

EMAS 2008/09 (A3.3 & 3.4) – MONITORING REPORT – 3<sup>rd</sup> QUARTER – 31<sup>st</sup> DECEMBER 2008

Ref	Action	Target	Responsible Head of Service	Achievements to 31 <sup>st</sup> December 2008	Assessment Against Target	Reasons if Not "On Track"
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**Priority: Review car vehicles allowance and mileage rate to reflect engine size and CO<sub>2</sub> emissions (Lead Officer Phil Thomas – Env Services – Depot)**

6	Implement a review of the car vehicles allowance and mileage rate to reflect the engine size and CO <sub>2</sub> emissions to manage our carbon footprint on district	Reduce estimated CO <sub>2</sub> emissions by 10% in the long term from 2009/10 onwards	Head of Org Dev and Head of Finance	Review of car allowance to be reviewed as part of the Council's Pay & Grading review.	<b>Amber</b>	Some work on concept has been done but the whole Pay and Grading Review has been delayed.
13	With the nature of the teams activities being on district for the majority of the time, in partnership with IT, develop a wide spread, system for all employees or home working potential.	Home working Policy reviewed  Applications approved under the Scheme and records of details retained  Increase in number of successful applications  April 2009	Head of Org Dev  (Carl Jacobs and Ian Moore)	Homeworking Policy to be reviewed and promoted by March 2009.  Corporate system to log 'ad-hoc' arrangements to monitor homeworking under consideration.	<b>Green</b>	

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34	Develop a procedure for the purchase of fleet vehicles for council use with the procurement officer	Environmental factors, particularly to reduce CO2 emissions, are key selection criteria Procedure implemented June 2009	Env Services (Phil Thomas)	Procedure established which requires a minimum EURO emissions standard. This is currently being reviewed so that specific CO2 emissions can be considered as and when they are published for Commercial vehicles.	<b>Amber</b>	<b>CO2 emissions not yet published for commercial vehicles</b>
47	Look into the possibility of introducing a low interest car loans scheme with preferential loan rates for low CO2 emission vehicles to incentivise 'Green cars'	Increase in take-up of car loans Sep 2008	Finance & PS (Paul Cullen)	A draft scheme is being finalised and will be reported to Finance and Management Committee in December 08.  Options have been considered	<b>Green</b>	

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**Priority: Environmental awareness for all SDDC staff.**

12	Ensure comprehensive environmental awareness for all SDDC staff. Via induction and annual refresher training.	<p>EMAS Officer to attend an awareness day to gain material. Mar 2008</p> <p>Prepare and present awareness training over a week (mornings) on an annual basis. May 2008</p> <p>Develop EMAS induction module. Mar 2008</p>	Env Services (Simon Mortimer)	<p>There is now an EMAS insert which forms part of the induction pack for new starters</p> <p>Training seminars for all staff have been organised for five dates in November.</p>	<b>Green</b>	
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28	<p>Introduce EMAS policy and basic information into the new employee induction scheme brief and handbook.</p> <p>To have produced a small amount of text for the handbook and issues for verbal communication during the brief</p> <p>Use of documentation and points for verbal communication used in induction briefing and handbook.</p>	<p>Issue of information to HR</p> <p>June 2008</p> <p>Publication and formalisation of the details in the briefing and handbook</p> <p>March 2009</p>	<p>Head of Org Dev</p> <p>(Simon Mortimer)</p>	<p>Induction checklist has been amended to ensure reference made to EMAS Policy during Induction.</p> <p>EMAS Officer completed short article to be included in Handbook (20<sup>th</sup> Dec 2008).</p>	<b>Green</b>	
48	<p>EMAS Officer to support departments in the development of EMAS system</p>	<p>Implementation of EMAS</p> <p>Ongoing</p> <p>Externally accredited</p>	<p>Env Services</p> <p>(Simon Mortimer)</p>	<p>Still work needed to be done, however we are currently very advanced in the system development with verification audits booked in for January</p>	<b>Green</b>	

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**Priority: Publish all policy/ information documents on recycled paper. Explore alternative publication techniques (Lead Officer – Jessica Fagan IT & Business Support)**

10	Develop a programme for the introduction of a paperless or electronic filing system. Part of the corporate capacity building project aimed at eliminating waste.	<p>Greater electronic and streamlined processing of transactions- April 09</p> <p>Reduce the number of forms that are in a manual format</p> <p>Increase the number of forms that can be completed and stored electronically</p> <p>Year on year reduction in paper used by the council</p> <p>Quantity of paper purchased reduced.</p> <p>All policies to be made available on the intranet/internet</p> <p>March 2010</p>	<p>IT &amp; Bus Support</p> <p>(Services: - C, BC, C&amp;L, F&amp;P, H)</p>	<p>Proposal accepted for removal of planning storage system but finance being sought (C Veal)</p> <p>True paperless ordering system being implemented Jan 09 (J Fagan)</p> <p>E-Ordering as above (J Fagan)</p> <p>Print Room and Printing Monitoring to be implemented (J Fagan)</p> <p>To be reviewed following action above (J Fagan)</p> <p>Ongoing (J Fagan)</p>	<b>Green</b>	
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25	<p>Document on standard proforma a procedure for e-recruitment and development of e-training activities.</p> <p>Local indicator within service plan.</p> <p>Annual training report Locally through HR service</p>	<p>70% employment applications submitted electronically</p> <p>E-learning resources made available to all employees</p> <p>E-induction programme used for all new employees</p> <p>April 2009</p>	Head of Org Dev	<p>Complete – local indicator in service plan and procedure in place for recruitment of posts and placing on website.</p> <p>E-learning resources have been made available to all employees including those off site through the Council's intranet.</p> <p>Annual training report has been completed and approved by Finance &amp; Management Committee.</p>	<b>Green</b>	
43	Promote the take up of online submission of planning applications and maximise electronic consultation	<p>Increase the number of planning applications submitted online</p> <p>Increase the proportion of consultations conducted by electronic means</p> <p>April 08</p>	Planning Services	<p>Reporting mechanism established- statistics now being collected to inform baseline.</p> <p>Project Plan in place for staged implementation</p>	<b>Green</b>	

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44	<p>Publish all policy or information documents on recycled paper. Explore alternative publication techniques such as CD-ROM, or the use of the intranet</p> <p>100% information published on recycled paper</p> <p>Request external contractors to publish documents on recycled paper</p>	<p>All policies to be made available on the Council's intranet.</p> <p>April 2009</p> <p>Annual review of procedures to be undertaken and updated on internet</p> <p>Review of intranet completed by OD</p> <p>Publications demonstrated to be on recycled paper only</p> <p>Ongoing</p>	<p>Head of Org Dev</p> <p>(Managers: - CSS, F&amp;PS,OD, PC, PP, PSH, RFC, W&amp;C)</p>	<p>Existing policies have been made available on intranet and internet as appropriate.</p> <p>Annual review of procedures has been completed.</p>	<b>Green</b>	

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**Priority: Contact Suppliers requesting that they supply promotional material to us in alternative formats, such as e mail, CD etc to reduce paper use and disposal**



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42	Contact all suppliers of literature and documentation and request that they communicate publication, flyers or reports etc on CD or by email to reduce paper use and disposal	<p>No of website visits</p> <p>Percentage year on year increase.</p> <p>Publication of website promotion posters and posting.</p> <p>Officers offering an electronic service rather than paper and visits.</p> <p>Reduction in value of post being sent.</p> <p>June 2008</p>	<p>Customer Services</p> <p>(Services: - BC, C&amp;L, CSS, DC, HM, HR&amp;I, OD, P, PD, PP, RFC)</p>	<p>Number of website visits has been level or shown only a slight increase, the number of e-Payments and other transactions made through the website completed online has steadily grown.</p> <p>New website set to be launched in 4<sup>th</sup> qtr giving quicker and easier access. Self serve option will also be available to utilise with the installation of version 3 of our CRM system.</p> <p>Mystery shopper survey held in Aug/Sept this year has measured the number of phone enquiries that result in the customer being offered an electronic service rather than paper and visits. As the results were slightly disappointing an initiative drive has commenced to improve advice given on methods of communication and accessing services etc.</p>	<b>Green</b>	
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**Priority: Reduce energy and water consumption**

1	Define the future of the council buildings namely civic offices, leisure centre and depot.	Decision made and documented  July 2008	Director of Community Services	EMAS officer engaged with the project officer to introduce energy saving measures.	Green .	
4	Assess the scope for fuel and water efficiency improvements on Council premises and formulate a list of options including costs, benefits and payback.	Issues identified for improvement and quotations obtained for work  Quotations received and funds applied for where necessary, and works implemented  June 2008  Ongoing	Env Services (Simon Mortimer)	Work has already commenced on this with numerous improvements installed or being tested/trialled.	Green	

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7	Examine further options for improved energy efficiency of Corporate Buildings and develop a prioritised list of options	Produce list of options with costs and benefits enumerated.  Make decisions as to which options to be implemented  Mar 2008	Housing Services (Stuart Manning)	Water saving bags inserted in to cisterns. Movement sensors fitted throughout the building to lighting. Sports hall lighting replaced with massive savings.	<b>Green</b>	
9	Immediately implement a drive to reduce energy consumption in the workplace through improved practices.  Visual marketing of energy awareness in the office and documented staff reminders SMO to undertake random checks at end of the day to check and record performance	Posters, and stickers posted around the depot and email to all staff reminding of responsibilities  Dec 2007  From baseline spot checks improve time on time on office power downs  On -going	Env Services (Simon Mortimer)	The offices are now advertising the need for energy efficiency by the use of posters and stickers  Energy checks are now being undertaken on an ad-hoc basis – to date significant improvements have been highlighted	<b>Green</b>	

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18	Investigate, schedule and cost the update of the IT infrastructure to allow more capacity and better efficiency	<p>Corporate monitoring of electricity use</p> <p>Corporate monitoring of electricity use</p> <p>Increase air conditioning temperature to 25 degrees</p> <p>Reduction in paper usage.</p> <p>Corporate monitoring of electricity use June 2008</p>	IT & Bus Support	<p>Monitoring of electricity not yet done due to resource issues. Investigating possible resource being found in Q4 to undertake this and other energy initiatives</p> <p>Air conditioning increased to 25 – impact not yet assessed</p> <p>As per actions above in point 10</p>	<b>Red</b>	Investigating possible resource for energy process to implement monitoring of usage. Not possible with current resource in IT & Business Improvement
19	Assess improvements to the disposal of hardware Keep up to date with relevant WEEE regulations and practice.	<p>WEEE Certificates available on file.</p> <p>Ongoing</p>	IT & Bus Support	Ongoing – all IT related certificates available	<b>Green</b>	

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20	Ensure that all hardware is set up with power down plugs.	Develop figures for quantity, price and apply for funds.  June 2008  Corporate monitoring of electricity use  December 2008	IT & Bus Support  (Simon Mortimer)	No further funds available for power down plugs, those made available fitted throughout Council  Monitoring of electricity not yet done due to resource issues. Investigating possible resource being found in Q4 to undertake this and other energy initiatives	<b>Red</b>	Funds not available at present time to support initiative
21	Replacement of CRT screens with LCD's	No CRT screens at the Council  December 2009  Corporate monitoring of electricity use	IT & Bus Support  (Simon Mortimer)	Majority of screens LCD, remaining CRTs being phased out  Monitoring of electricity not yet done due to resource issues. Investigating possible resource being found in Q4 to undertake this and other energy initiatives	<b>Green</b>	

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23	Explore the possibility of installing abstraction wells at watering points on district to reduce mileage of heavy vehicles and water leakage and spillage potential	Feasibility report into creating extraction boreholes in parks  November 2008	Leisure & Com Dev  (Steve Shepherd)	Use of water is minimal (only water used is for 2 bowling greens and 3 traffic islands) therefore this is not currently feasible.	<b>Green</b>	
29	Deliver the energy efficiency improvements identified in the Nottingham Declaration	Action plan published Actions embedded in other relevant policies and strategies Monitor quarterly review annually Dec 2008	Env Services (D Blyde)	The action plan will be a part of a comprehensive Climate Change Strategy. A Draft has been developed and circulated for informal consultation prior to presentation at Committee in late autumn or in the new year	<b>Green</b>	

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36	Obtain utility records for the Rosliston site for the past three years and devise a system to update the records as needed. (Water and electricity)	All utility information processed, recorded and maintained to a procedure.  Records are kept up to date on a monthly basis  May 2008	Leisure & Com Dev  Debbie Chesterman and Simon Mortimer	EMAS audit held. Corrective actions identified and improvement work started.	<b>Green</b>	
37	Immediately implement a drive to reduce energy consumption in the workplace through improved practices at Rosliston	Visual marketing of energy awareness in the office and documented staff reminders  SMO to undertake random checks at end of the day to check and record performance.  Ongoing	Leisure & Com Dev r  (Debbie Chesterman & Simon Mortimer)	EMAS audit held. Corrective actions identified and improvement work started.	<b>Green</b>	

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38	Explore the expansion of the renewable energy options for the Rosliston site with regards to the new arena and cabins  Compile feasibility studies of relevant options	Compile feasibility studies of relevant options  Reports produced and actioned  December 2009	Leisure & Com Dev  (Debbie Chesterman)	Arena and cabins complete. Feasibility for business units complete.	<b>Green</b>	
39	Rectify as necessary the current water problems at the Rosliston site to provide accurate consumption data.	Action plan developed Action taken and issue resolved or programmed resolution agreed with the water supplier  December 2008	Leisure & Com Dev  Debbie Chesterman	Site survey complete. Remedial actions implemented.	<b>Green</b>	



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41	Prepare a feasibility report for the installation of energy management controls for the offices, the replacement of the current electrical heaters, and installation of better copying and printing facilities.	A targeted and deadline Action plan developed to tackle each item systematically.  Feasibility report produced  September 2008	Leisure & Com Dev  Debbie Chesterman	EMAS audit held. Corrective actions identified.	<b>Green</b>	
52	Review water, gas and electricity management systems throughout Council buildings:	Sept 2008	Housing Services  (Lee Carter)	Undertaking second pilot on reducing water consumption for urinals. Second pilot looking to be successful.  Gas usage; experimenting with heating times to reduce length of period boilers are on.  Movement sensors fitted throughout the building to lighting in corridors, reducing amount of lights that are on continually.	<b>Green</b>	

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49	Ensure kitchen areas are available to all and make an assessment of whether the installation of water urns for hot drinks is possible and cost affective.	Feasibility complete  Decision to be made whether cost effective  March 2008	Housing Services  (Stuart Manning)	Water urns not practicable due to H & S issues.	<b>Green</b>	

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**Priority: 'Green' Procurement (Lead Officer – Jessica Fagan - IT & Business Support)**

2	<p>Centralise mainstream procurement for day-to-day products of all departments and ensure that adherence to the Green procurement guide becomes compulsory and monitoring system established.</p> <p>Monitored through use of the system, expenditure and supply</p>	<p>All purchasing is done through a centralised system for day to day products from a set supplier list of items</p> <p>Sept 2008</p>	<p>IT &amp; Bus Support</p> <p>(Jessica Fagan)</p>	<p>Purchase to Pay project underway, new ordering process will give central control.</p>	<b>Red</b>	<p>Revised completion date June 2009</p>
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3	<p>Develop and formalise a new tendering procedure to consider the environmental impacts and management of our suppliers and contractors</p> <p>Establish an approved list of suppliers and contractors considering their environmental performance and locality as well as other existing factors</p>	<p>Tenders issued according to programme.</p> <p>Use of new procedure throughout the council</p> <p>Dec 2008</p> <p>Detail all contractors and suppliers used with departmental activities with what they do and how to contact them</p> <p>Ongoing</p>	IT & Bus Support	<p>Tendering process can consider environmental issues but must continue to meet EU and UK Legal requirements for public procurement and allow for all EU companies to be included in tenders.</p> <p>Further work to be done to check other authorities actions in this area</p>	<b>Green</b>	

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50	With the procurement officer take the lead in the formation of a fully managed and vetted centralised procurement system to ensure competition on price, performance and environmental management	No. of Corporate Purchasing lists, procedures and tendering documents in place  September 2008	IT & Bus Support (Jessica Fagan)	Same as action 2 above. Centralised control to be implemented Jan 09	<b>Red</b>	New target Jan 09 for central Purchasing & June 09 for centralised supplier base
15	Undertake a review of cleaning materials used on district and within the civic offices	To use all environmentally friendly products  Approve list of cleaning products  March 2008	Bob Ledger  Stuart Manning	Cleaning Supervisor has product list of all environmentally friendly products	<b>Green</b>	

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22	Develop a procedure for the selection of hedge and grass cutting equipment with the procurement officer and implement the change	Develop approved suppliers for equipment and formulate a selection process form to obtain the best all round option. End of May 2009	Leisure & Com Dev  (Steve Shepherd)	A system already in place (ESPO)	<b>Green</b>	
24	Discuss with waste and cleansing the opportunity for green waste (cuttings and grass) recycling via collection at the depot  Meet with Waste & Cleansing to discuss options for green waste collections throughout	Develop a list of options, uses for the waste, interested parties and trials to assess suitability. Roll out the program across the district where feasible.  May 2009	Leisure & Com Dev	Green waste goes into a skip. Taken to recycling compost tip. Also reducing green waste with the purchase of mulching equipment/mowers. Chipping of prunings are put back on to boarders.	<b>Green</b>	

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30	Set a program for centralising printing networks	Network printing implemented Network printers in situ Feb 2008	IT & Bus Support  (Jessica Fagan)	Complete	<b>Green</b>	
31	Re-assess the energy contract with EMAS officer prior to submission of proposal to committee in six months	% of ‘green’ energy purchased All options considered and report produced for committee approval  September 2008	IT & Bus Support  (Jessica Fagan/ Simon Mortimer)	Energy prices hiked by 30% over last few months. Green energy	<b>Red</b>	Currently no budget for green energy
32	Set a program to contact suppliers to reduce packaging delivered with their products  Guidance produced to be issued in all tenders/quotes	Reduction in packaging  Ongoing	IT & Bus Support  Jessica Fagan	Not priority with suppliers at present – no resource to drive this through.	<b>Red</b>	More pressing initiatives to be completed so estimated date for start 2010

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33	Exclude the use of post it notes in SDDC activities	Products deleted from corporate stationery contract  Post it Notes no longer in use Jan 2008	IT & Bus Support  Jessica Fagan	Business Improvement team will reduce the amount purchased but senior leaders need to agree total exclusion from SDDC	<b>Amber</b>	Change the target to reduce, rather than exclude – 1200 pads per year to 400 pads per year
35	Ensure that the depot is kept tidy and clear of waste materials and products  Measurement of defects on weekly monitoring sheets	Procedure established and implemented.  Defects to be reduced week on week to a negligible level. November 2007	Env Services  (Phil Thomas)	Much work carried out at the depot making huge legal and operational improvements  Procedure for site checks is currently being implemented formally following informal checks.	<b>Green</b>	



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45	Document on a proforma a procedure for e-procurement (orders and payments)	<p>Greater electronic and streamlined processing of transactions – a majority of orders and invoices processed electronically to eliminate paper and printing.</p> <p>Via a project plan. Progress will be reported as part of the corporate performance-monitoring framework (to F&amp;M Cttee) as various milestones are reached leading up to April 09.</p> <p>April 2009</p>	<p>IT &amp; Bus Support</p> <p>(Finance &amp; PS and Jessica Fagan)</p>	Same as previous actions	<b>Red</b>	Adjust target to June 2009

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46	Establish an approved list of suppliers and contractors. For leisure related work, housing improvement or adaptation work and energy efficiency work based on performance, finance, environmental performance and locality	Detail all contractors and suppliers used with departmental activities with what they do and how to contact them  Dec 08	IT & Bus Support  (Jessica Fagan)	Underway – H&S list to be extended and linked to the Purchasing process	<b>Green</b>	
51	Develop policy for sustainable procurement	Strategy produced and implemented March 2008	IT & Bus Support (Jessica Fagan, SMO)	Green Procurement Guide to be linked to Purchasing process	<b>Red</b>	Revise completion date June 2009

**Priority: Procedural's of all activities that have a profound impact on the environment (Lead Simon Mortimer)**

8	Develop procedures to manage the delivery of all activities, which have a profound impact on the environment.	Staff aware of procedures and placed at an accessible point within the IT system and intranet.  All Procedures developed and documented  March 2009	Env Services (Simon Mortimer)  Services:- C, BC, C&L, HM, HR&I,, IT, LS, PC, PSH, P, RFC, W&C	These procedures are being developed and will be installed as operational by mid - November	<b>Green</b>	
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**EMAS 2008/09 (A3.3 & 3.4) – MONITORING REPORT – 3<sup>rd</sup> QUARTER – 31<sup>st</sup> DECEMBER 2008**

Ref	Action	Target	Responsible Head of Service	Achievements to 31 <sup>st</sup> December 2008	Assessment Against Target	Reasons if Not "On Track"
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11	Ensure that a 'discharge consent' exists for discharging into Darklands Brook	July 08	Env Services Simon Mortimer	This issue has been resolved the Environment Agency and documented evidence is available	<b>Green</b>	
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**Priority: Storage and disposal of chemicals**

16	With waste and cleansing review the storage of chemicals at the depot ensuring adequate storage facilities and contingency	Spill Kits, Paint, Secure Unit, Drip Trays March 2008 Procedures and systems in place annual review	Env Services, Housing Services  Stuart Manning (Simon Mortimer, Phil Thomas)	SMO and PTH have now rolled out a completely new system for spill and fuel control to ensure we are maintaining a duty of care and are legally compliant with our requirements and discharge authorisations. All relevant staff are now spill trained.	<b>Green</b>	
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17	With waste and cleansing review the recycling internally  Implement new recycling system with Waste and Cleansing Team	Introduction of system to recycle  March 2008	Env Services  (Gillian Coates, Simon Mortimer, Stuart Manning)	A new system of internal recycling is now in place for paper, card and plastics.	<b>Green</b>	
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**EMAS 2008/09 (A3.3 & 3.4) – MONITORING REPORT – 3<sup>rd</sup> QUARTER – 31<sup>st</sup> DECEMBER 2008**

Ref	Action	Target	Responsible Head of Service	Achievements to 31 <sup>st</sup> December 2008	Assessment Against Target	Reasons if Not "On Track"
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**Priority: - Sustainability in the Community, including Partnership Working.**

5	Design the contract leisure centre extension to ensure the contractors managing the leisure centre to deliver the Councils environmental management objectives	Working towards standard. Include in negotiations with SLM  March 2008  Energy conservation report and schedule of works agreed with environmental improvements incorporated.	Leisure & Com Dev	Not particularly in a position to 'design' the contract extension. SDDC now have some direct responsibility for energy costs. Number of significant initiatives undertaken including new lighting and energy management systems for boilers trialled.	<b>Green</b>	
14	Make an appeal to people on district via there rent statements to communicate with the council via electronic media where possible	Increase use of Text and email & internet  Reduction in Postage and paper use and waste.  Require base level figure July 2008	Housing Services	Rent statements distributed w/c 13 <sup>th</sup> October 2008. Instruction notes recommend use of Housing generic email address and SDDC website	<b>Green</b>	

**EMAS 2008/09 (A3.3 & 3.4) – MONITORING REPORT – 3<sup>rd</sup> QUARTER – 31<sup>st</sup> DECEMBER 2008**

<b>Ref</b>	<b>Action</b>	<b>Target</b>	<b>Responsible Head of Service</b>	<b>Achievements to 31<sup>st</sup> December 2008</b>	<b>Assessment Against Target</b>	<b>Reasons if Not “On Track”</b>
26	Encourage environmental operations at Rosliston to be implemented Sustainability of site considered monthly at site Programme Management meetings	Progress recorded through meeting minutes and review of action plan  Ongoing	Leisure & Com Dev  (Malcolm Roseburgh & Debbie Chesterman)		<b>Green</b>	
27	Prepare the Local Development Framework (LDF) to achieve sustainable development throughout the District	Reduction of LDS Milestones Via the LDF Annual Monitoring Report (AMR) and within the Local Development Scheme timescale	Planning Services  (Ian Bowen)	Evidence gathering ongoing. Preferred options consultation programmed for September has not been undertaken	<b>Green</b>	Changes to Planning Legislation has removed this stage of work from the Plan preparation process. A review of the LDF is proposed early 2009

**EMAS 2008/09 (A3.3 & 3.4) – MONITORING REPORT – 3<sup>rd</sup> QUARTER – 31<sup>st</sup> DECEMBER 2008**

<b>Ref</b>	<b>Action</b>	<b>Target</b>	<b>Responsible Head of Service</b>	<b>Achievements to 31<sup>st</sup> December 2008</b>	<b>Assessment Against Target</b>	<b>Reasons if Not “On Track”</b>
40	Explore the potential for providing additional small recycling reciprocals at key areas of the site to allow better on site recycling for visitors with appropriate procedures and checks in place to maintain them.	Feasibility report for the installation of additional recycling points (Small)  Action decided and recorded and acted on. April 2009	Leisure & Com Dev  (Debbie Chesterman & Malcolm Roseburgh)	Main site recycling facilities reviewed and altered. No budget to add smaller recycling facilities to site.	<b>Green</b>	
53	To review and document what meetings are taking place, by who, how often and where	Review by April 2009	All Heads of Service	List of meetings that are taking place, by whom, where and how often.	<b>Green</b>	
54	To undertake a feasibility Study for the options available and cost implications of types of video conferencing and web ex meetings	Oct 2009	Head of IT & BI	Review underway	<b>Green</b>	