

**NORTH LINCOLNSHIRE COUNCIL**

**SAFER, GREENER AND CLEANER PLACES  
CABINET MEMBER**

**ISO14001 ENVIRONMENTAL MANAGEMENT REVIEW**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To update the Cabinet Member on the outcomes of the most recent review of our ISO14001 Standard arrangements and to seek approval of an action plan to address any improvements identified as necessary.
- 1.2 Reporting on these matters to the relevant Cabinet Member is a governance requirement to ensure that our ISO14001 accreditation is retained.

**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 to provide sustainable, value for money services.
- 2.2 The council continues to meet the required standard. We were recently re-certified under the new ISO14001 2015 Standard.
- 2.3 The standard supports our ambitions to reduce our environmental impact, improve our environmental standing and achieve real cost savings. The council is audited twice a year against the standard.
- 2.4 To maintain the Standard we have to undertake an annual Management Review. This requires that we present the following for consideration by the Cabinet Member:
  - 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
- 2.5 Since July 2016 internal audits have been completed in the following areas:
  - Schools Catering
  - Building Cleaning
  - Water's Edge Country Park
  - Northampton Road Depot
  - Spatial Planning & Strategic Housing
  - Baysgarth Leisure Centre
  - Strategic Transport & Planning
  - Safer Neighbourhoods

- Central Library
- Fleet
- Trading Standards
- Planning

2.6 The issues raised by both the internal and external audits are included within the action plan.

2.7 External auditors looked into the following areas during their visit in November 2016:

- Environmental Management System to ISO 14001:2015
- School Catering at the Broughton Hub
- Billet Lane Depot
- Transport at Hewson House
- Construction & Asset Management at Hewson house
- Food Safety at Civic Centre
- Woodlands Crematorium

2.8 The external auditor recommended that the council could be accredited under the new transition Standard from November 2016.

2.9 External auditors looked into the following areas during their June 2017 visit:

- Environmental Management System
- Riddings Pool
- Baysgarth Leisure Centre
- Water's Edge Visitor Centre
- Water's Edge Country Park

2.10 The new standard looks at life-cycle analysis. This will require us to control or influence the way products or services are designed, manufactured, distributed, consumed (used) and disposed of<sup>1</sup>

### **3. OPTIONS FOR CONSIDERATION**

3.1 The Cabinet Member is asked to note the findings of the various audits and approve the action plan.

### **4. ANALYSIS OF OPTIONS**

4.1 Maintaining the Standard helps us to:

- Improve our environmental reputation
- Identify and streamline waste streams
- Deliver savings
- Deliver our environmental strategy
- Outcome based managed performance

4.2 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, I.T.)**

5.1 There are no resource implications to highlight as any costs will be met from existing budgets.

**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 INTEREST 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 action plan.

DIRECTOR OF OPERATIONS

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Date: October 2017

**Background papers used in the preparation of this report:**

- Internal ISO 14001 audit reports
- External ISO 14001 audit report Nov 2016
- External ISO 14001 audit report June 2017
- ISO 14001: 2015 Standard
- Internal Audit Schedule 2014-2017
- Internal Audit Schedule 2017-2020
- Action Plan 2017



3	Transport Section	OFl	6.1.3 Compliance Obligations	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-18	AJ	Complete	They were being disposed of to Landfill - staff advised must go for recycling									
4	Transport Section	OFl	8.2 Emergency Preparedness & Response	Display a spill procedure next to the spill kit at hewson house where scooters are stored	Next Audit	AJ	next audit	Moved to a new depot. Arrange Audit.									
5	Transport Section	OFl	7.2 Competence	Arrange joint spill training as discussed	Next Audit	AJ	next audit	Moved to a new depot. Arrange Audit.									
6	Transport Section	OFl	4.5.3 Control of Records	Check the list of procedures/work instructions to enable auditor to update the register of procedures	Next Audit	AJ	next audit	Moved to a new depot. Arrange Audit.									
7	Digital Print	OFl	6.1.2 Environmental Aspects	To look into the feasibility of using a % of recycled paper	Next Audit	NELC	Pending	Decision with NE Lincs									
8	Crematorium	OFl	6.1.3 Compliance Obligations	Ask the Energy Team for an up to date DEC for the building as this should be on display. Also ask when they are going to do an Energy Advisory Report. Investigate whether this can include the connection of the heat exchangers on the roof.	Next Audit	DB/CS	Pending										
9	Construction/Norman by Hall/Central Park	OFl	6.1.3 Compliance Obligations	Contact the Water Authority and ask if a consent to discharge is required for the Splash Pad.	Nov-16	NB	Pending	Goes hand in hand with no 10 below									
10	Construction/Norman by Hall/Central Park	OFl	4.3.2 Legal	Investigate the environmental effects of the chemicals being used in the Splash Pad.	Jul-16	NB	A/A	Goes hand in hand with no 9 above									
11	Building Cleaning	OFl	7.3 Awareness	Most staff do not have access to a computer, therefore, won't have undertaken the online environmental management training or have access to the environmental policy.	Feb-17	KP	Sent Nov 4th 2016										
12	Building Cleaning	OFl	4.4.6 Operational Control	Lack of a spill procedure on display in the main storage cupboard in CSH or at Trafford Street	Feb-17	CL	Incomplete										
13	School Catering	OFl	4.4.6 Operational Control	Obtain a procedure for the safe storage & disposal of fluorescent bulbs and for dealing with any breakages that may occur (as they contain mercury and are classed as hazardous waste).	Dec-16	NP	Incomplete										
14	School Catering	OFl	4.4.6 Operational Control	Display the revised Spill Procedure by the cleaning cupboard	Dec-16	NP	Complete										
15	School Catering	OFl	4.4.6 Operational Control	Check how to deal with the cleaning products in the event of a spill and the safe disposal of any empties for the more environmentally harmful products. Ensure the risk assessment specifies this.	Dec-16	NP	Complete										
16	School Catering	OFl	7.2 Competence	Update the Training File with details of who attended the COSHH training session.	Dec-16	NP	Complete										



6	Transport	OFI	6.1.3 Compliance Obligations	Shop Mobility: In Scunthorpe there is a disabled toilet in the multi-storey car park. At the previous internal audit there was no annual waste transfer note in place. This has now been obtained. Dated 1st October 2016 to 30th September 2017 - the EWC (18 01 04) and SIC (32500) codes would benefit from review to ensure they are the 'best fit' for the activity	May-17	HR/AJ	Incomplete										
7	Transport	OFI	4.5.4 Control of Records	The Authority should ensure there is access to relevant records in all service areas at all times, including during periods of change	May-17	HR/AJ	Incomplete										
2	All Areas of the Council	OFI	6.1.2 Environmental Aspects	The council must control or influence the way products or services are designed, manufactured, distributed, consumed (used) and disposed of using a life cycle perspective	Nov-17	All Manager	Incomplete										
<b>NCR's</b>																	
1	20-21	NCR	6.1.3 Compliance Obligations	The records for disposal of waste cooking oil were viewed: taken by 'Brockelby'; the controlled waste transfer note did meet legal requirements as it did not identify EWC / SIC / Carriers Licence / Hierarchy of Control	Nov-16	Do not use	Complete	Still open until next visit as just received new WTN from Olleco									
2	Procurement	NCR	8.1 Operational Planning & Control	Not all departments are purchasing products / services from the agreed providers as identified in the 'Corporate Contracts'. There are 'Contract Procedure Rules' to inform all personnel who procure products / services. These rules are not being followed; examples include:	Nov-16	NS	Incomplete	Open until next visit then may become a major non-conformance									
3	Energy Team	NCR	4.5.4 Control of Records	During the audit with the Energy Team access to emails sent by a member of the team were not accessible due to the person being on maternity leave. This highlighted there is an issue with the Authority does not have a process in place to ensure operational information available to all members of the team during periods of absence	Nov-16	CS	Incomplete	Open until next visit then may become a major non-conformance									

4	<b>Construction</b>	NCR	6.1.3 Compliance Obligations	<p>OFI 4 of 8 raised April 2016.  Normanby Country Park - Splash Pad - The drawing `water feature layout plan, dated 10/2/15 identifies 2 x central drains from the water feature but no the drainage plan to show where they are discharging to. 8/11/16 - visit to asset management &amp; construction - no evidence of where the water goes to or a `consent to discharge`. Escalated to minor NC</p>	May-17	NB	Incomplete	Drainage plans received. Awaiting details regarding consent to discharge
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