



Policy

Environment

1. Introduction

1.1 Lyme Regis Town Council recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our strategy and operating methods, with annual reviews. We will encourage the public, suppliers and stakeholders to do the same. This policy will specifically refer to, but is not limited to; paper, energy, water, transport, maintenance, cleaning, monitoring and culture.

2. Responsibility

2.1 The town clerk has overall responsibility for ensuring that the environmental policy is implemented and delegates day to day management of the policy to the operations manager. However, all employees have a responsibility in their area to ensure that the aims and purpose of the policy are met.

3. Aims

- 3.1 Comply with all and exceed, where possible, all regulatory requirements.
- 3.2 Continually improve and monitor environmental performance.
- 3.3 Continually improve and reduce environmental impacts.
- 3.4 Incorporate environmental factors into council decision making.
- 3.5 Increase employee awareness and training.

4. Pollution

4.1 Identifying, adopting and promoting technologies to reduce the emissions of greenhouse gases, within council properties and the wider community.

4.2 Minimising and, where possible, eliminating the release of any pollutant which may cause damage to health and the environment.

5. Paper and office supplies

5.1 We will minimise the use of paper in the office.

5.2 We will seek to buy recycled and recyclable paper products.

5.3 We will reuse and recycle all paper where possible.

5.4 We will evaluate the need and environmental impact of products we purchase.

5.5 We will favour more environmentally friendly and efficient products wherever possible.

5.6 We will reuse and recycle everything we are able to.

6. Energy and Water

6.1 We will reduce the amount of energy used as much as possible.

6.2 Lights and electrical equipment will be switched off when not in use.

6.3 Heating will be adjusted with energy consumption in mind.

6.4 The energy consumption and efficiency will be taken into account when purchasing new products.

7. Transport

7.1 We will reduce the need to travel where possible.

7.2 We will promote the use of travel alternatives such as email and phone conferencing.

7.3 We will accommodate the needs of those staff using public transport or bicycles where possible.

7.4 We will favour 'green' vehicles where possible when considering replacements and consider installing electric charging points for our vehicles and in our car parks.

8. Cleaning, maintenance and waste

8.1 Cleaning materials used will be as environmentally friendly as possible.

8.2 We will favour 'green' machinery where possible when considering replacements.

8.3 We will manage unavoidable waste and use licensed and appropriate organisations to dispose of waste.

8.4 Minimising waste by the best practicable environmental option by eliminating, reducing, reusing, composting and recycling.

9. Gardening

9.1 We will garden organically where possible and limit the use of chemicals to the essential where organic gardening is not time or cost effective.

9.2 We will favour 'green' machinery where possible when considering replacements.

10. Natural and Built Environment

10.1 Protecting, conserving and enhancing the environment including landscape character, habitats and heritage.

10.2 Promoting bio-diversity and local distinctiveness and the conservation of both renewable and non-renewable resources.

11. Culture

11.1 We will involve staff in the implementation of this policy, for greater commitment and improved performance.

11.2 We will provide staff with relevant environmental training.

11.3 We will work with the public, suppliers and contractors to improve their environmental performance.

11.4 We will use local labour and materials where available to reduce CO2 and help the community.

12. Monitoring and review

12.1 We will continually improve and monitor environmental performance by complying with and exceeding, where possible, all regulatory requirements. We will continually improve and reduce environmental impacts. Incorporate environmental impacts into decision making and increase employee awareness and training.

12.2 We will review this policy at least annually.

Implementation date: 20 March 2019

Review date: March 2021

A handwritten signature in black ink, appearing to read 'John Wright', written in a cursive style.

John Wright
Town clerk