



Creating a safer
Cambridgeshire

Environmental Management - Procedure

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1. PROCEDURE AIM

Cambridgeshire Constabulary is committed to being an environmentally responsible organisation. The procedures below are practical recommendations which all staff should adhere to in order to comply with the associated Environmental Management Policy. If staff have any queries they should contact their site Environmental Champion or the Environment Officer.

2. APPLICABILITY

2.1 Inclusions

All members of staff including contractors and volunteers.

2.2 Exclusions

Visitors.

3. PROCEDURE DETAIL

Energy

- The Constabulary will adhere to the Energy Management Policy.
- Gas, electricity and oil consumption across all sites will be closely monitored to ensure efficiency and avoid waste.
- Energy minimising initiatives will be implemented to help reduce annual energy consumption; these will be a combination of behavioural and technical projects.
- All staff are required to be responsible for the energy use in their offices and switch off all lights and equipment when not in use.

Water

- Water consumption will be monitored at all sites to ensure early detection of leaks and excessive increases in consumption.
- Staff will conserve water wherever possible.
- The installation of controls to reduce the throughput of water in urinals and taps will be explored.

Waste

- Staff will prevent the generation of waste, where practicable.
- Staff will minimise the proportion of waste sent to landfill by utilising all on-site recycling facilities and segregating materials where necessary.
- Both general and recycling waste will be monitored through the waste contractor.
- Hazardous and Waste Electronic & Electrical Equipment (WEEE) wastes will be disposed of in a safe, legal and appropriate manner.

Travel & Transport

- The Constabulary will strive to balance its need to satisfy operational travel requirements with consideration for the emissions generated.
- A Sustainable Travel Plan will be developed and implemented to cover both commuter journeys and business travel.
- Exhaust emissions and fuel efficiency will be taken into account when purchasing any new fleet vehicles.

Product Procurement

- Sustainable purchasing guidelines are detailed in the Procurement Manual Part One V1 and form the basis of our Procurement Policy (see Policy Library).
- While recognising the need to achieve 'Best Value' in purchasing of goods and services, the force will aim to use recycled products and materials where appropriate.
- The Constabulary will encourage its suppliers and contractors to develop environmentally responsible goods and services at competitive prices.

Construction and Refurbishment

- Environmental issues will be considered at every stage of the design and construction process, referring to published best practice.
- Energy efficiency and recycled materials will be taken into consideration on all new build and refurbishment contracts where practicable and consistent with best value, relative to whole life cost.

Flora & Fauna

- The Constabulary will comply with all relevant environmental legislation regarding wildlife protection and preservation of the countryside.
- The force will seek to minimise its impact on the flora and fauna within the areas under its control and encourage wildlife on constabulary sites through responsible grounds management.

4. TRAINING AND ACCREDITATION REQUIREMENTS

N/A

5. ASSOCIATED DOCUMENTATION

- 5.1 Legislation/ National Guidance – N/A
- 5.2 Strategy/ Plan - Carbon Management
- 5.3 Policies - Energy/ Environmental/ Joint Heating and Cooling
- 5.4 Procedures - Carbon Management/ Energy/ Joint Heating and Cooling
- 5.5 Forms (National/ Local) – N/A

6. WHO TO CONTACT ABOUT THIS PROCEDURE

Head of Estates

7. EQUALITY IMPACT ASSESSMENT – see separate document

Name of Sponsor	
Name of Author	
Description of proposal being analysed	
Date analysis started	
Date analysis finished	
<p>This Equality Impact Assessment is being undertaken as a result of: <i>Delete as appropriate</i></p> <ul style="list-style-type: none">• A new or updated policy or procedure.• Any business process including operational and managerial decisions• A result of organisational change• Part of a project proposal• Procurement• Other (please state) <p>Note – For ease of use of this document , we will refer to all of the above as “proposal”</p>	

STEP 1 – Relevance

The general duty is set out in section 149 of the Equality Act 2010. In summary, those subject to the Equality Duty must have **DUE REGARD** to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

Authors have a statutory requirement to have **DUE REGARD** to the relevant protected characteristics shown below, whilst taking a common sense approach

- age
- disability
- gender reassignment
- marriage & civil partnership*
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

*marriage and civil partnership – the analysis applies only to the elimination of unlawful discrimination, harassment and victimisation.

Section 23 of the Equality Act 2006 allows the Equality and Human Rights Commission (EHRC) to enter into a formal agreement with an organisation if it believes the organisation has committed an unlawful act.

Under section 31 of the Equality Act 2006, the EHRC can carry out a formal assessment to establish to what extent, or the manner, in which a public authority has complied with the duty.

Additional guidance can be found by accessing the EHRC website:

<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/guidance-on-the-equality-duty/>

Does this proposal have a direct impact on people who:	a) are any part of the Police workforce (including volunteers)?	YES / NO (delete as appropriate)
	b) reside in any part of England and Wales	YES / NO (delete as appropriate)
If NO to both questions	<i>Explain why and give rational</i>	
		No Further Action and Return to Sponsor for Authorisation
If Yes to either question	Continue through to Step 2	

STEP 2 – Consultation / Engagement

You should engage with those people who have an interest in how you carry out your work generally, or in a particular proposal. This may include former, current and potential service users, staff, staff equality groups, trade unions, equality organisations and the wider community. In deciding who to engage, you should consider the nature of the proposal and the groups who are most likely to be affected by it.

The proposal owner (Sponsor/Author) must be satisfied that consultation / engagement will take place with the relevant business lead and stakeholders.

This **MUST** include engagement with the following relevant groups:

Equality and Diversity Specialist
Staff Associations
Staff Support Groups

Relevant community groups and members of the public

In addition, consider who else should you consult with internally and externally?

Who might be affected?

Does what you are considering further the aims of the general duty, to

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

Identify the risks and benefits where applicable, according to the different characteristics.

	Positive Impact or Benefits	Negative Impact or Risks
Age (<i>Consider elderly or young people</i>)		
Disability Groups (<i>Consider physical, sensory, cognitive, mental health issues or learning difficulties</i>)		
Gender Reassignment (<i>Consider transgender, Transsexual, Intersex</i>)		
Marriage & Civil Partnership		
Pregnancy and Maternity		
Race and Ethnic origin – includes gypsies and travellers. (<i>Consider language and cultural factors</i>)		
Religious / Faith groups or Philosophical belief (<i>Consider practices of worship, religious or cultural observance including non belief</i>)		
Sex (<i>Male, Female</i>)		
Sexual orientation (<i>Consider known or perceived orientation, lesbian, gay or bisexual</i>)		

	Positive Impact or Benefits	Negative Impact or Risks
Have you considered how this decision might affect work life balance? (<i>Consider caring issues re: childcare & disability, safeguarding issues, environmental issues, socio economic disadvantage, and low income families.</i>)		

STEP 3 – Assessment

Complete the assessment by analysing the effect of your proposal and detail the outcomes.

What were the main findings from any consultation carried out?

What feedback has been received?

Using the information you have gathered and consultation that you have undertaken answer the following questions. This will help you to understand the effect on equality your proposal might have.

Has the feedback indicated any problems that need to be addressed?	
Describe and evidence any part of the proposal which could discriminate	
Can the adverse impact identified be justified as being appropriate and necessary? If so, state what the business case is:	
Where impact and feedback identified, what, if anything can be done?	
What outcome will be achieved that demonstrates a positive impact on people?	

STEP 4 - Monitoring and Review

Equality Analysis is an ongoing process that does not end once a document has been produced.

What monitoring mechanisms do you have in place to assess the actual impact of your proposal?	
Review Date: First review must be no later than one year.	

STEP 5 - Sign Off

Once the Equality Impact Assessment is complete it should be signed off by the Proposal Sponsor. This sign off is confirmation that the analysis is accurate, proportionate and relevant and actions will be delivered as required.

Approved by Senior Officer / Proposal lead	Having considered the potential or actual effect of this proposal on equality, our analysis demonstrates that the proposal is robust and the evidence of our screening shows no potential for unlawful discrimination. We have taken all appropriate opportunities to advance equality and foster good relations between groups. Date: Name:
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