

Appendix 2 Investors in the Environment (IIE) – Accreditation criteria and action plan

	Bronze	Silver	Green	Actions in place	Actions required
<p>Step 1 - Environmental policy</p> <ul style="list-style-type: none"> • Senior management commitment • Commitment to reducing environmental impact • Legal compliance • Identify staff champion responsible for implementing the policy 	<p>Environmental policy in place.</p>	<p>Environmental policy in place.</p>	<p>Environmental policy in place.</p>	<p>ClIr Preston –Sustainability Advocate. Kate Ellis – CMT Climate Champion</p> <p>Low Carbon Taskforce (LCT) made up of officers from all Directorates with a wide range of knowledge of sustainability issues. Also attended by ClIr Smith, Portfolio holder for Remarkable Place</p>	<p>LCT to prepare a draft Environmental Policy to be considered by CMT</p>
<p>Step 2 - Measure resource use</p> <p>Resource use must be recorded and monitored on a regular basis</p>	<p>Monitor gas, electric and water use.</p>	<p>Monitor gas, electric and water use</p>	<p>Monitor gas, electric and water use</p>	<p>Half Hourly meter readings available for buildings accountable for 90% of energy consumption</p> <p>Community, sports buildings, central market – currently record Gas and Elec meter readings monthly.</p>	<p>Total Gas and Power (TG&P) will install smart meters for free on request. See spreadsheet for list of buildings requiring AMR.</p> <p>Water – consumption figures need to be requested from AW and monitored.</p>
	<p>Monitor use of 1 other resource</p>	<p>Monitor use of 2 other resources</p>	<p>Monitor use of 3 other resources</p>		

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	Readings taken at least quarterly*	Readings taken at least quarterly*	Actual meter readings taken at least monthly*	<p>Monitor use of other resources</p> <p>The council's fleet mileage and business miles are recorded</p>	<p>Need to work with TG&P to collect gas data or for responsible officers to record gas meter readings monthly.</p> <p>Monitor use of other resources</p> <p>Waste contract requires data to be provided on weight of recycling/ paper collected. Data could be monitored to identify opportunities to reduce waste.</p> <p>Record and monitor purchased materials paper/plastic cups?</p> <p>Monitor fleet mileage and review as part of the new fleet contract in 2021.</p>
<p>Step 3 - Set targets</p> <p>SMART targets to achieve reduction in environmental impact and increase efficiency</p>	Targets for reduced impact identified.	Targets for reduced impact identified and progress towards targets can be demonstrated.	Targets for reduced impact identified and annual 2+% reduction in resource use for gas, electricity and water has been achieved from baseline figures.**	Greenhouse gas emissions baseline 2008/9, emissions monitored up to 2015. Reduction of 35% CO2 achieved since 2008/9	Re-establish monitoring of GHG emissions to determine a new baseline and set SMART targets to reduce environmental impact and increase efficiency.

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<p>Step 4 - Action Plan</p> <p>Assign completion dates and staff responsible</p> <p>Document actions taken and results</p> <p>Essential actions</p>	Action plan in place	Action plan in place	Action plan in place	<p>This table is the start of an Action Plan</p> <p>Green House Gas reports up to 2015/16 providing data required to calculate carbon footprint</p> <p>Recycling system in place at City Hall, Hamilton House, MWPs</p>	<p>Action plan to be developed once an accurate baseline established. Need to add timeframe, resources required and Directorate/Service area responsible for delivery,</p> <p>Update the Low Carbon Lincoln Plan with partners</p>
		Adopt a travel plan	Calculate carbon footprint and set targets to reduce	<p>Additional essential actions:-</p> <p>Fair Trade Policy.</p> <p>2013 Travel Plan in place. New 2019 TP in progress.</p> <p>City wide low carbon plan 2020 (needs refresh)</p> <p>Sustainability included in procurement policy</p> <p>Small business support officer working with businesses to help them reduce the use of single use plastics and organise awareness raising events in the Central Market</p>	
	Recycling system in place.	Undertake 2 additional essential actions	Undertake 3 additional essential actions		<p>CoLC to support Plastic free Lincoln campaign to achieve plastic free community status. Requires the council to agree a resolution to support plastic free communities.</p>

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<p>Step 5 – Monitor and report progress</p> <p>Review progress towards targets</p> <p>Present progress to senior management and staff</p>	Present progress annually	Present progress annually	Present progress biannually	Low Carbon Task force in place to advise on improvements required to monitoring data, identify opportunities to improve efficiency and undertake reporting.	<p>Based on data currently available monitor and report to CMT/EXEC annually.</p> <p>Work towards collecting wider range of data to enable detailed monitoring a reporting biannually</p>
Step 6 - Accreditation	Online self-audit, 5% spot checks	Online self-audit, 5% spot checks	Onsite audit	Some actions required to achieve accreditation are already in place and outlined in this action plan.	<p>Year 20/21 CoLC to become a member of IIE and prepare to complete a self assessment audit.</p> <p>Year 21/22 –Aim for Green accreditation award.</p>