

**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 reviews for the ISO14001 standard and approves the audits and action plans.

**2. BACKGROUND INFORMATION**

- 2.1 The ISO14001 Standard (the standard) assesses our environmental impacts and helps us to measure our consumption and reduce waste. The main principle of the standard is to reduce, reuse and recycle.
- 2.2 To deliver this principle we make real cost savings, reduce our environmental impact and improve our environmental standing. B M Trada audit us twice during the year against the standard.
- 2.3 To maintain the standard we have to undertake a Management Review every year. Each management review 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 Throughout the year (2012/13), internal audits will be completed in the following areas:
- The Environmental Management System
  - The Environment Team
  - Development Planning
  - Human Resources
  - Construction
  - Procurement
  - Legal & Democratic
  - Scunthorpe Depot
  - Communities & Libraries

- 2.5 Internal audit identified several non conformances. The Action Plan details how we are progressing with these.
- 2.6 External auditors looked into the following areas:
- Cottage Beck Road
  - Land Reclamation (Conesby Quarry)
  - Waters' Edge Country Park
  - EMS
- 2.7 External audit has identified one minor problem. The action plan details how we are dealing with this.
- 2.8 The standard already covers most of the Directorates of Places and Policy and Resources. The IT, Taxation, Audit, Catering and Cleaning and Leisure sections have to be included. It is recommended that the People directorate is included in the scope at a later date.
- 2.9 The E-Learning training package went live in March and is optional. To improve understanding of the standard throughout the council, it is recommended that we make the training compulsory for all employees.

### 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 or the action plan.

### 4. ANALYSIS OF OPTIONS

- 4.1 By maintaining the standard, the council improves its' environmental reputation. It also helps the council to identify waste streams and deliver savings.
- 4.2 Rolling out the standard to all areas of the council by 2013 is an agreed target. We will not achieve the target of including the People directorate by this date.
- 4.3 A recent Environmental audit, undertaken by our own internal audit team has identified the standard as an essential part of our environmental strategy.
- 4.4 Option 1 is recommended as the best.
- 4.5 Not approving the audits or action plan will prevent us from maintaining 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 £3,000 per year. This is shared between the service areas covered by the standard.

### 5.2 Staffing

5.2.1 Internal audits are done by staff within the service areas.

### 5.3 Property

5.3.1 None

### 5.4 IT

5.4.1 None

## **6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)**

### 6.1 Statutory Implications

6.1.1 The standard ensures that legal audits are completed regularly. This helps us to meet our statutory duties.

### 6.2 Environmental Implications

6.2.1 The standard measures our environmental performance. It helps us to reduce waste, pollution and be better prepared for emergencies.

### 6.3 Diversity Implications

6.3.1 None

### 6.4 Section 17 Crime and Disorder

6.4.1 None

### 6.5 Risk and Other Implications

6.5.1 The corporate risk register identifies a significant risk if the council do not comply with legislation. The standard requires that legal audits be completed regularly and legal compliance is assessed within each area every three years.

## **7. OUTCOMES OF CONSULTATION**

7.1 Discussions about the problems identified take place with the service areas during the audit

## **8. RECOMMENDATIONS**

8.1 The Cabinet Member approves the audits and action plan as attached.

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  
2012**

<b>Team</b>	<b>Action</b>	<b>Type</b>	<b>Agreed Solution</b>	<b>Deadline Who</b>
<b>INTERNAL AUDIT</b>				
1 EMS	NC	Minor Non-Conformance regarding the requirement to review the Objectives & Targets	To undertake a review of the Objectives and Targets	Sep-12 TA/KP
2 Communities & Environment	NC	A category 2 (serious) non conformance has been raised. This is in respect of the online public register and some documents which are required to be included appear to have been omitted in particular the application for a variation for Asda Stores Ltd. The public register must contain a copy of this.	Review the contaminated land strategy. This needs to be completed within 3 months	Jun-12 JM
3 Communities & Environment	NC	A category 3 (of concern) non conformance is raised in respect of the Contaminated Land Inspection Strategy and the apparent lack of review of this document.	Ensure that the matters covered in Schedule 24 of the Environmental Permitting Regulations 2010 are being included on the public register. This needs to be rectified within 3 months.	Jun-12 JM
4 Scunthorpe Depot	NC	A category 1 (major) non conformance was raised. This was in respect of a lack of evidence regarding legal compliance.	Provide evidence	Complete JM
<b>EXTERNAL AUDIT</b>				
1 EMS	NC	The results of audits viewed for environmental services all identify the need to raise awareness and communicate the requirements of the environmental management system. There is no evidence this action has had corrective action determined or implemented.	An E-Learning Package has been developed. Currently this is an optional course. The course is to be made mandatory.	Sep-12 TA/AH
2 Internal Audit	NC	Minor non-conformance - Not all audit reports viewed showed the full evidence required relating to objective evidence viewed, planning, follow-up of actions identified and evidence of evaluation of legal compliance	Internal Auditors are now aware of the areas where we were not providing the correct documentation. The ISO documentation will be moved to Quick R so that information is easier to access.	Sep-12 TA/AH
3 EMS	NC	There is no definitive register of procedures on the Z Drive.	Ensure the register is reviewed and updated.	Complete KP
4 Internal Audit	NC	There was no audit report available for community learning and libraries.	Documentation made available.	Complete GM/KP

5 Internal Audit	NC	Evidence of non-conformances were unavailable.	Evidence made available.	Complete JM/KP
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**STEERING GROUP ACTION**

1 Roll Out		Incorporation of remaining teams within Places and Policy & Resources	Incorporate IT, Taxation, Audit, Leisure, Catering & Cleaning, Health Improvement	Mar-13 KP
2 EMS Management Review	Review	Annual Requirement	Undertake an interim Management Review	Jul-12 KP
3 Environmental Manual	Review	Review required	The Manual requires reviewing in light of the changes in the Council's structure	Jul-12 SGM
4 Audit Programme	Review	Review required	The ISO Audit Programme needs to be reviewed to include N&ES current programme	Sep-12 KP
5 Legal Register	Review	Review required	The ISO 14001 Legal Register needs to be reviewed to incorporate all legislation and other requirements from N&ES	Sep-12 KP
6 Scope	Review	Review required	The existing scope of the Standard is to be changed to cover Places and Policy & Resources	Dec-12 KP
7 Communication	Quick R	Improve accessibility to ISO 14001 documentation	Move ISO14001 documentation to Quick R	Dec-12 AH/TA
8 Internal Audits	Outstanding	Audits required	Undertake Internal Audits of HR, Development Planning, Construction, Environment Team	Jun-12 IG+G13/HR/GW/GC