

NORTH LINCOLNSHIRE COUNCIL

**HIGHWAYS AND NEIGHBOURHOODS
CABINET MEMBER**

ISO14001 ENVIRONMENTAL MANAGEMENT REVIEW

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 That the Cabinet Member notes the latest review for the ISO14001 Standard and approves the action plan.

2. BACKGROUND INFORMATION

2.1 The ISO14001 Standard measures our environmental impacts and helps us measure what we use and what we waste. The main idea of the Standard is to reduce, reuse and recycle.

2.2 To deliver this principle we make:

- Real cost savings
- Reduce our environmental impact
- Improve our environmental standing

BMTrada audits us twice during the year against the standard.

2.3 To maintain the Standard we have to undertake a Management Review every year which requires us to present the following:

- Details of the external auditors findings
- Results of environmental and legal audits
- An action plan to address issues identified within the external and internal audits and by the steering group

2.4 During 2014 internal audits were completed in the following areas:

- Safer Neighbourhoods
- Pest Control
- Central Library
- Strategic Transport Planning
- Billet Lane Depot
- Fleet Provision
- Markets
- Integrated Transport (Road Safety & Traffic Team)
- Transport Section

2.5 Internal audits found six non-conformances and 17 opportunities for improvement. See the action plan for details and how we are progressing with these.

2.6 External auditors looked into the following areas during their November 2014 visit:

- Strategic Transport Planning
- Environmental Management System
- Cottage Beck Road Depot
- Energy Team
- Central Library
- Local Nature Reserves – Silica Pond LNR
- Safer Neighbourhoods at Shelford House
- Woodland Cemetery & Crematorium
- Billet Lane Depot
- Waters' Edge Visitor Centre
- Energy Team
- Pest Control
- Planning & Regeneration
- Trading Standards & Licencing

2.7 External audit found three non-conformances and 18 opportunities for improvement. See the action plan for full details and how we are progressing with these.

2.8 The roll out of the Standard into the People Directorate is underway.

3. **OPTIONS FOR CONSIDERATION**

3.1 The Cabinet member has the following options:

3.1.1 **Option 1** – To approve the findings of the audits and the action plan.

3.1.2 **Option 2** – To not approve the findings of the audits and the action plan.

4. **ANALYSIS OF OPTIONS**

4.1 Maintaining the Standard helps us to:

- Improve our environmental reputation
- Identify waste streams
- Deliver savings
- Deliver our environmental strategy

4.2 Option 1 is our preferred option.

4.3 Not approving the audits or action plan will stop us from being able to maintain the standard. This is not the preferred option.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

5.1 Financial

5.1.1 The standard costs us £11,000 per year.

5.1.2 The Carbon and Energy Reduction Agenda is complimented by the Standard. This saves the council over £300,000 p.a. in costs.

5.2 Staffing

5.2.1 Internal audits are done by council staff.

5.3 Statutory Implications

5.3.1 Legal audits are done regularly. This helps us to meet our statutory duties.

5.4 Environmental Implications

5.4.1 The standard requires the council to measure it's environmental performance. This helps us to reduce waste, pollution and be better prepared for emergencies.

5.5 Risk and Other Implications

5.5.1 The Standard requires legal audits to be done every three years. This reduces the risk of the council breaking the law.

6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

6.1 The assessment shows that this has a positive impact on the environment.

7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

7.1 Consultations take place with the service areas during the audit.

8. RECOMMENDATIONS

8.1 That the Cabinet Member approves the audits and consequential actions that arise.

DIRECTOR OF PLACES

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Background Papers used in the preparation of this report:

Internal and external audit reports
ISO 14001 standard
Environmental Issues Audit
EMS Steering Group Minutes

ISO14001 Action Plan - 2015

Team	Action	Type	Agreed Solution	Deadline	Who	Status
INTERNAL AUDIT						
1 Central Library	NCR	Legal requirement 4.3.2	Evidence of Waste Transfer Notes to be provided	Feb-15	LS	Complete
		Legal requirement 4.3.2	Material Safety Data sheets to be obtained	Feb-15	LS	Complete
2 Safer Neighbourhoods	NCR	Competence, awareness & training 4.4.2	COSHH Training to be provided to janitors	Feb-15	LS	Complete
		Legal requirement 4.3.2	Evidence of Waste Transfer Notes to be provided for Needlesticks	Feb-15	SM	Complete
3 Billet Lane Depot	NCR	Emergency preparedness & response 4.4.7	Display an emergency procedure to deal with broken bulbs containing mercury at the place stored alongside appropriate PPE for cleaning them up.	Aug-15	KV/MS	Incomplete
4 Fleet	NCR	Competence, awareness & training 4.4.2	COSHH Training to be provided to workshop staff	Oct-15	JL/PC	Incomplete
5 Fleet	NCR	Legal requirement 4.3.2	Evidence of Waste Transfer notes for Batteries	Mar-15	JL/PC	Incomplete
6 Markets	NCR	Legal requirement 4.3.2	Material Safety Data sheets to be available with chemical RA's, Spill Procedure & PPE	Jun-15	JF	Incomplete
Opportunities for Improvement						
1 Billet Lane Depot	OFI	Undertake a Review of the COSHH risk assessments using the new Rats template to incorporate all environmental information & keep a copy in the chemical store.		Aug-15	KV/MS	Incomplete
2 Billet Lane Depot	OFI	Check how often the granules in the chemical store should be replaced & also the potential risk posed from a mixture of chemicals being spilled onto the granules.		Aug-15	KV/MS	Incomplete
3 Billet Lane Depot	OFI	Check who is undertaking water temperature monitoring in the building.		Aug-15	KV/MS	Incomplete
4 Billet Lane Depot	OFI	Review existing environmental procedures (dated 2011 & 2012)		Aug-15	KV/MS	Incomplete
5 Fleet	OFI	1. Ensure the up to date version of the COSHH folder is available in the workshop Managers' office.		next Audit	JL	
6 Fleet	OFI	2. When a future review is undertaken of the Risk Assessments use the new Rats template to include all environmental information.		next Audit	JL	
7 Fleet	OFI	3. Establish a programme of water temperature monitoring in the building.		next Audit	JL	
8 Fleet	OFI	4. Review existing environmental procedures (dated 2010).		next Audit	JL	
9 Fleet	OFI	5. Arrange collection of the empty anti-freeze drums in the yard.		next Audit	JL	
10 Markets	OFI	1. Procedure for dealing with broken flourescent tubes		next Audit	JF	

11 Markets	OFI	2. Basic COSHH training for cleaning operatives		next Audit	JF
12 Transport Section	OFI	Ensure waste transfer notes for sanitary waste removal are available (& forward a copy of a recent transfer note from phs)		Nov-15	AJ
13 Transport Section	OFI	Check what happens to rechargeable batteries once replaced by e.smith & co on scooters as it was not clear whether they are reconditioned or disposed of		Nov-15	AJ
14 Transport Section	OFI	Ensure material safety Data sheets & Risk Assessments are kept for any chemicals stored at shop mobility. Also provide appropriate spill kit, ppe & a spill procedure at point		Nov-15	HR
15 Transport Section	OFI	Display a spill procedure next to the spill kit at hewson house where scooters are stored		Nov-15	AJ
16 Transport Section	OFI	Arrange joint spill training as discussed		Nov-15	AJ
17 Transport Section	OFI	Check the list of procedures/work instructions to enable auditor to update the register of procedures		Nov-15	AJ

EXTERNAL AUDIT

Opportunities for Improvement	Action				
1 All Sites	OFI	The council would benefit from confirming that drainage plans are available for all their premises.	Obtain Drainage Plans for all main premises. Prioritise Leisure Centres and Depots	Jul-05	KP In Progress
2 Safer Neighbourhoods	OFI	The Council should clarify the ability of Cannon Hygiene to remove their used needles and ensure the reception site has the correct permit to receive the waste		May-15	SM Incomplete
3 Pest Control	OFI	The Pest Control department should ensure that where a COSHH Assessment is identified as being generated that this is reflected with the environmental issues fully incorporated		May-15	AH Satisfied with Manual as is
4 Energy Team	OFI	The energy team should review the potential for the use of the heat generated from the cremators. There is a 'heat exchange unit' installed but as yet this has not been put into use although the crematorium does use electricity to heat the building and their water.		May-15	CS Not going ahead

5 EMS	OFI	The internal audit team should review their recording of objective evidence to ensure it is clear that the individual procedures for each area are reviewed during the review of clause 4.4.5	May-15 KP	Complete
6 Billet Lane depot	OFI	Billet Lane depot should clarify whether connection is available to the foul sewer outside the perimeter fence for both the vehicle wash and new mess facility	May-15 MS/KV	Complete
7 Billet Lane depot	OFI	The water risk assessment conducted at Billet Lane depot should be reviewed in light of the installation / commissioning of the Biomass boiler	May-15 MS/KV	Incomplete
8 Billet Lane depot	OFI	The water risk assessment requires monthly internal monitoring of water temperature monthly, clarification is required under whose responsibility this falls	May-15 MS/KV	Incomplete
9 Waters' Edge Visitor Centres	OFI	Due to changes in personnel at Waters Edge Visitors Centre clarification is required relating to the retention / retrieval of some records, examples include the black box document and annual waste transfer notes.	May-15 DB	Complete
10 Energy Team	OFI	The energy team should consider reviewing the possibility of installing revolving doors to the entrance of the waters Edge Visitors Centre to assist with heat retention and energy saving	May-15 CS	O/S
11 Strategic Transport Planning	OFI	Strategic Transport Planning - The current Strategic Transport Planning Manager has been with Council 15 years and moved to this position 6½ years ago. First position was school transport and school meals. She has a masters in criminology and has gained other competencies during working, no formal qualifications have been gained since taking this position. Consideration should be given to enhancing competencies, specifically related environmental competencies	May-15 JB	O/S
12 Energy Team	OFI	Central Library / Cottage Beck Depot / Energy Team - The Central Library Energy Certificate - No. 9947-1020-0876-0990-0591 was viewed and is valid until 31/03/2014. The authority should review what timescale for re-issue of certificates is acceptable as this is 7 months overdue.	May-15 CS	O/S

13 Central Library	OFI	Central Library - Female Hygiene annual waste transfer note: Individual collection notes viewed from 'Initial' - EWC 20 01 99, No SIC identified, no identification of where the waste is going. The Library should confirm that there is a suitable waste transfer note available.	May-15 LS	O/S
14 EMS	OFI	Environmental Management System - The register of legislation refers to the directorate under which the legislation is relevant, but this includes a number of departments. Consider including a reference to the actual departments within the directorate that has to Comply / Enforce the legislation	May-15 KP	Complete
15 EMS	OFI	Evaluation of Compliance / Internal Audits - Care should be taken to ensure all relevant information relating to compliance with legislation is recorded in the audit records	May-15 KP	Complete
16 Trading Standards & Licensing	OFI	Trading Standards and Licensing - The 'Collection of Items for Destruction' form shows the items were collected 27/8/14 by Trademark Protection Solution Ltd. Signed by collector and Trading Standards 27/8/14.	May-15 RC	Complete
17 Energy Team	OFI	Energy Team - The Authority should consider that when Advisory reports are issued to accompany the Energy Certificates they should be reviewed to ensure the recommendations identified are followed-up for completion	May-15 CS	O/S
18 Energy Team	OFI	Energy Team - The Energy Team should review communication of electricity tariffs / charges for electricity (and GAS) to the operations managers to ensure they are fully aware of their specific tariff and may adjust it if required	May-15 CS	O/S
NCRs				

1 Environment Team	NCR-Minor	NC 1 of 2 - regarding emergency response procedures in case of spillage. The 'general spill procedure was viewed. It was confirmed a spill kit had been provided, but since there has been a break-in and all equipment / spill kits and fuel has been stolen. It was stated that there had been training provided on the use of spill kits but due to IT issues this could not be verified - left OPEN for review at the next visit.	Emergency Spill Procedure seen, spill kit in place, training provided to relevant staff	Nov-14 TA	Complete
2 Woodlands Crematorium	NCR-Minor	Waste transfer notes for the used filtrate material from the cremators was viewed. This waste is identified as hazardous due to mercury waste. There is no evidence that the recipient of the waste has actually confirmed their receipt and returned their quarterly return as required under the hazardous waste regulations. The waste is arranged for collection with Facultative Technologies, but actually collected by RHP Transport.		May-15 GW	O/S
3 EMS	NCR-Minor	The Building Control Audit, which includes evaluation of compliance, was completed in October 2013, to date there are no record is available of the audit findings.	Provide Auditor with Internal Audit Paperwork	May-15 HR	Complete