





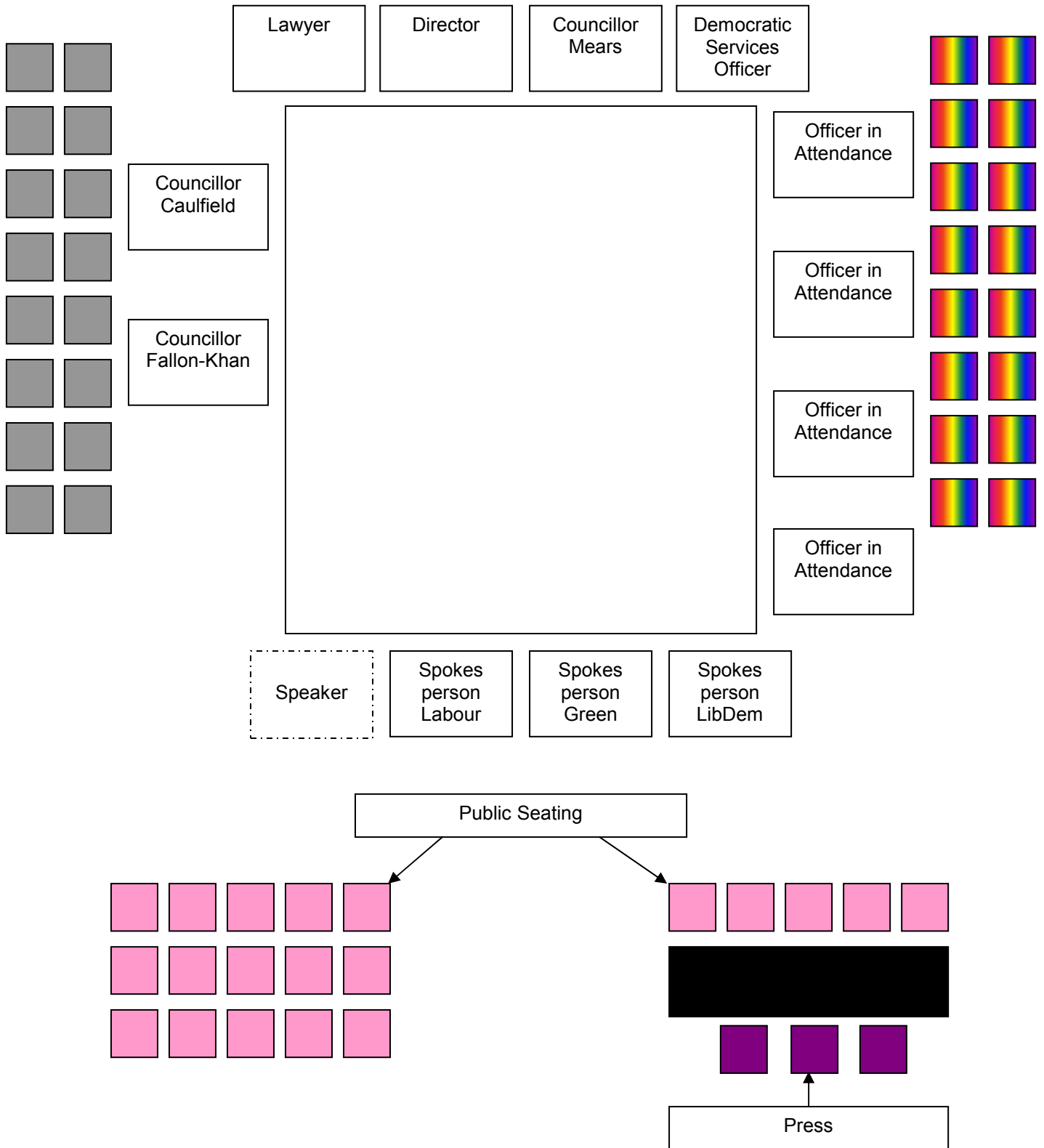
**Brighton & Hove  
City Council**

# Cabinet Committee

Title:	<b>Sustainability Cabinet Committee</b>
Date:	<b>22 October 2010</b>
Time:	<b>2.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Councillors:</b> Mears (Chairman), Caulfield and Fallon-Khan
Contact:	<b>Tanya Davies</b> Acting Democratic Services Manager 01273 291227 tanya.davies@brighton-hove.gov.uk

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# Democratic Services: Meeting Layout



## AGENDA

### 18. PROCEDURAL BUSINESS

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

*NOTE: Any item appearing in Part 2 of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

*A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.*

### 19. MINUTES OF THE PREVIOUS MEETING

1 - 8

Minutes of the meeting held on 23 July 2010 (copy attached).

### 20. CHAIRMAN'S COMMUNICATIONS

### 21. ITEMS RESERVED FOR DISCUSSION

- (a) Items reserved by the Members of the Cabinet Committee
- (b) Items reserved by the Opposition Spokespeople
- (c) Items reserved by Members, with the agreement of the Chairman.

*NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.*

### 22. PETITIONS

No petitions have been received.

### 23. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 15 October 2010)

No public questions received by date of publication.

## SUSTAINABILITY CABINET COMMITTEE

### 24. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 15 October 2010)

No deputations received by date of publication.

### 25. LETTERS FROM COUNCILLORS

No letters have been received.

### 26. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

### 27. NOTICES OF MOTIONS REFERRED FROM COUNCIL

No Notices of Motion have been received.

### 28. HARVEST FOOD GROWING PROGRAMME UPDATE

Presentation by Vic Borrill, Director of the City Food Partnership.

### 29. 10:10 CAMPAIGN

Verbal update from the Head of Sustainability & Environmental Policy.

### 30. SUSTAINABLE PROCUREMENT

Verbal update from the Procurement Strategy Manager.

### 31. BIOSPHERE RESERVE

Verbal update from the Assistant Director, City Clean and City Parks.

### 32. PILOT ENVIRONMENTAL MANAGEMENT SYSTEM PROJECTS 9 - 26

Report of the Acting Director of Strategy & Governance (copy attached).

*Contact Officer:* Mita Patel

*Tel:* 29-3332

*Ward Affected:* All Wards

### 33. REPORT OF THE CITY SUSTAINABILITY PARTNERSHIP 27 - 36

To note the minutes of the meeting held on 13 September 2010 (copy attached).

## SUSTAINABILITY CABINET COMMITTEE

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

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Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Tanya Davies, (01273 291227, email [tanya.davies@brighton-hove.gov.uk](mailto:tanya.davies@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

Date of Publication - Thursday, 14 October 2010



### BRIGHTON & HOVE CITY COUNCIL

### SUSTAINABILITY CABINET COMMITTEE

3.00PM 23 JULY 2010

### COUNCIL CHAMBER, HOVE TOWN HALL

### MINUTES

**Present:** Councillors Mears (Chairman), Caulfield and Fallon-Khan

**Also in attendance:** Councillor Steedman (Opposition Spokesperson, Green)

### PART ONE

#### 1. PROCEDURAL BUSINESS

##### 1A Declarations of Interest

1a.1 There were none.

##### 1B Exclusion of Press and Public

1b.1 In accordance with section 100A of the Local Government Act 1972 ('the Act'), the Sustainability Cabinet Committee considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press or public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100I(1) of the Act).

1b.2 **RESOLVED** - That the press and public be not excluded from the meeting.

#### 2. MINUTES OF THE PREVIOUS MEETING

2.1 Councillor Steedman thanked the Administration to agreeing for longer term targets in relation to the reduction of carbon emissions as part of the Sustainable Communities Strategy.

2.2 The Chairman advised that sustainability was an area where new developments were always coming forward and that it was important for the council to respond appropriately and make progress.

- 2.3 **RESOLVED** – That the minutes of the meeting held on 21 January 2010 were approved and signed by the Chairman as a correct record.

### **3. CHAIRMAN'S COMMUNICATIONS**

- 3.1 The Chairman reported recent changes to the Sustainability Team and in particular thanked Kim Jackson, Environmental Education Officer, who had left the council and wished her well in her future endeavours.
- 3.2 The Chairman advised that the City Sustainability Partnership had elected Chris Todd of Friends of the Earth as its new Chairman, with Chris Wick of the Environment Agency and Vic Borrill of Brighton & Hove Food Partnership chosen as Vice Chairmen.
- 3.3 The Chairman reported that Elisabeth Filkin, who had worked in the Sustainability Team on a month-long placement earlier in the year, graduated from City University with her Masters in Leadership for Sustainable Development and also won the Richard Sandbrook Memorial Prize for the student voted by her peers as “most likely to lead change through sustainable development”.

### **4. ITEMS RESERVED FOR DISCUSSION**

- 4.1 **RESOLVED** - That all the items be reserved for discussion.

### **5. PETITIONS**

- 5.1 There were none.

### **6. PUBLIC QUESTIONS**

- 6.1 There were none.

### **7. DEPUTATIONS**

- 7.1 There were none.

### **8. LETTERS FROM COUNCILLORS**

- 8.1 The Cabinet Committee considered a letter from Councillor Kennedy concerning sustainable procurement and calling for a scrutiny panel to be created to investigate the issue of the Council's procurement processes and outcomes, with a particular focus on sustainability. Councillor Kennedy advised that the move towards Intelligent Commissioning would result in an increase in the procurement of services and that is was therefore the appropriate time to consider the council's approach.
- 8.2 The Chairman advised that significant progress had been made and reported the following outcomes:
- Corporate Procurement supported the re-tendering of the Corporate Catering Agreement and the successful supplier (Pabulum) now provided 100% free range eggs as well as other items.



- Chartwells, the provider of school meals to primary and special schools across the City now provided the following:
  - fair-trade bananas
  - ‘Red tractor’ certified meat, sourced from the UK and the EU.
  - 95% of seasonal veg from British producers
  - 30% of transport used run on bio-fuel
  - School kitchen machinery ‘A’ graded for energy efficiency
  - Fish from sustainable, well-managed marine sources
- The council had set an objective for its fleet to reduce CO<sub>2</sub>, particle and harmful gas emissions. 72% of cars replaced were in B and C categories which meant real improvements, for example of 1,700 Kilogrammes of CO<sub>2</sub> from each of the new vehicles.
- For specialist vehicles, the council would be purchasing new technologies to reduce emissions. For example, the replacement of the refuse vehicles in Cityclean had meant the introduction of Euro 5 engines and eco pumps, all of which would reduce CO<sub>2</sub> emissions by over 2,200 Kilogrammes per vehicle, per year.
- The council had also begun to look at issues such as tyres and made changes to reduce friction on the road and so reduce fuel usage and CO<sub>2</sub> emissions.
- Vehicle replacement programmes were being developed in CYPT and Adult Social care to further reduce CO<sub>2</sub>, in addition to other emissions.
- Three electric vans would be purchased later in the year.
- The Environmental Management System (EMS) pilot project in Brighton and Hove Centres and Hove Town Hall had been a great success and a report was expected to come to a future meeting. Procurement was a key feature of the pilot and there was potential for wide-ranging improvements in resource efficiency, in local preferred supplier lists, and in joint work with other key areas, such as health and safety and human resources.
- Work on the EMS pilot was being used to simplify the language and the approach to the environmental requirements in pre qualification questionnaires for council contracts, as well as looking ahead to the support that may be needed in the future, which would help more small, local businesses bid for council contracts.

8.3 The Chairman advised that, given the improvements underway, and the further opportunities to make progress through the Intelligent Commissioning process, it was not the appropriate time to set up a scrutiny panel to investigate sustainable procurement and that the Cabinet Committee could not support the request.

8.4 Councillor Kennedy welcomed the progress and requested that the council commit to working towards creating a single policy for procurement in light of the move to Intelligent Commissioning.

8.5 The Chairman advised that she had already spoken to the Chief Executive with regard to a single procurement policy. She stated that the Cabinet Committee was the appropriate place to discuss such matters and that future agendas would include sustainable procurement as a standing item.

8.6 **RESOLVED** – That the letter be noted.

**9. WRITTEN QUESTIONS FROM COUNCILLORS**

9.1 There were none.

**10. NOTICES OF MOTIONS REFERRED FROM COUNCIL**

10.1 There were none.

**11. SUSTAINABILITY CONFERENCE 2010**

11.1 The Cabinet Committee considered a report of the Director of Strategy & Governance concerning the outcomes of the Sustainability Conference 2010.

11.2 The Chairman reported that feedback received had been extremely positive and she commended Mita Patel, Senior Sustainability Consultant, for her role in organising the conference.

11.3 The Senior Sustainability Consultant reported that over 20 organisations exhibited at the conference and more than 230 delegates attended including local residents, community groups, local and national organizations and business, other local authorities, media outlets and academic institutions. She commended the University of Brighton for working in partnership with the council and for providing significant resources, and thanked the conference sponsors, Eon, Sealife Centre and Searoc. She advised that focus had now moved on to the Biodiversity Conference being held at Dorothy Stringer School.

11.4 Councillor Fallon-Khan advised that he had attended the conference and had been impressed at the level of questions and knowledge shared, and the intensity of the networking that took place. He praised the high volume of positive feedback and stated that the conference had provided local organisations and businesses with the opportunity to show how they had moved forward and develop their relationships with the council.

11.5 Councillor Steedman congratulated the all those involved in organising the conference and added that it was important for the council to continue to commit funding to provide such events.

11.6 The Chairman advised that the council would do all it could to continue its help in the future.

11.7 **RESOLVED** - That the report be noted.

**12. OFFSHORE WIND FARM**

12.1 The Cabinet Committee considered a report of the Director of Strategy & Governance concerning the successful bid from Eon Climate & Renewables to the Crown Estate for the development of an offshore wind farm near Brighton & Hove.

12.2 The Chairman reported that the four shortlisted new names for the windfarm (Sussex Wind Farm, Pavilion Offshore, Rampion, and Bluefields) went to public vote on the 7

July and after more than 2,500 votes were cast, the winner was declared as "Rampion". Monty Panesar from Sussex County Cricket Club presented the schools who shortlisted new names with cheques and a trophy of a model wind farm, engraved with the winning name and the school's name.

- 12.3 The Head of Sustainability & Environmental Policy advised that he had received a progress update from Chris Tomlinson of Eon stating that survey work was continuing and that an office base had been identified in central Brighton. A positive meeting had taken place between Eon and the council's Chief Executive and Eon expected to be able to provide more information in November.
- 12.4 The Head of Sustainability & Environmental Policy explained that progress was moving forward at a significant pace and that changes to the planning system would not have an impact. The council's support and emphasis on community engagement and consultation had given Eon confidence to proceed and the council's relationship with Eon was moving forward.
- 12.5 The Chairman stated that she was pleased that Eon had chosen to base their operations in the city.
- 12.6 Councillor Fallon-Khan commented that the relationships developing as a result of the offshore wind farm would have a positive impact on the city's reputation and that ongoing investment in environmental industries would be key for the future of the city.
- 12.7 Councillor Steedman welcomed the report and agreed that, following on from the scrutiny panel that looked at environmental industries, it was important to make the city a centre for such businesses.
- 12.8 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Cabinet Committee accepted the following recommendations:
- (1) That the Chief Executive be instructed and authorised to lead work by the council to help Eon:
- Engage with officers across the council and stakeholders across the city to ensure the potential benefits of the scheme are secured locally
  - Establish an office base in the city to support the windfarm development programme
  - Develop a strong community engagement and consultation programme to ensure their plans win strong public support locally
  - Develop strong local supply chains through skills development work with the universities, colleges and employers
  - Rename the windfarm to give it a stronger local identity.

### 13. SUSTAINABLE COMMUNITIES ACT UPDATE

- 13.1 The Cabinet Committee considered a report of the Director of Strategy & Governance concerning progress made on the council's proposals submitted under the Sustainable Communities Act in 2009.

- 13.2 The Policy Development Officer explained that no decisions on the proposals had been made prior to the General Election and that the new Coalition Government was in the process of setting out its policy agenda, but had signaled a commitment to implementing the Act in the near future.
- 13.3 Councillor Caulfield advised that many allotment holders were not aware that there were legally permitted to sell surplus produce and suggested that work could be undertaken to raise awareness.
- 13.4 The Sustainability Officer explained that growers were able to sell genuinely surplus produce providing that revenue was put back into growing; they were not permitted to make a profit from sales.
- 13.5 The Chairman commented that the local organisations and residents had put a significant amount of work into the proposals and that it was disappointing that the previous Government had not come forward with a decision. She hoped to see a quick decision from the new Government.
- 13.6 Councillor Steedman welcomed the Early Day Motion that all of the city's MPs had signed expressing their disappointment that a decision had not been made on the proposals by the former Government. He suggested that the council write to the city's MPs to ask them to give their support to the proposals put forward by local organizations and residents.
- 13.7 The Chairman agreed to take Councillor Steedman's suggestion forward.
- 13.8 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Cabinet Committee accepted the following recommendations:
- (1) That the progress made to date on the council's proposals made under the Act in 2009 be noted and officers be instructed to keep the Committee informed of Government announcements on:
- (i) the implementation of any outstanding proposals; and
  - (ii) plans to invite councils to submit a second set of proposals.

#### 14. BRIGHTON & HOVE FAIR TRADE STEERING GROUP

- 14.1 The Cabinet Committee considered a report of the Director of Strategy & Governance updating Members on the work of Brighton & Hove's Fair Trade Steering Group.
- 14.2 The Head of Sustainability & Environmental Policy reported that many people had expressed an interest in joining the steering group and that the membership had a broad representation including shops and other retailers, businesses, campaign groups and national Fair Trade figures living in the city. He advised that the steering group was working with Visit Brighton on raising awareness of Fair Trade outlets in the city.
- 14.3 Councillor Fallon-Khan advised that he had attended a recent meeting of the steering group and had been impressed by the ideas and positive outlook. He added that he looked forward to reporting back to the Cabinet Committee at future meetings.

14.4 The Head of Sustainability & Environmental Policy advised that two versions of Appendix 1 had been attached to the agenda and that the second one was out of date.

14.5 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Cabinet Committee accepted the following recommendations:

(1) That the progress made by the steering group to date be welcomed.

## 15. COMMUNITY LAND BANK FEASIBILITY STUDY

15.1 The Cabinet Committee considered a report of the Director of Strategy & Governance concerning the Community Land Bank study and the feedback of the roundtable.

15.2 The Chairman stated that it was good to see that the leading role Brighton & Hove was playing in community food growing had been recognised and that the city are taking part in this national pilot.

15.3 The Sustainability Officer explained that the council was awaiting the outcome of the study and that there was a possibility that the Federation of City Farms & Community Gardens (FCFCG) would come forward with some funding. She advised that the council was able to identify a number of sites and that other organisations were also expected to offer sites for use.

15.4 Councillor Steedman welcomed the progress and the council's clear support for the initiative.

15.5 The Chairman advised that a good response could be expected from other organisations if it was made clear that the scheme would be flexible and that the sites could be reclaimed if necessary; this would also need to be communicated to the growers.

15.6 John Patmore from Brighton-based environmental consultancy advised that sites proposed from community food growing may also hold biodiversity worth and that it should be considered alongside food growing potential.

15.7 Councillor Caulfield confirmed that work was being undertaken with biodiversity issues in mind and that community groups were being given the appropriate advice.

15.8 **RESOLVED** – That the council's participation in the Community Land Bank initiative be noted.

## 16. CESP - COMMUNITY ENERGY SAVING PROGRAMME

16.1 The Cabinet Committee considered an extract from the Housing Cabinet Member Meeting held on 7 July 2010 and associated report of the Director of Housing, Culture & Enterprise concerning the potential opportunities offered by the Community Energy Saving Programme (CESP) as part of the council's wider strategic housing vision of making best use of the city's assets by improving and increasing investment in homes for the benefit of tenants and residents of the city as a whole.

- 16.2 Councillor Caulfield reported that the council was working with the energy providers to improve energy efficiency and in particular to target low income households.
- 16.3 Councillor Steedman welcomed the proposals and stated that it would help the council to meet its Local Area Agreement (LAA) targets. He queried whether there would be an increased benefit seen if the council was to focus more on private sector housing given that Standard Assessment Ratings (SAP) ratings for the council's own stock were very positive.
- 16.4 The Head of Housing Strategy and Development explained that the aim was to improve energy efficiency in all housing across the city; it was easier to deliver the necessary match funding on the council's own stock, but it did not prevent the council working with homeowners and private tenants. The expectation was that a substantive proposal would be considered at the Housing Cabinet Member Meeting in September and that work would begin soon after.
- 16.5 The Chairman added that once work began on the council's own stock, homeowners and private landlords would see the advantages gained and the scheme would take off.
- 16.6 **RESOLVED** – That the extract and report be noted.

#### 17. **REPORT OF THE CITY SUSTAINABILITY PARTNERSHIP**

- 17.1 The Cabinet Committee considered the minutes of the City Sustainability Partnership (CSP) held on 18 January 2010, 8 March 2010 and the draft minutes of the CSP held on 10 May 2010.
- 17.2 **RESOLVED** – That the minutes be noted.

The meeting concluded at 4.03pm

Signed

Chair

Dated this

day of

**Subject:** Pilot Environmental Management System projects  
**Date of Meeting:** 22 October 2010  
**Report of:** Acting Director of Strategy & Governance  
**Contact Officer:** Name: Mita Patel Tel: 29-3332  
E-mail: mita.patel@brighton-hove.gov.uk  
**Key Decision:** No  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report is an update on the implementation of an Environmental Management System (EMS) as a pilot into two service areas of the council. This pilot initiative was agreed upon at Sustainability Cabinet Committee in March 2009.
- 1.2 The implementation of an EMS provides data needed for producing the councils Environmental Footprint as required through the Annual Report and Summary of Accounts. The EMS will also serve to support new Government requirements for “increased accountability of public spending” and “better use of existing public buildings, land and capital investment in public building projects” as set out in the draft structural reform plan of the Dept. for Communities & Local Government<sup>1</sup>. New measures for this are set to be in place by July 2011.
- 1.3 Furthermore, it will aid delivery and performance management of the council’s 10:10 and Carbon Reduction Commitment as well as of the city’s Climate Change Action Plan. It will also provide a framework for structuring a more formal programme for staff awareness, engagement and training on sustainability in relevant departments and buildings.
- 1.4 The pilot project was to enable evidence to be gathered for subsequent roll-out of EMSs into other relevant service areas across the organisation. It can also now inform the Intelligent Commissioning process.

#### 2. RECOMMENDATIONS:

- 2.1 That the Cabinet Committee notes the progress made within the relevant services in which the EMS has been piloted so far, and approves it as a business case for implementation of an EMS into other suitable service areas of the council portfolio.

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<sup>1</sup> <http://www.number10.gov.uk/wp-content/uploads/srp-dclg.pdf>

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 An Environmental Management System (EMS) is a mechanism for managing numerous and complex environmental issues in a systematic way. EMSs are used to help organisations to improve the management of their activities that impact on the environment and to demonstrate to others sound environmental management.
- 3.2 Since Sustainability Cabinet Committee approved to an EMS pilot in March 2009, a decision was made by TMT for two pilot projects to be undertaken – one for venues & events, and the other with fleet.

#### **Venues, Outdoor Events and Hove Town Hall**

- 3.3 The EMS for venues and outdoor events focused on both our venues - the Brighton Centre and Hove Centre (the operation and administration of indoor events held in these venues), and all our outdoor events.

The EMS would, amongst other things, be focusing on environmental performance of the physical building that Hove Centre is accommodated within. Therefore it was decided very early on that it would make sense, for environmental management purposes, for inclusion of the whole of Hove Town Hall - so including the civic, office side of the building, into the scope as well.

- 3.4 Following consideration of the different options it was decided that the best EMS option was ISO 14001<sup>2</sup>. This internationally recognised standard, demonstrates high environmental standards and requires evidence for improving on environmental performance where implemented.
- 3.5 The new British Standard BS 8901<sup>3</sup> (Sustainability Management System for events) was also chosen for achieving environmental standards for all our indoor and outdoor events.

BS 8901, while compatible with the ISO 14001 standard, addresses the wider scope of sustainability rather than just environmental impacts (for a full definition of both standards see Appendix 1).

However, since BS 8901 can apply to just one event, and the scope can leave out essential corporate activities, it is considered to be a far more comprehensive, reliable and robust approach to combine the two standards.

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<sup>2</sup> ISO 14001 is an international standard specification for an EMS. It allows an organisation to take a systematic approach to the evaluation of how its activities, products and services interact with the environment and to control those activities to ensure that established environmental objectives and target are met.

<sup>3</sup> BS 8901 is the new British Standard (September 2009) which has been developed specifically for the events industry with a purpose of helping the industry to operate in a more sustainable manner. The standard defines the requirements for a sustainability event management system to ensure an enduring and balanced approach to economic activity, environmental responsibility and social progress relating to events. It requires organisations to identify and understand the effects that their activities have on the environment, on society and on the economy both within the organisation and the wider economy; and put measures in place to minimise the negative effects.



- 3.6 As this pilot was cross-departmental it required the input, commitment, responsibility, and joint-working from a variety of relevant teams from across the council including venues, outdoor events, premises & facilities, and sustainability (taking a more coordinating role) whose enthusiasm and willingness to take this on was key to its success.
- 3.7 Due to the current lack of specialist knowledge and expertise in-house on EMS as well as limited resources for preparing the relevant service areas for EMS certification, it was agreed by all teams involved to bring in expertise and support from Brighton based eco-consultants EcoEvents. This local business specialises in the environmental sustainability of the events industry and has specialist expertise in improving environmental performance in organisations and in implementing EMS. Their partnership approach meant exceptional value for money was achieved for their £9,000 contract, with much more work and support provided than was contracted for. The Sustainability Team has now recruited – within its existing budget – to provide this kind of EMS expertise in-house in future.
- 3.8 The additional need for using EcoEvents during the pilot stage was for delivering learning and in building capacity amongst relevant managers and their staff to support them in taking responsibility for managing the EMS over the longer term. The one-to-one support EcoEvents has been able to provide to individual teams and services during the pilot phase has enabled the development of systems that have been tailored to meet the specific nature and operations of each department.
- 3.9 Additionally, a total of £6000 has also been paid (from existing budgets of teams involved in the EMS) to independent auditing company AJA Registrars Ltd. The fee includes registration fees for the audits undertaken and consequent certification received to date, but also for on-going annual audits for the following two years. Again, this fee from AJA over the 3 years was found to be competitive compared to quotes we had received from other auditing companies.

### **EMS progress and milestones to date**

- 3.10 The pilot EMS timelines was structured as follows:
- *March 2009* – Sustainability Cabinet Committee approved pilot EMS project
  - *April – August 2009* – identification of service areas for piloting EMS.
  - *September - December 2009* – discussions between Sustainability Team and managers from Venues & Events to discuss, agree and commit to implementation plan and resources required.
  - *January – July 2010* – development and preparation of relevant services areas for EMS certification. This was supported by EcoEvents. This included a preparatory audit and the first of two of the two-part audit.
  - *August 2010* – Venues, Events & HTH are successfully certificated following second audit.

### **Key outcomes & experiences**

- 3.11 Brighton & Hove City Council has achieved the prestigious ISO 14001 certificate as well as the cutting edge BS 8901, driving maximum benefit to the Council as well as externally in terms of position in the marketplace and reputation with stakeholders (see section 3.15). Moreover, the council is the first Local Authority

to achieve the combined ISO 14001 and BS 8901 through a UKAS<sup>4</sup> accredited Certification Body which has significant PR value to further develop our identity as a leading Local Authority.

3.12 Opportunities from the EMS began to materialise from the very outset of the development process. Key benefits already recognised include:

- A partnership approach which has supported greater inter-departmental working required for ensuring an EMS is successfully managed and maintained
- Ensured compliance with environmental legislation
- Demonstration of leadership both internally and externally
- Environmental benefits (e.g. waste and energy reduction)
- Financial benefits (e.g. reduced resource consumption)
- Positive publicity and a new marketing tool for our venues & events / council
- The production of a council-wide Environmental Policy (Appendix 2)
- The first Local Authority in the country to have certification for both ISO 14001 and BS 8901 bolted together.

### 3.13 **How EMS has helped identify and manage risks (including legal compliance issues)**

High risks identified for ongoing measuring and management include legal compliance issues (Display Energy Certificates, spillage control and waste management and disposal). All personnel are now aware of their legal responsibilities e.g. with regards to hazardous waste (this also included other central council departments e.g. ICT where awareness was found to be lacking).

Legislation updates are now being monitored and communicated through the EMS to enable training as necessary and ongoing compliance.

### 3.14 **Aspects and Impacts**

Significant aspects have now been identified (energy, waste, water, legal compliance, procurement etc.) and these are now being measured and managed through the system to achieve set objectives and targets. This will enable verifiable and reliable performance for reporting to Cabinet, Government and other national and local stakeholders.

### 3.15 **Internal communications**

The EMS pilot has resulted in:

- Increased inter-team, inter-divisional and inter-directorate collaborative working leading to increased efficiencies, pooling of resources and expertise, increased reduction of risk, and team benefits through 'being able to put faces to names' (as was enabled during the first steering meeting).
- A council-wide effect through involvement of key central services (e.g. Procurement and Human Resources (HR)). HR are now working more closely with the Sustainability Team to integrate sustainability and environmental management communications and goals through HR systems and key documents - which will further initiate a culturally progressive change towards EMS objectives.

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<sup>4</sup> The United Kingdom Accreditation Service is the sole national accreditation body recognised by government to assess, against internationally agreed standards, organisations that provide certification, testing, inspection and calibration services.

- All EMS related communications and updates are now available on the Wave<sup>5</sup> (the council's intranet). The content for these pages is managed & regularly updated by the Sustainability Team and is used to provide transparency to the processes and developments being initiated through the EMS.

3.16 **City-wide communications** (external communications)

This has already been achieved through new collaborative working with the Seafront Community (including Madeira Drive Traders).

**Press & PR**

3.17 Significant achievements here will drive many benefits to the city as well as BHCC. We have already been featured in the national publication Stand Out magazine (Appendix 3) (a publication for the events industry), but further exposure to our achievements is being publicised in more publications over the coming months.

3.18 There is also going to be an official ceremony & press release for celebrating the success of our certification. This is likely to be held in Brighton Centre over the coming month, when the certificates will be officially handed over and hung in the newly refurbished public reception area. Similar certificates will also be hung in Kings House reception and in the public foyer area of Hove Town Hall.

**Evidence of benefits & opportunities from individuals departments and services**

3.19 **Brighton Centre**

The Brighton Centre has experienced significant opportunities from the work being undertaken through the EMS to date. These have been detailed in Appendix 4.

**Hove Town Hall**

The Environment Champions (council staff championing sustainability) based in Hove Town Hall have been brought together to support the EMS and to provide regular communications to and from on environmental matters with the Facilities & Premises, Energy & Water, and Sustainability teams. This active staff group provides opportunities for actively engaging staff at the ground level in HTH in fostering practices for supporting good environmental management in the building and supporting for feeding this into the EMS.

**Events**

**Background information** - There are 19 outdoor spaces in the city that are licensed under the 2003 Licensing Act. These include areas of the seafront, Hove Lawns, Madeira Drive and the Old Steine to public parks and other open spaces. In any one calendar year there are over 300 events that take place

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<sup>5</sup> <http://wave.brighton-hove.gov.uk/ourcouncil/sustainability/Pages/SustainabilityManagementSystem.aspx>

ranging from a family picnic in a park to major events like Pride and the Brighton Marathon.

The outdoor events management team will ensure that BS 8901 a Sustainable Management System for events is integrated in to the lifecycle of each outdoor event where relevant.

The outdoor events team will also ensure that all communication received relating to sustainability is responded to and that all sustainability related incidents are recorded and suitable corrective and preventative actions are implemented. For outdoor events this will mean close liaison with event organisers to make sure that they are complying with the information they have provided in their event method statement as to how they will be addressing various sustainability issues relating to their event.

### **Facilities & Premises**

Quote below provided by Kate Briscoe, Facilities & Premises Manager, Brighton & Hove City Council

*“The EMS has provided a fine analysis of our established waste management procedures and has already revealed further potential for efficiency and sustainability. Many thousands of pounds of council waste spending have been uncovered outside of established corporate contracts and those clients have already been contacted and will hopefully join the corporate contract to ensure that all waste data is captured and contributes to the genuine overall council waste figures; which previously were only based on operations within the Cox contract.*

*The EMS has also assisted us to focus on storing waste transfer notes in an easy to access, managed system. It has encouraged us to explore further whether all waste provision can be captured under the main corporate contract, such as skip supply”.*

### **Fleet update**

3.20 Following initial meeting with the fleet manager and other relevant teams responsible for work-based travel, it was decided not to pursue with implementing an EMS for fleet at this time. This was due to the following:

**White fleet** – The council’s own vehicle fleet:

- Has now been identified as part of the Value for Money programme which it now reports in to;
- The priority has been to draft fleet replacement programmes which deliver financial and carbon savings

**Grey fleet** – This is the other area identified within the fleet remit and refers specifically to ‘*miles driven for work purposes, in vehicles owned by employees*’. The decision taken at the time was not to include grey fleet, due to a number of issues with the accuracy and consistency of the current data available relating to mileage, and the difficulty in obtaining an accurate baseline. These inconsistencies together with a comprehensive set of recommendations are instead being considered by the VFM team with Finance shortly.

## **Relevant National Indicators (NIs) from the Local Area Agreement 2008-11 (LAA)**

- 3.21 Relevant NIs that have been selected within Brighton & Hove's LAA that an EMS would support are:
- ✓ NI 185 - CO2 reduction from local authority (council) operations.
- 3.22 Other National Indicators we chose to track our performance are:
- ✓ NI 194 – Air Quality - % reduction in NOx & primary PM10 emissions through local authority's estate and operations.
  - ✓ NI 197 – Improved local biodiversity – proportion of Local Wildlife Sites<sup>6</sup> where positive conservation management has been or being implemented.

## **New Government priorities and the move to Localism**

- 3.23 The drive for to roll out EMS is consistent with the Coalition Government's requirements for "increased accountability of public spending" and "better use of existing public buildings, land and capital investment in public building projects" as set out in the draft structural reform plan of the Dept. for Communities & Local Government<sup>1</sup>. New measures for this are set to be in place by July 2011.
- 3.24 There is a need to ensure the local environmental priorities as set out in the city's Sustainable Community Strategy in the 'Living within environmental limits and enhancing the environment' and the 'Waste, recycling and street cleanliness' sections are supported. These locally identified priorities will become ever more important with the government's move towards increased localism.

## **Next steps**

- 3.25 The proposed next steps would be:
- For an EMS specialist, within existing resources, to begin work, based within the Sustainability Team – this recruitment has been successful.
  - To continue work in the relevant services where the EMS has been implemented, to ensure certification is maintained and to ensure environmental performance is improved upon year on year.
  - To identify and begin working in implementing EMSs into other relevant service areas across the council. This will involve the Sustainability Team:
    - identifying relevant services areas that could benefit most from EMS.
    - developing business cases for this.
    - bringing recommendations for a targeted work programme for implementing EMS into one or more proposed service areas to future Sustainability Cabinet Committee meetings
    - Working with these service areas to identify resources required, roles and responsibilities for managing EMS.

## **4. CONSULTATION**

- 4.1 Consultation has taken place with the Council's Performance Improvement Team as well as with all teams involved in the EMS Venues & Events pilot, including

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<sup>6</sup> <http://www.number10.gov.uk/wp-content/uploads/srp-dclg.pdf>

the Events Team, Venues, Premises and Facilities, Health & Safety, Legal, Energy & Water Team, Procurement, Sustainability, and Communications.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 5.1 Implementation of an Environment Management System will require resources to be identified within existing budgets. The recruitment of EMS specialists will be met from existing revenue budgets along with the cost of certification. Any financial benefits as a result of reduced resources consumption or other ongoing savings will be identified and reported as the project progresses.

*Finance Officer Consulted: Rob Allen*

*Date: 08/09/10*

### Legal Implications:

- 5.2 Legal compliance is a fundamental part of any environmental management system. The council's legal team has advised the Sustainability Team on the options for –
- (i) communicating relevant legislative developments to those teams who subscribe to EMS, and
  - (ii) ensuring compliance with existing and new legal obligations

*Lawyer Consulted:*

*Oliver Dixon*

*Date: 11/10/10*

### Equalities Implications:

- 5.3 If formal EMS is introduced across the council this would address equalities issues in the following ways:
- Provide access to the public on the council environmental performance
  - Provide a framework for active involvement of all council staff from all areas of the council in working to improve the council's environmental performance

If adopted right across council services an Equalities Impact Assessment may well be required.

### Sustainability Implications:

- 5.4 A certified environmental management system from an accredited body provides a comprehensive framework for achieving corporate sustainability objectives and targets in services and operations where it has been implemented. It provides accuracy of information and accountability towards sustainability and for managing and improving the council's environmental performance in these areas. Furthermore, it supports delivery of the councils Carbon Management Programme, Sustainable Procurement Code of Practise as well as the city's Climate Change Action Plan, and the sustainability targets set out in the city's Community Strategy.

Crime & Disorder Implications:

5.5 N/A

Risk & Opportunity Management Implications:

5.6 One of the key reasons for having an EMS in place is to reduce significant financial, service and reputational risks associated with non compliance to key environmental regulations. The Corporate Risk Register already recognises Corporate Risk 17 “Investing in the City’s Sustainable Future”. The introduction of an EMS could contribute to progression of actions to address this Corporate Risk.

Corporate / Citywide Implications:

5.7 The EMS demonstrates city council leadership and commitment towards sustainable development and in achieving improving environmental performance. The systematic nature of EMS lends itself to application in the commissioning process.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

6.1 An evaluation of all alternative options was considered during the research stages of this pilot to ensure that the best approach was selected for this pilot.

6.2 The alternative for the recommendations for this report is for no formal environmental management system, including any external verification of environmental management and performance to be extended into any new service area. The responsibility of ensuring that environmental legalisation is being upheld as well as identifying financial savings through improved energy and waste management, for instance, would also be left to the discretion, knowledge and awareness of individual managers. This may prevent any underlying weaknesses from being uncovered.

**7. REASONS FOR REPORT RECOMMENDATIONS**

7.1 A drive for efficiency and Value for Money coupled with new environmental performance requirements in the UoR assessment mean that a more comprehensive and accountable environmental management approach is required.

7.2 Implementation of a formal EMS through the approach outlined in this paper now provides comprehensive knowledge, management and continued improvement of the council’s environmental performance in the relevant service areas where it has been successfully implemented. Furthermore, it supports our goal for ‘performing well’

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Summary explanation of both ISO 14001 & BS 8901 standards
2. Brighton & Hove City Council Environmental Policy
3. Stand Out magazine article
4. Feedback from Brighton Centre, Debbie Matthews, Sales Manager, Brighton Centre

### **Documents in Members' Rooms**

None

### **Background Documents**

None



**Summary explanation of both ISO 14001 and BS 8901 standards**

**ISO 14001**

First published in 1996, ISO 14001 applies to all organisations and specifies the actual requirements for an Environmental Management System. It is considered to be the corner stone of the ISO 14000 series; it is the most well known and is a 'specification standard' meaning it can be certified against by an external Certification Body.

**BS 8901**

Similarly, BS 8901 is also a specification standard and is considered to be the cornerstone of the BS 8900 series of Sustainability Management. It is a new standard, published in its final form in 2009, and is being pioneered by the London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) as the standard to achieve should an organisation wish to maximise their chance of successfully tendering for London Olympics 2012.

BS 8901 applies specifically to the Events Industry (venues, events management companies, event clients and all related supply chains). In comparison to ISO 14001 there is a much stronger focus on social and economic issues (such as procurement, supply chain management and resource use), although both standards are written to ensure they can be adapted to the culture and requirements of the organisation (i.e. it is the organisation that gives voice to the system and not the other way round). Both standards require objective auditing and the identification of KPI's to measure, monitor and management performance against set targets and, in BS 8901's case, the organisation's stated principles of sustainable development (inclusivity, integrity, stewardship and transparency).

Table 1- Comparison Matrix ISO14001 and BS8901: 2009

<b>Environmental Standard ISO14001</b>	<b>Sustainability Standard BS8901:2009</b>
Generic Business	Events Industry Specific
Integral process	Integral process
Social aspects not primary focus	Social aspects a primary focus
Supply chain – not primary focus	Supply chain an essential criterion
Life Cycle ref generic impact	Life Cycle in terms of the event
Objective auditing (KPI's)	Objective auditing (KPI's)
PDCA (Plan Do Check Act)	PDCA



August 2010

Reviewed annually

**Brighton & Hove City Council recognises that its operations and service delivery have effects on the environment at a local and global level.**

# Environmental policy

This local authority is committed to reducing those effects by managing its own environmental impacts, encouraging and supporting others to do the same, and continuously improving the environment for the benefit of residents, businesses and visitors to Brighton & Hove.

**This policy helps deliver the council's following Corporate Priorities:**

- Protecting the environment while growing the economy
- Making better use of public money
- Implementing open and effective city leadership



**Brighton & Hove  
City Council**

# Brighton & Hove City Council is committed to achieving the following environmental aims:

**Environmental Management:** Carry out regular reviews of departments, contractors and suppliers to increase environmental performance whilst taking into account social and economic constraints and complying with all relevant regulations and legislation. The council will endeavour to prevent pollution by reviewing current activities and seeking alternative methods. Environmental impacts will be managed and monitored responsibly through the development and implementation of an Environmental Management System to ISO14001 criteria.

**Energy, Natural Resources and Climate Change:** In order to support and improve upon the aims of government targets and locally set objectives, the council will promote resource efficiency, including: water, fuel and energy, and implement targets for the reduction of these resources. This will incorporate the introduction of energy efficient design, technologies and management measures and where appropriate, installation of renewable energy systems. We will seek more sustainable methods of delivering goods and services in order to help reduce Brighton & Hove's greenhouse gas emissions as well as prepare services for the local impacts of climate change.

**Biodiversity:** By managing our assets and influencing others we will conserve and enhance Brighton & Hove's biodiversity. We will work to improve the biodiversity of all our land and property particularly our open spaces and local wildlife sites, promote natural habitats in urban development, on our downland and in the marine environment, working in partnership to serve the local community so that nature is accessible to all.

**Procurement and Purchasing:** Increase sustainable procurement when purchasing goods and services for, and on behalf of the council, and improve supply chain management. Consider whole life costs of products and services. All aspects of procurement will be assessed to help reduce significant environmental impacts, whilst also maintaining a balance between social and economic needs of the wider community. This will include, where possible, procuring energy and other natural resources from renewable sources, and procuring Fairtrade products where possible.

**Waste Management:** Promote waste prevention and disposal, by reducing the amount of waste produced; recycling & composting; where appropriate, reuse materials and continue to take responsibility towards a more sustainable management of waste produced by the organisation. Work with businesses and suppliers to do the same.

**Transport and the Built Environment:** Ensure that sustainable development principles will be integral for the design and build of all future developments, including renovations, conversions and use of buildings. Reduce emissions from transport by improving the performance of our vehicle fleet and promoting the use of low-emission vehicles, supporting public transport and providing appropriate facilities and tools to encourage healthy and sustainable travel modes.

**Environmental Awareness:** Support staff, residents, schools, businesses, visitors and partner organisations to help improve the quality of the local environment by ensuring that they are aware, trained and understand this Policy and ensure the commitments are met. Improve performance of pollution prevention measures, and encourage partners to adopt sustainable practices.

This Policy was approved by:



John Barradell  
Chief Executive



Mary Mears  
Leader of the council



Brighton & Hove  
City Council

# Sustainability simplified

Organisers should be embracing BS 8901, so says Sam Wilson, director of EcoEvents

**I**n my experience there is as much confusion as to how to implement sustainability within a business as there is on the actual definition of the word. Misnomers abound, such as the belief that the stereotypically labelled “green” event will be more expensive, or that being eco is a fad that will just go away in time. Or indeed that sustainability is a luxury that has to be put “on the back burner” until we can all resurface from the recession.

But whatever we feel about the subject, the fact is environmental issues are here to stay. This is evident in the growing amount of environmental legislation, the mandatory cap and trade Carbon Reduction Commitment, and the increasingly prominent focus on environmental performance in the marketplace. Synonymous with the economic climate, it is without doubt, the other global challenge that businesses today face. My advice is to get in the water with it now – so that you are swimming when others are waiting for legislation to get them wet!

## Driving benefits

Sustainability is about better business practice first and foremost; measuring your performance and managing your impacts to drive benefits to your business. It is

about doing what you do in the knowledge you are doing it better – economically, socially and environmentally. It is about securing significant savings through the smarter use of energy, water and materials and using the current surge of interest in environmental issues to your advantage. Why wouldn't a company want to adopt policies that help them to save money in a recession, secure a market advantage and increase client and stakeholder confidence?

Perceptions of environmental management are also changing. Recent evidence suggests that the quality of environmental management within a company is now seen as one of the biggest indicators of the quality of the management in general. Rather than being an optional area of concern, managing environmental and social impact is rapidly becoming an essential component of effective event management. This is a point that was brought into stark focus when I was asked to review a recent environmental incident report that resulted in a diesel spill of 450 litres during an outside event. Clean up costs topped £50,000 on top of a similar figure for cancelled shows and all parties are now in the midst of dispute and litigation. Had the organisation considered and implemented emergency procedures and were aware of legal requirements this incident could have been prevented.

## Tailor your approach

The meaningful challenge we all face is not whether to, but how to progress

**Sustainability** – an enduring, balanced approach to economic activity, environmental responsibility and social progress

**BS 8901:2009** – British Standard for a specification for a sustainability management system for events

**ISO 14001** – International Standard for Environmental Management first published as a British Standard in 1992 and now a robust and globally recognised standard that applies to all businesses in all sectors

**Note** – if you are considering meeting BS8901, it makes sense, both in terms of cost and function, to establish an integrated system that incorporates the ISO 14001 as there are several requirements that overlap

**Accreditation** – the term given to a Certification Body that complies with the International Accreditation Forum (IAF) requirements for Certification

**Certification** – not interchangeable with accreditation, is a term given to organisations that have been assessed and awarded Certification by an accredited Certification Body (be aware that there are organisations that offer Certification that have no form of accreditation and therefore do not comply with international requirements for their operations)

**First, second and third party Certification** – first party is self-declaration of compliance; second party is where a client/interested party confirms compliance; and third party is independent verification by an independent organisation such as an accredited Certification Body

## Explanation of terms



Brighton and Hove City Council is committed to becoming the first local authority to achieve both ISO 14001 and BS 8901 for its events and venues management and is well en route to meeting its goal.

“Working on the two environmental standards in combination for both our venues and events will ensure that we are taking a comprehensive approach to environmental management in this service. As the City council faces tough economic years ahead it is essential that it remains ahead of the game as a venue for both conferences and outdoor events and is able to confidently meet the increasing sustainability demands clients so often request, and expect Brighton and Hove to offer. Achieving these standards means performing well in all areas – environmental, social and economic – and will certainly help to ensure we are meeting this level right across the organisation,” says Councillor Ayas Fallon-Khan, Deputy Leader, Brighton & Hove City Council.



*Pictured above: Brighton is making a conscious effort to achieve BS 8901 status. The beach is the scene of many a vibrant event*

product or service, the scale of the project, the budget available and what you need to achieve.

In many sectors, companies cannot be on a tender list if they do not have accredited certification or are able to produce impartial and independent evidence on how they are managing their environmental impacts. Many clients in the events industry are also demanding hard evidence to back up environmental claims. Being able to provide such evidence will no doubt lead to increased tender opportunities with new clients and stronger relationships with current clients which, in turn, will be able to communicate with confidence that the environmental impacts of their events are being reduced – proving that sustainability is not just a convenient publicity exercise, but rather sound business practice which delivers tangible results to a business.

confidently towards sustainability. The evidence strongly suggests that this is best achieved through the installation of a pragmatic management system using the requirements of ISO14001 and/or BS 8901 as a road map, making sure that the standards fit the business rather than the business fit the standards. In its simplest form, a management system is a mechanism for transferring information within your organisation so that you are in a position to make strategic business decisions based on instructive analysis. This enables you to be pro-active, tailoring your approach to specific requirements and managing your communications through all stages from planning to delivery to debrief. This does not mean you have to achieve accredited certification, but you do need to measure, manage and control your activities in respect of sustainability issues to be ahead of the game.

The first step in the process is to get a clear idea of the aspects and associated impacts of your activities, products or services. Remember that you are aiming to manage the aspects so you control the impacts, not the other way round. This is known as benchmarking your “base line” through an initial review. From this it will be possible to identify the use of resources and wastage (involving your financial department), write a meaningful policy, develop objectives, targets and key performance indicators so that progress can be measured and benefits realised as part of a continuous model of improvement. Your policy needs to match the results of your initial review, which

in turn needs to be congruent with your objectives, internal training procedures and data-capturing techniques. Any omissions could lead to faulty decision-making and will be flagged up by an external assessor should you be applying for BS 8901 or ISO 14001 accredited certification.

**Sound business**

Whether you are a venue, event client, event management company or supplier, there are a few options available should you want to improve your sustainability performance. The first and most cost effective would be to assign a member of your team to be responsible for overseeing the project and seeking outside specialist support as necessary. The second is to hire the services of a consultant who can work as an integral part of your team and manage the implementation and progress of the system. The third would be to ensure that any event you are involved in considers sustainability practices as part of the lifecycle of the event. What route you decide will depend upon your particular

drpgroup is an integrated full-service communications agency, designing and producing communications solutions globally. In January 2010 it became the first communication and events agency in the world to achieve accredited certification against the combined ISO 14001 and BS 8901. Achieving these certifications will ensure measurable bottom line benefits for the group.

Dale Parmenter, drpgroup managing director, commented: “As the recession comes to an end and businesses begin to focus on the bigger picture again, sustainability will not only start to become as important as health and safety is, but it will get to the stage where businesses will need to account for their environmental impacts in much the same way as they are required to meet their fiscal responsibilities.”

**Benefits of EMS for Brighton Centre,  
Debbie Matthews – Sales Manager, Brighton Centre, August 2010**

Greater awareness of weaknesses and opportunities for improving existing services and capturing problems that were overlooked previously

- The EMS system of method statements, captures data for individual events which will highlight trends in delivery service where action is needed. The steering group will play an important role in ensuring procedures in event management are actioned so that repeat problems can be resolved e.g. ethnic weddings, who provide own catering serving meals using polystyrene plates.

Improved awareness of areas where environmental legislation is currently not being met

- Accessibility of the collection and recycling facilities for hazardous waste such as florescent light fittings, to enable immediate safe disposal, where as staff had been having to hold onto such waste until the facilities were unlocked by the key holder.
- Accessibility of spillage kit 24 hours a day for immediate treatment of spills. Training for a wider group of staff in using the kit and in safe disposal of waste following a spillage.
- Display of in-date energy certificates.

Opportunities for improvements in procurement of services

- Enable us to have tighter controls over budget holders who buy in services and supplies, currently not using the council approved contractor. Example waste removal companies.

Improvement to venue operations

- With better monitoring and control systems in place for the disposal of waste, staff will be encouraged to make a more conscious effort to ensure recycled waste doesn't end up in the land fill collection bins. An increase in the amount of recycled waste being recorded will evidence their work output and act to motivate self improvement. (i.e. via one to ones, PDP's)

Potential for financial savings

- The current billing system for recharging clients' power consumption after an event is calculated on a one-off fee dependant on the size of the power connection ordered by the client.

I recommend that we change our billing system to charge per unit of power used. Under the current system a client with a multi day hire pays the same power fee as a one day event. Under the EMS we will be actively encouraging and supporting the client in finding ways to save power, such as 'going dark' at the end of each conference day.

- We have been able to move away from traditional formats of communicating marketing material to clients such as expensive and wasteful mail-outs, and replacing these with email alerts for new concerts as the go on sale.

Prevention of financial costs to the council

Using the councils contracted suppliers = bigger buying power, cheaper rates.

Improved customer relations and public profile for Brighton Centre & the city as a venue

- Clients are always looking for transparency in a venues billing system. The EMS will enable us to show power consumed and give accurate recharge invoices (see earlier example)

- A regular client for the BC over many years has been Unison. In the past few years they have become reluctant to use our venue as new convention centres have opened and others refurbished. As with all union congresses, using an environmentally conscious venue, which recycles and reduces power and water consumption, is a standard requirement in their venue selection.

The combination of the certification and the recent funds released for venue improvements have enabled us to re-engage with Unison and open negotiation for future conferences. This has resulted in the confirmation of 7 new union conferences we have secured in the last few weeks, which will take place between 2011 - 2015.

Any other opportunities from being certified with ISO 14001

- The certification enables us to attract a wider range of conferences into the venues, which we would previously not have been eligible to bid for. More and more of our regular clients are requiring us to have an EMS and to be able to offer monitoring of waste and power in an attempt to improve their impact on the environment year on year (e.g. The BBC)



### City Sustainability Partnership Meeting – 13<sup>th</sup> September 2010

Hanover Room, Brighthelm Centre, North Road, Brighton, BN1 1YD

#### *Public Services:*

Councillor Ayas Fallon-Khan  
Councillor Paul Steedman  
Councillor Gill Mitchell  
Alison Hadfield – Eco Schools

#### *Community and Voluntary Sector*

Chris Todd, Friends of the Earth – **Chair**

#### *Agencies*

Chris Wick – Environment Agency – **Vice Chair**  
Phil Belden – South Downs Joint Committee

#### *Guests included*

Marie Harder - University of Brighton  
John Patmore - Eco-Logically  
Susan Wilson

#### *Council Officers*

Thurstan Crockett - Head of Sustainability - **Partnership Manager**  
Matthew Thomas – Ecologist  
Lisa Shaw – Policy Development Officer  
Mita Patel – Senior Sustainability Consultant

#### *Meeting notes*

Catherine Miller – City Sustainability Partnership Support Officer

### **1. Apologies and Actions from the previous meeting.**

- 1.1 Apologies were received from Cllr David Watkins, Jan Jackson, Vic Borrill, Mike Creedy, Stuart Laing, Lorraine Bell and Charlie Allesbrook.
- 1.2 The response from Richard Davies and Tom Shaw regarding the Open Market Redevelopment Proposal was discussed and members agreed to request further information regarding biodiversity and the greening of the site before the proposal was submitted to Planning Committee to ensure that CSP recommendations were considered before the application was finalised.

**ACTION – That Chris Todd will draft a response letter to Richard Davies requesting more information and communication with the CSP about the proposal.**

- 1.3 Partners **agreed that Policy Development Officer Lisa Shaw should undertake a local State of the Environment study as well as the Local Climate Impacts Profile during her six months with the Sustainability Team. It was agreed that they would review the scope of the study at the next CSP meeting to approve its focus and to help ensure its independence of B&HCC.**
- 1.31 Partners were informed that the One Planet Living Plan working group had failed to arrive at a clear decision on a future plan for this work. Thurstan Crockett told the partnership that Emma McDermott, Policy Development Team Manager would be returning from maternity leave and could undertake a review of the OPLP work to date and make clear suggestions for its future direction. This was considered a particularly good arrangement due to Emma's previous work critiquing the original Bioregional proposal for developing their original draft. **Partners agreed to this course of action.**
- 1.4 Amendment to previous meeting minutes: Ken Bodfish was not a Brighton and Hove member but one of the seven members appointed by the Secretary of State.
- 1.5 Phil Belden gave a further update and answered questions regarding the presentation on the South Downs National Park Authority that he gave to the partnership at the previous meeting. He stated that on the 30.07.10 some South Downs Committee staff had received letters regarding the transfer of their employment to the authority under TUPE and that the new authority was still due to be up and running by the 01.04.10. He stated that the SDNPA would be meeting on the 21.09.10 to decide on the use of the Interim Management Plan.
- 1.51 The future funding allocations for the SDNPA were discussed and Phil informed partners that this was still unconfirmed but outlined the costs and stated that an allocation of £12million would be the amount required to effectively manage the SDNP, £10million would be an average amount needed and that any less would not be sufficient.
- 1.52 The location and design of the SDNPA headquarters and

satellite buildings was discussed and **partners agreed that the CSP should make representations to the SDNPA about this, calling for sustainability to be a key consideration, re strong public transport connections particularly.**

**ACTION – Chris Todd to send a letter to the South Downs National Park Authority requesting information regarding the criteria, location and carbon footprint of their proposals for the SDNPA headquarters and satellite buildings.**

- 1.6 Phil Belden noted that the previous meeting's presentation on the Downland Initiative had lacked a clear breakdown of the allocation of re-investment and requested more information from the council and/or Smiths Gore in due course regarding the nature of the re-investment of the quoted 50% of profit generated by council owned Downland.

## **2. Partnership Review and Draft Recommendation**

- 2.1 Catherine Miller gave a presentation outlining the structure and focus of the CSP review that she is currently working on. This included some draft recommendations for the partnership to discuss and agree on and a breakdown of the proposed timescale for the completion of the review. Partners also discussed the purpose and format of the working document mapping the CSP's work in relation to the Sustainable Community Strategy (SCS) to determine the next stage of this work.
- 2.2 Partners agreed that the SCS work was valuable for CSP purposes as it would serve to monitor CSP performance, aid the appropriate setting of meeting agendas (tying CSP work to the priorities laid out in the SCS) and help achieve greater efficiency and focus for the CSP's work. This was needed for the Intelligent Commissioning Framework for the financial climate and proposed cuts in funding of public services. It was suggested that the format could be similar to performance reports on the Local Area Agreement, including a similar 'traffic light' system for indicating the progress of projects and actions. A core document could then be held online, with just an "exception" report brought to the Partnership, showing poor or weaker progress areas. It was also suggested that this work should show the directorates and lead officers responsible for individual projects.
- 2.3 Partners questioned the appropriateness of the recommendations relating to the CSP and community

engagement. It was felt that the CSP was an advisory and strategic partnership and that extensive use of the partnership's limited resources to undertake better community engagement / outreach itself would not be justified. Instead it should be advocating improved community engagement strongly to service providers within its scope of influence (e.g. the council's wildlife work).

- 2.4 It was agreed that Chapter four of the review should be expanded to incorporate the SCS work and would now include an audit / analysis of the CSP's influence over the progress of the work covered in this section to ascertain CSP added value.
- 2.5 **Partners agreed that the review and the recommendations would be refined by the Chairs group and then come back to the CSP for further discussion and final amendments.**

### **3. Intelligent Commissioning and the Council Restructure**

- 3.1 Partnership manager, Thurstan Crockett, gave a more detailed presentation and updated the Partnership on the Intelligent Commissioning framework and the council restructure which included an explanation of the division (but not separation) between decider and provider in commissioning and delivery units; the process of the commissioning cycle; the appointment of new strategic directors and their roles and responsibilities. The description of the commissioning cycle detailed the four stages required, deciding outcomes, needs analysis, commissioning and review and he went on to describe the inclusion of 'aspirational' needs which is of particular relevance to environmental sustainability work.
- 3.2 Partners discussed the CSP's role within the Intelligent Commissioning framework. Chris Todd stated that he saw the role of the CSP as one of championing, lobbying and publicising / promoting sustainability priorities. He also stated that the CSP should not be solely focussed on B&HCC but be citywide in its scope.
- 3.3 Councillor Steadman noted that there was a danger that CSP function within the new structure could crowd out CSP focus on other work and suggested that to counter this possibility the CSP work to set their meetings programme and agendas further in advance. He suggested the setting of an annual agenda for CSP work which would ensure some balance in its

scope.

- 3.4 Marie Harder pointed out the dangers of separating commissioning and delivery units, arguing that practical expertise and knowledge in specific areas was likely to be held by those involved in the practice and the provision of services. She questioned the level to which the potential for a break in communication between commissioning and delivery units had been considered. Thurstan responded that there was a division between decider and provider but not a separation and argued that in many key service areas such as waste that it would be inconceivable that commissioners would not communicate with delivery units. He stated that the pilot schemes would serve to inform and direct the design of the commissioning and delivery units and argued that there were whole areas of service provision where extensive commissioning was already taking place.
- 3.5 Cllr Fallon-Khan added that the CSP was a highly respected body and that it would be extremely foolish for the new directors not to take on board its advice and input, as the CSP could provide insights, decide outcomes and identify needs which they might not have considered. He suggested inviting the strategic directors to future meetings to facilitate working relations between the directors and the partnership.
- 3.6 Thurstan said work was underway to explore formalising and achieving clarity regarding the council's working relationships with partnerships, beyond participation in the needs analysis element of the commissioning cycle. An overarching partnership review was being undertaken by the Brighton & Hove Strategic Partnership. He added that the focus of the CSP Chairs on the priorities of the SCS fitted well with this.
- 3.7 The remit of the CSP's future work was discussed in relation to other partnerships and sectors within the Intelligent Commissioning structure and the priorities within the environmental chapter in the SCS. There was discussion as to whether this would involve greater cross partnership work or whether it could allow for strategic decisions and needs analysis in specific areas to be achieved without CSP influence. Thurstan replied that the Brighton & Hove Strategic Partnership's overarching partnership review should bring clarity and answer a lot of the partners' questions. He added that the priorities within the SCS were not solely the responsibility of B&HCC to deliver but were citywide.

#### **4. Biosphere Reserve Update**

- 4.1 Chris Todd updated the Partnership on the progress of the UNESCO Biosphere Reserve bid. He stated that the visit by the four delegates from UK Man and Biosphere in July had been very successful and stated that they had been suitably impressed. He thanked Mathew Thomas for his work on this project.
- 4.2 Chris informed partners that it had not been possible to go for 'Urban' biosphere status at this time as such a category did not exist at present though there was potential for Brighton and Hove to lobby to be the first such designated site in the future.
- 4.3 Partners discussed how to take the project forward and decided that it was a good time to consider widening the group of stakeholders to include other Local Authorities and relevant bodies.
- 4.4 Mathew Thomas informed partners that there had been discussion regarding the progress of the Local Wildlife Sites Review and the Biodiversity Action Plan and stated that this would still work to the same timetable.
- 4.5 Chris Todd asked how this would relate to the development plans across the city in terms of green space. Mathew replied that Cityparks recognised the need to pull together and implement the actions of the plans and deliver policy on the ground. He stated that the issues raised through the community engagement work relating to the management of Wild Park had highlighted the need to work more closely with local communities at the planning stage.
- 4.5 Marie Harder agreed that more need to be done to include stakeholders at the planning and implementation stages of management planning. She stated that community engagement should 'step up a gear' and run draft plan workshops and recruitment drives to run the sites. Marie also suggested that the University of Brighton could have a more significant role in this given the proximity of Wild Park to the University's campus and the potential to involve students in this work.
- 4.5 Chris Todd informed the partnership that the Biosphere

Steering Group would be meeting the next day, 14th September 2010, to discuss the next stages of the bid.

## **5. CSP Future Administration Options**

- 5.1 Thurstan Crockett presented a report to the partnership detailing the administrative requirements of the CSP and options for future administrative support.
- 5.2 Partners discussed the funding implications of the different options and how this would affect the funding allocation for CSP work. The potential for applying for a Short Knowledge Transfer Partnership grant was discussed and although Thurstan thought that this may not offer the continuity the partnership required and might tie its OPL work to one institution it was agreed that he would explore this option to evaluate its potential.

**ACTION - Thurstan Crockett will make inquiries regarding the potential for applying for a Short Knowledge Transfer Grant to cover the expenses of CSP administrative support.**

- 5.3 The implications of the agreed delegation of the State of the Environment report to Lisa Shaw (see 1.3) was discussed and it was agreed that this had effectively saved the partnership from commissioning this work out of the OPLP allocated funds. **It was agreed that up to £5,000 of this money could therefore be used to extend the contract of the existing support officer by six months working for 8hrs per week.**
- 5.4 The level of support required was discussed and Thurstan said the council would seek to fund additional hours for the Support Officer until the end of the year from existing budgets
- 5.5 This was because the support officer's work streams would include finishing the CSP review and the SCS working document, the rewriting of the partnership's Terms of Reference and the redesign of the CSP web pages.
- 5.6 Other funding options for future support were discussed including the potential for raising funds from partners' organisations or from sponsors and it partners felt 6 months would provide breathing space to help secure more resources.

## **6. Climate Change Action Plan Update**

- 6.1 Mita Patel gave the partnership a verbal update on the progress of the Climate Change Action Plan (CCAP). She stated that there had been some confusion regarding the previous update in that the CCAP work had included a self-assessment rather than a consultation on the plan; the assessment had served to provide a snapshot of what was already being done by organisations in the city and would inform the CCAP.
- 6.2 The response to the self assessment was discussed and it was suggested by partners that the design of the original questions could have been too 'closed', i.e. 'What are you doing re Climate Change?' which could have deterred responses from organisations for whom this was not a priority; and that only large organisations had someone with overall responsibility for climate change and could respond easily. As a way forward it was suggested that Mita could focus on the main stakeholders who had not responded and conduct telephone interviews to make the self assessment more representative. The possibility of approaching the 10:10 city campaign to gather information regarding organisations' commitment was discussed and it was agreed that this could be a useful source of further data.
- 6.3 It was suggested that the responses could be reviewed to ascertain gaps in areas / sectors of the city and in adaptation work. These could guide the direction and scope of the CCAP. Mita agreed and said that this could be a main area of work for the working group.
- 6.4 It was also suggested that neighbouring Local Authorities' CCAPs should be reviewed for good practice.
- 6.5 Partners suggested that the respondents that had been particularly committed to Climate Change Adaptation could be invited to join the working group.

**ACTION - Mita Patel will contact the some of the key respondents to the self assessment to invite them to join the CCAP working group.**

## **7. City Wildlife Forum**

- 7.1 John Patmore informed the CSP that there had been no meeting of the City Wildlife Forum since the last CSP meeting so there were no minutes.



- 7.2 John said there was still no project plan for the Biodiversity Action Plan (BAP). He stated that although there were some aims, objectives and targets there were no timescales for actions. He stated that there was a need for a comprehensive project plan for the BAP to facilitate community engagement with the project and that at present the BAP seemed vague and ad hoc.
- 7.3 Matthew Thomas responded that he did not agree re the usefulness of a project plan but suggested that John write to him detailing his rationale for one. He also stated that there was a more detailed paper and project plan that John had seen but that he had decided not bring this to the CSP due to the technical content of the report.

**ACTION – It was agreed that Mathew would circulate this report and any other relevant documents to the Partnership.**

**8. A.O.B.**

- 8.1 Mita Patel updated the Partnership on the progress of the Biodiversity Conference at Dorothy Stinger School on November 10.  
<http://www.brighton-hove.gov.uk/index.cfm?request=c1231956>

Next meeting: **Monday November 1st, 5.30pm, Brighthelm Centre.**

