

The action plan has been broken down into three separate sections. The first showing actions that have been completed, the second showing on going actions which are being monitored and the third section covering new actions yet to be started.

	Completed Actions	Action Date	Responsible Officer	Completed Date / Comments
1.	Recording of carbon emissions -Calculate and record carbon emissions resulting from business travel (car hire, train and air travel and use of private vehicle for business) for the period April 2006 to March 2007.	Completed May 2007	Chris Cowburn	
2.	Changing default settings on printers and photocopier to double sided printing	Completed September 2007	Chris Cowburn/Phil Evans	
3.	Using of re cycled paper for all photocopiers and printers.	Completed April 2007	Chris Cowburn	Completed April 2007 since when all paper purchased for photocopiers and printers is made from 100% recycled materials.
4.	Look at what recycling facilities can be made available to staff. Currently only waste paper is being recycled. Action is to increase the types of materials that are collected for recycling.	Completed Nov 2007	Chris Cowburn/Landlord	Completed Nov 2007 The landlords building manager has arranged for separate site bins to be made available to allow segregation of waste and removal for recycling; separate bins for mixed recyclables and non recyclable waste have been put on each floor of Linden Court. Staff have been

				instructed as have cleaners. We are now recycling paper, cardboard, plastics and metals.
5.	Using the Buy 4 Wales website to advertise the majority of the Council's formal tender exercises – support for SME's	Completed June 2006	Karen Wolliner	Began advertising most of the Council's formal tenders on the website from June 2006.
6.	Equality Impact Assessments of Council Procurement policies and procedures/Equality issues looked at as part of the procurement process	Completed Nov 2007 Initial Impact Assessment of Procurement procedures and policies	Karen Wolliner	Covered on procurement action plans
7.	Signed up to the Assembly's 'Opening the Doors Charter' for SME Friendly Procurement	Completed November 2005	Karen Wolliner	
8.	Procurement Manager and Facilities Manager to attend training on the 'Value Wales' Sustainable Risk Assessment Tools for Goods and Services	Completed November 2007	Karen Wolliner/Rob Visintainer	Covered on procurement action plans

	Existing Actions currently being monitored	Action Date	Responsible Officer	Completed Date / Comments
1.	Green Dragon Assessment – Level 2 attainment	September 2008	Chris Cowburn	We are hoping to complete this by September 2008 See also Environmental Improvement Plan as attached
2.	Recording of carbon emissions-Calculate and record carbon emissions resulting from business travel (car hire, train and air travel and use of private vehicle for business) for the period April 2007 to March 2008.	May 2008		
3.	Raising awareness with staff of energy consumption and carbon emissions i) Presentation to be given by The Carbon Trust at HEFCW all staff meeting on 5 th March 2008 (to be confirmed by Carbon Trust). ii) To raise awareness a briefing note and 'podcast' to be issued to all staff via email or intranet.	In progress i) Feb 2008 ii) Mar 2008	Chris Cowburn	This is a continuous requirement under Green Dragon
4.	Carbon Trust Energy Management Survey to identify potential improvements & suggestions for energy management.	In progress Commissioned Survey to take place in March 2008		Carbon Trust wishes to reconsider this once the air conditioning system has been replaced
5.	Agree with landlord separation of joint electricity meter which serves both Linden Court and Willow Court. A single meter serving Linden Court only will allow for better measurement of electricity consumption and measurement of any reduction in consumption following remedial actions taken to reduce consumption.	In progress Agree by Mar 08 Separate meters by July 08	Chris Cowburn	

	Separate meter may also result in HEFCW being able to procure its own electricity supply.			
6.	Agree with Landlord Replacement of Air Conditioning in Linden Court. Existing system to be replaced with a more efficient one.	In progress Agreed November 2007. Works to be completed Feb 08.	Chris Cowburn	Work commenced October 2007 and will be completed by February 2008.
7.	Write formally to Landlord requesting that Dual Flush Mechanisms are fitted on all toilets if practical and with a view to reducing use of water.	In progress Feb 2008	Chris Cowburn	We need to raise this with the landlords building manager; not sure on practicality nor willingness of landlord to install.
8.	Promote and consider alternatives to business travel – video conferencing facilities, encourage car sharing, consider use of low emission cars i) trial personal computer video conferencing using webcams. ii) Increase use of low emission vehicles via all Wales collaborative vehicle hire contract. iii) Encourage car sharing. Develop tool on intranet to allow staff to share travel plans.	i) Trial in progress. Outcomes to be discussed at H&S Environmental Committee meeting in March 08 ii) Head of Estates to trial use of a 'dual fuel' car via contract before encouraging other staff to request this type of vehicle.	Chris Cowburn/Phil Evans	IT are awaiting progress at UWL to install additional equipment to run a further test on individual video conferencing. Statistics showing increased use of the video conference facility will be available and will be made known to staff. i) - ii) Currently the existing supplier has only a few low emission 'dual fuel' vehicles available. We can request these wherever

		iii) by Aug 2008		iii) possible but they cannot be guaranteed. -
9.	Encourage reduction of waste – raise awareness with staff i) Presentation to be given by The Carbon Trust at HEFCW all staff meeting on 5 th March 2008 (to be confirmed by Carbon Trust). ii) To raise awareness a briefing note and ‘podcast’ to be issued to all staff via email or intranet.	In progress as part of Green Dragon i) Feb 2008 ii) Mar 2008	Chris Cowburn	
10.	Pilot the use of Procurement Cards – streamline low value, low risk procurement. Faster payments to suppliers.	Pilot in progress extended until March 2008	Karen Wolliner	Covered in procurement action plans.
11.	Cross sector working and avoidance of duplication of efforts. Representation on the Value Wales Collaborative Steering Group/Higher Education Purchasing Consortium Wales/UUK procurement group updates	In progress Implemented June 2005	Karen Wolliner	Covered on procurement action plans.
12.	Sharing our results of procurement work with the sector via Institutional meetings and the Website	In progress Implemented June 2005	Karen Wolliner	Covered on procurement action plans
13.	Membership of the Welsh Assembly Government’s ‘Business Procurement Taskforce’	In progress Implemented May 2005	Richard Hirst	
14.	Develop specifications by asking for variants in tender options and looking at outcome-based specs to include Sustainable Development issues: Cleaning – water based, re cycle, fair trade products, paper and packaging.	In progress Implemented July 2005	Karen Wolliner	Considered when developing specifications for goods, services or works. Further work to be undertaken to adopt sustainable risk assessment tools.

	New Actions	Action Date	Responsible Officer	Completed Date / Comments
1.	Pilot use of the Risk Assessment tools above on procurements above £25K inc. Vat.	June 2008	Karen Wolliner /Rob Visintainer	Covered on procurement action plans
2.	Offer and deliver training in-house on the Risk Assessment tools above	September 2008	Karen Wolliner	Covered on procurement action plans
3.	Work to be undertaken on the Council's top ten significant spend suppliers and look at how sustainability can be addressed with our on going suppliers	November 2008	Karen Wolliner	Covered on procurement action plans
4.	Develop a Sustainable Procurement Policy which can be included within the Council's Environmental Policy. To be available on the intranet and website	November 2008	Karen Wolliner	Covered on procurement action plans