks addressed within lease agreements.</p> <p>Manage the authority's natural assets in accordance with the Biodiversity Duty</p>	<p>Work with partner organisations to prepare for severe weather events.</p> <p>Work with partners and developers to mitigate existing, and manage future, flood risk.</p> <p>Implement systems to allow the authority's staff to operate from various locations, including working from home.</p> <p>Provide suitable and sufficient information to residents to enable them to cope in the event of an environmental incident</p>	<p>Appoint suitably qualified staff for roles having key environmental responsibilities.</p> <p>Provide suitable and sufficient training to ensure that staff have the necessary knowledge and skills to manage the environmental aspects pertaining to their role.</p> <p>Provide communications and advice to help staff reduce negative environmental impacts on the environment including associated costs</p>

## Warwickshire County Council's Environmental Objectives

Objective		Target(s)	Source	Expected outcome(s)
1	Identification of, and compliance to applicable environmental legislation and other environmental compliance obligations	<ul style="list-style-type: none"> <li>Zero Prosecutions</li> <li>No adverse publicity regarding environmental pollution incidents</li> <li>Updating WCC's environmental compliance register 4 times per annum</li> </ul>	<ul style="list-style-type: none"> <li>EMS Policy commitment – Compliance</li> <li>Significant environmental aspect</li> </ul>	<ul style="list-style-type: none"> <li>To protect the authority's reputation</li> <li>To maintain the authority's position of trust</li> <li>To avoid prosecution and associated financial penalties</li> </ul>
2	Reduction of waste disposed as general waste	<ul style="list-style-type: none"> <li>5% reduction year on year of general waste generated by the corporate estate</li> </ul>	<ul style="list-style-type: none"> <li>EMS Policy Commitment – Sustainable Resource Use</li> <li>Significant environmental aspect</li> <li>WCC Behaviour – 'Do what we say'</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that WCC practices the message that it preaches to Warwickshire residents</li> <li>To Reduce costs associated with the waste contract</li> <li>To increase recycling and provide revenue where feasible</li> </ul>
3	Reduction in gas and electricity use within WCC buildings and generation of renewable energy on WCC estate	<ul style="list-style-type: none"> <li>Progression of solar farm</li> <li>2.5% reduction in kWh per total usage year on year</li> </ul>	<ul style="list-style-type: none"> <li>OOP 2020 Budget</li> <li>EMS Policy commitment – Sustainable resource use</li> <li>Significant environmental aspect</li> <li>Energy Policy</li> </ul>	<ul style="list-style-type: none"> <li>To make financial savings</li> <li>To demonstrate good use of WCC estate</li> <li>To reduce the authority's reliance on non-renewable resources</li> <li>To reduce carbon emissions from WCC estate</li> </ul>
4	Reduction in the impacts of WCC business travel	<ul style="list-style-type: none"> <li>2.5% reduction in the cost of grey fleet business mileage year on year</li> <li>2.5% reduction in fuel usage for white fleet year on year</li> </ul>	<ul style="list-style-type: none"> <li>OOP 2020 Budget</li> <li>EMS Policy Commitment – sustainable resource use</li> </ul>	<ul style="list-style-type: none"> <li>To make financial savings</li> <li>To reduce the authority's reliance on non-renewable resources</li> <li>To reduce carbon emissions from WCC fleet</li> </ul>
5	Reducing the impact and the amount of paper used in WCC buildings	<ul style="list-style-type: none"> <li>5% reduction in paper used in WCC Canon printers</li> </ul>	<ul style="list-style-type: none"> <li>EMS Policy Commitment – Sustainable resource use</li> </ul>	<ul style="list-style-type: none"> <li>To make financial savings</li> <li>To reduce the authority's use of physical resources</li> <li>To reduce the amount of waste paper</li> </ul>

Objective		Target(s)	Source	Expected outcome(s)
6	Exploring and progressing commercial opportunities related to the EMS	<ul style="list-style-type: none"> <li>£5,000 revenue per annum (starting amount)</li> <li>Delivery of environmental training courses (Waste Smart offered 4 times per annum)</li> </ul>	<ul style="list-style-type: none"> <li>EMS Policy Commitment – Skills and compliance</li> </ul>	<ul style="list-style-type: none"> <li>To enhance the Authority's reputation as a proactive organisation</li> <li>To generate income where feasible</li> <li>To improve environmental awareness for trainees both internal and external</li> </ul>
7	Protecting the natural and built environment of Warwickshire from unsustainable development and pollution incidents	<ul style="list-style-type: none"> <li>Zero prosecutions, fines, adverse publicity from environmental incidents arising from WCC estate and operations</li> </ul>	<ul style="list-style-type: none"> <li>EMS Policy Commitment – Compliance</li> <li>EMS Policy Commitment - Risk</li> <li>EMS Policy Commitment – Environmental protection</li> <li>EMS Policy Commitment – Estate management</li> <li>EMS Policy Commitment – Resilience and prevention</li> <li>WCC Behaviour – 'Focus on solutions'</li> <li>WCC Behaviour – 'Making Warwickshire the best we can be'</li> </ul>	<ul style="list-style-type: none"> <li>To minimise the impact of developments on the environment of Warwickshire where possible</li> <li>To make Warwickshire a good place to live for residents and a good place to work for businesses</li> </ul>
8	Maintaining an environmental management system independently certified to ISO 14001:2015 by a UKAS accredited body	<ul style="list-style-type: none"> <li>Transition to ISO 14001:2015 by 2018</li> <li>Progression of an internal audit programme covering all 4 WCC groups, prioritised by risk</li> <li>Conducting a minimum of 42 internal environmental audits per annum</li> <li>Maintaining environmental risk register for all WCC services</li> </ul>	<ul style="list-style-type: none"> <li>EMS Policy Commitment – Compliance</li> <li>EMS Policy Commitment - Risk</li> <li>EMS Policy Commitment – Environmental protection</li> <li>WCC Behaviour – 'Making Warwickshire the best we can be'</li> </ul>	<ul style="list-style-type: none"> <li>To reduce environmental risk from WCC services and operations to an acceptable level</li> <li>To increase staff awareness of significant environmental impacts related to their sphere of operation</li> <li>To generate a framework to continually improve WCC's environmental behaviour</li> <li>To enhance WCC's reputation</li> <li>To integrate environmental management, including a life-cycle perspective into routine WCC operations and activities</li> </ul>