BRECKLAND COUNCIL

**Report of the Policy and Performance Manager to the
Business Improvement Sub- Committee – 6th April 2010**

Environmental Management Systems

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1.   Purpose of Report

1.1   To discuss Environmental Management Systems with a focus on ISO 14001
      (Environmental Management) and to consider the benefits that can be delivered

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2.   **Recommendations**
      It is recommended that the Council/Committee:
2.1   Commission BSI to undertake a Pre-Certification Audit against the ISO 14001 standard
2.2   Use the findings from the audit to understand the current gaps and inform a decision
      on whether to proceed with full implementation

Note: In preparing this report, due regard has been had to equality of opportunity,
human rights, prevention of crime and disorder, environmental and risk management
considerations as appropriate. Relevant officers have been consulted in relation to any
legal, financial or human resources implications and comments received are reflected in
the report.

3.   Information, Issues and Options

3.1   Background

3.1.1   Environmental management describes a broad framework of activity that can be best
        summarised as activity to manage the environmental consequences of doing
        business. There are two main standards for addressing environmental management
        which we can consider:

3.1.2   **ISO 14001**

        ISO 14001 specifies a process for controlling and improving an organisations
        environmental impact and performance. The process consists of six elements:

        • General requirements
        • Environmental Policy
        • Planning
        • Implementation and operation
        • Checking and corrective action
        • Management review

        The process has two key features, that of identifying the elements of the business
        that impact on the environment and understanding the relevant environmental
        legislation. Following this, objectives for improvement and a management
        programme to achieve them with regular reviews for continual improvement are
        established.   The achievement of this standard provides independent verification of
        the organisations commitment and embedding of the process for continued
        improvement in the management of environmental impacts

        ISO 14001 requires the production of a policy statement that communicates the
        organisations environmental values to stakeholders. It becomes the organisations
        contract with the environment. Organisations must then deliver an environmental
        performance that is consistent with this statement.

3.1.3 **EMAS**

EMAS stands for the Eco-Management and Audit Scheme. It is an environmental standard developed by the European Commission in 1995. EMAS is a voluntary scheme which aims to help participating organisations identify and manage their impacts on the environment. The EMAS standard, which now includes ISO 14001, can be linked very closely with Best Value, Investors in People, quality management systems and the council's performance management system.

EMAS can have many benefits, it can help participating organisations to protect the environment, improve products and services, save money, demonstrate its commitment to the environment, and comply with legislation.

To be awarded the EMAS certificate, participating organisations must implement each of the following:

- Environmental Policy - Produce a statement of the organisation's commitment to the environment

- Environmental Review - Conduct a review of the environmental impact of the organisation

- Environmental Programme - Develop a programme of actions to reduce the impacts of the organisation

- Management System - Develop a system of responsibilities, procedures and training which helps implement the environmental programme and meets ISO14001 requirements

- Environmental Audit - Carry out regular and comprehensive audits

- Environmental Statement - Produce a statement summarising the environmental performance of the organisation

- Verification - Seek external independent verification of the policy, programme, management system and audits

3.1.4 EMAS and ISO 14001 share the same objective: to provide good environmental management. Traditionally however they have been seen as competitors, in 1996, the European Commission recognised that ISO 14001 could become a stepping stone for EMAS. In such a way, the adoption of ISO 14001 as the management system element of EMAS allows organisations to easily progress from ISO 14001 to EMAS without duplicating efforts.

3.1.5 The main items which take EMAS beyond the requirements for ISO 14001 are as follows:

- Continual annual improvement of the environmental performance of the Organisation

- Initial environmental review required

- Legal compliance is required and checked through out the whole process before registration

- Identification of all environmental aspects for the determination of the significant ones

- Internal environmental auditing includes: environmental manage system-audit, an environmental performance audit and an environmental compliance-audit

- Environmental Statement required

- Full legal compliance required: commitment included in policy, identification of legal and other environmental requirements, periodic evaluation, awareness and training, operational controls and emergency preparedness, monitoring, audits and management review and delivery of improvements

3.2   Issues

3.2.1   Delivery of any ISO standard requires considerable commitment both financially and in terms of Officer time. Clearly a corporate solution, such as ISO 14001 spreads this burden across the organisation and also in the longer term is likely to deliver savings and reduce waste.

3.2.2   In terms of financial commitment the following has been quoted for delivery of ISO 14001 by BSI:

3.2.3   Training
- Management Briefing   £850
- Introduction to ISO 14001   £1550
- Implementing ISO 14001   £3100
- ISO Internal Auditor   £3100

Registration
- Application fee   £570

Certification Assessment Fee
- Stage 1   £1478
- Stage 2   £4434

3.2.4   These costs cover the initial stages of certification, there are additional costs for the surveillance assessments and the annual management fee as shown below:
- Annual Management Fee (pro rata for Year 1)   £567
- Continuing Assessment Fee   £2217

Additional support can be provided by BSI through the use of their in-house software, this software package aids the structured collection of evidence needed to display compliance to the standard. The cost of this software is detailed below:
- Monthly Subscription (36 month contract)   £250
- System Training £850

3.2.5   ISO 14001 delivers benefits by ensuring the Council adopts good environmental practices in the day-to-day running of its business in areas such as energy consumption, pollution protection, waste and water control while at the same time meeting legislative requirements and demonstrating corporate governance. It is likely that accompanying financial benefits will be delivered but these are difficult to define in the absence of a clear starting position.

3.2.6   In terms of implementation time discussions with BSI have suggested that, whilst being based on a number of factors, an organisation of this size would look to take between 6 – 12 months to achieve certification.

3.2.7 They have also advised that to implement and maintain an effective management system an organisation of our size should have the following structure in place:

3.2.8 1 - Executive Champion/Senior Manager.

4 - Management Representatives/Project Team (this is the person/persons who will mostly control our system. They will have implemented the system from start and will help maintain on a yearly basis)

4 – Internal Auditors (could be same person/persons as Management Representatives). The amount of time implementation takes again depends on how many people are involved and other factors including BSI training and Entropy Software.

BSI have suggested that 2 people with correct training and guidance could implement a 14001 system with 2 months full time work. This would not be 2 months together, normally broken down over a 6-9 month period.

3.2.9 There are clear connections between ISO 14001 and the wider environmental agenda for the council. The environment is a corporate priority as described through our Business Plan. Additionally through the transition to Comprehensive Area Assessment two new National Indicators are in operation which measure CO_2 reduction for the authority and the wider area.

3.2.10 Supporting these new indicators is a new Natural Resources Key Line of Enquiry which is assessed and scored as part of our overall Use of Resources assessment. This firmly focuses on the Council's internal workings and how these may impact on the wider environment. Clearly there are synergies between this and ISO 14001.

3.2.11 Finally the Sustainable Procurement Strategy has an environmental focus. This looks to reduce the environmental impact of the Council's activity through either the purchase of environmentally friendly products and encourage the Council's partners and contractors to also reduce their carbon footprint.

3.3 Options

3.3.1 Undertake a Pre-Certification Audit against the ISO 14001 standard and use this to determine future actions

3.3.2 Commit fully to ISO Programme at the costs outlines above with a longer term view to undertaking an EMAS accreditation

3.3.3 Do nothing and use the Council's current arrangements to deliver environmental benefits

3.4 Reasons for Recommendation(s)

3.4.1 It is recommended that the Council looks to undertake a Pre-Certificastion Audit to help it understand its current position against the standard. This will then enable the production of a Gap Analysis and implementation plan as well as helping us better understand the costs of delivery in terms of money and officer time

4. Risk and Financial Implications

4.1 Risk

4.1.1 The risks associated with option 1 are minimal as this informs the Council of its current position and does not require any immediate further action should the Council not wish to continue

4.1.2 Should the Council choose to fully commit to the ISO 14001 standard the risks are that the Council may not have the capacity to deliver the standard, although this is

an uninformed view until an initial audit has taken place.

4.2   Financial

4.2.1 The Council should look to finance delivery of the standard in year one through the Organisational Development Reserve. Ongoing annual costs could be centralised and charged out to each service area, encouraging efficiencies to be found through more efficient and environmentally friendly working practices

5.   Legal Implications

5.1   ISO 14001 helps ensure the legal compliance of the Council

6.   Other Implications   [*Insert statement or confirm 'none' as appropriate at each sub-paragraph*]

   a)   Equalities: [Insert statement as appropriate from new_equalities_guidance_and_eqia.doc for Decision Makers – Author to draft but must clear report with Equality Officer]

   b)   Section 17, Crime & Disorder Act 1998:

   c)   Section 40, Natural Environment & Rural Communities Act 2006:

   d)   Human Resources:

   e)   Human Rights:

   f)   Other: [e.g. Children's Act 2004]

7.   Alignment to Council Priorities

7.1   Business Plan 2008 – 2014 – Environment Priority

7.2   Sustainable Community Strategy 2008 – 2011- Achieve Environmental Sustainability

8.   Ward/Community Affected

8.1   [Insert name of ward(s)/parish(es) as appropriate]

Background Papers
[Insert title and type of document – must include date of previous committee report(s) as appropriate]

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Key Decision Status (Executive Decisions only):
[State whether Key or Non-Key decision & whether or not on Forward Plan]

Appendices attached to this report:
[List]