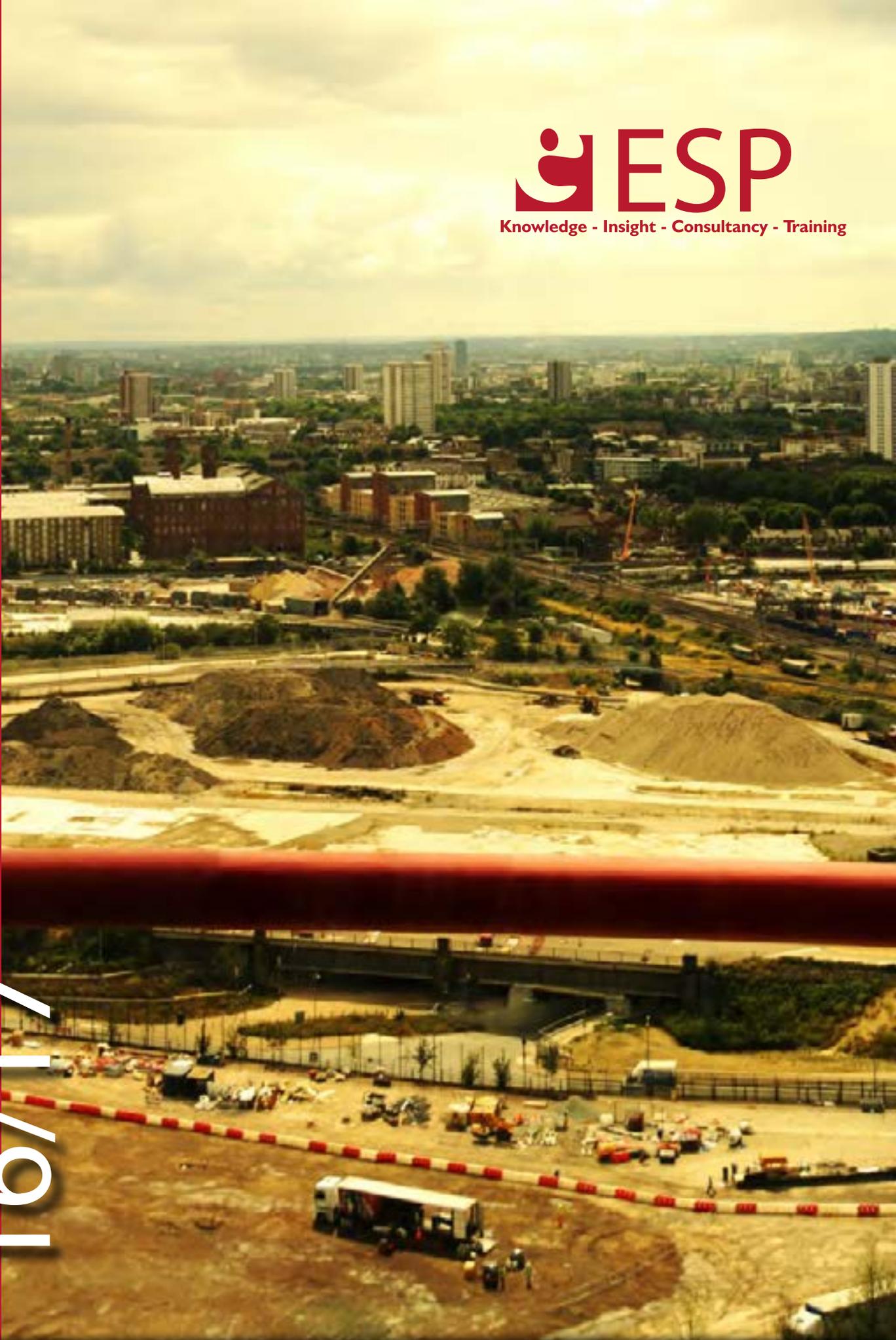




Knowledge - Insight - Consultancy - Training



16/17

Sustainability Report

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Statement From Our Directors

We are pleased to present ESP's 2016-17 Sustainability Report. During a year full of change and growth, ESP has continued to meet client needs and commitments by providing Environmental Solutions through Partnership. This ambition has not wandered, and neither has the quality of our services. Throughout 2016-17, ESP's team has grown with the addition of a new Business Development Manager, Judith Dix, who steps in to the role Olly Kyte filled until late 2015. In addition, a previous Placement student from 2015-16, Teveil Walker has returned to join the Landscape team as our Landscape Assistant, after graduating with a BSc in Geography from Coventry University. Oliver Lockwood, our Placement student from the previous year has also continued in an Environmental Consultant role while he finishes his Master's degree in Environmental Management.

As part of our commitment to development we have continued to take on placement students each year to bring the next generation of talent into the company. Over the last 3 years, we have taken on a geography students from Coventry University and Harper Adams University on 12-month placements who have integrated well into the team and are expected to assume employment with ESP for the continued future. We have recently welcomed Keren Bucknall from Coventry university as our Placement student for 2017-18 Our Financial growth and workload has enabled us to further our partnership with our associates, in particular, Richard Boothman and Dipvandana Mehta, who have facilitated the expansion of our training provision.

Although our main operations do not result in major releases of pollution or major energy use, we are aware that our environmental impacts are not insignificant. The main contributor to our environmental impacts are transportation, resource use and energy consumption. To combat these issues we pro-actively strive to minimise environmental impact - whether through the management of our suppliers or through the hierarchy of controls.

Finally, we would like to thank our clients for their continued custom, as well as our business partners and our Non-Executive Chair - John Sharpe, for support throughout the preceding year. We would also like to acknowledge our committed team of professionals for their continuous focus on sustainable improvement. With your continued support, a sustainable future is made possible.



Chartered Surveyor &
Chartered Environmentalist



Chartered Landscape Architect

Andrew Fletcher

&

Keith Hampshire

About Us

Environmental Solutions through Partnership Limited (ESP Ltd) is an environmental consultancy founded in 2004 by Andrew Fletcher (Chartered Surveyor and Chartered Environmentalist) and Keith Hampshire (Chartered Landscape Architect). Following extensive experience in local government, industry and consultancy Andrew and Keith developed a business model based around a partnership approach offering environmental services to client organisations.

A partnership approach fosters a long term relationship with customers by ensuring that effective solutions are provided that are appropriate to the brief, the customer's needs, best practice and current legislation.

Our Values

Environmental - we examine environmental aspects and potential impacts on behalf of our customers.

Solutions - we provide sustainable solutions through a professional, systematic approach, ensuring we are honest, trustworthy, fair and providing best value.

Partnership - we work closely with clients to develop a relationship which provides a high quality outcome.

Our Location

ESP Ltd is based in the Wolverhampton Science Park in Wolverhampton.

Our central location promotes convenient road, rail, and air links.

What do we do?



Activities Products & Services

Environmental Training

At ESP we recognise that employee engagement is an integral part of Environmental Management Systems. ESP is an IEMA registered training centre and actively works with our partners to provide a comprehensive list of training courses. These include:

- IEMA Auditing to 14001:2015
- IEMA Making the Transition to ISO 14001:2015
- IEMA 3 Day EMS Auditor Course
- One Day Internal Auditor Course
- Waste Management; and,
- Legal Compliance

ESP are also able to work closely with clients to develop bespoke environmental training courses that are specifically tailored to the needs of the organisation and certified/ approved by IEMA.

Towards the end of 2015, ESP began to work with the ISS group to produce a bespoke series of training courses to be delivered to personnel across the organisation. The courses are entitled Environmental Management with a Human Touch, and, Strategic Environmental Management with a Human Touch. We have already begun delivering the courses across a number of their sites and will continue to work with ISS to help them to meet their ISO 14001 target.

ESP have a proven track record of delivering these courses from a variety of sectors throughout the UK. Through our past partnership with the whg Skills Centre, we have delivered over 200 Working with Environmental Sustainability qualifications to organisations as diverse as Wedgwood Group (WWRD) and the South Warwickshire NHS Foundation Trust.

Landscape Architecture

ESP's landscape department offers professional, practical and sustainable Landscape Planning and Design solutions. Our partnership approach fosters long term relationships with clients, development teams, regulatory authorities and local communities. We understand the importance of maintaining and enhancing the landscape for a wide variety of human and wildlife amenities.

The creation of sustainable landscapes involves a complex balance of:

- Maintaining or improving biodiversity - making space for wildlife
- Prudent use of natural resources - making best use of site resources and minimising waste
- Enabling sustainable business - resolving conflicts between business and the environment
- Creating social benefits - from individual well being to effective communities
- Creating opportunities for aesthetic enjoyment - designing for all five senses

Our Landscape Services specialise in Quarrying and Waste Management, Housing and Schools including:

- Landscape & Visual Impact Assessment;
- Environmental Impact Assessment;
- Landscape Policy & Strategy;
- Expert witness at Planning Inquiry;
- Landscape Design;
- Computer Modelling & Visualisation;
- Feasibility Studies;
- Residential sustainable landscape assessment; and
- Stakeholder Consultation.

Activities Products & Services

Activities Products & Services

System Implementation

Most businesses are at risk of damaging their reputation and ability to generate profits if environmental risks are not appropriately managed.

ESP works with businesses to develop bespoke, tailored Environmental Management Systems (EMS), Energy Management Systems (EnMS) and Quality Management Systems (QMS) including ISO 9001, 14001:2015, 50000, 550001 and EMAS.

ESP assists businesses to develop a management system that works to the specific context of the company in addition to formulating a risk matrix reflecting current legislation. This facilitates a systematic approach in examining associated aspects and impacts a company's activities may have on the environment.

A quarterly Environmental Legislation Briefing allows clients to see which activities need to be altered to comply with any legislative changes.

Our risk matrix provides a single powerful management tool for controlling environmental issues. It can be used to link any potential environmental impact with legislation, procedures, targets, audits or any other issue important to a business. We work in partnership with customers throughout the whole EMS development process. This includes gaining commitment to the program from all levels of management, scoping the environmental initiatives already in place and helping to identify any training needs. The benefits of a well designed management system can include:

- Reduction in regulatory and bottom line costs;
- Reduction in potential liabilities;
- Meeting the requirements of customers;
- Obtaining insurance more easily;
- Providing reassurance to banks;
- Improving image;
- Attracting ethically aware investors; and
- Motivating Staff

Environmental Management

ESP can design and implement a new EMS or undertake an audit and gap analysis against an existing system as part of a continuous improvement programme. This can include:

Environmental Auditing Services

- A “look-see” audit;
- A benchmark audit;
- A preparatory review;
- A full review of environmental practices;
- A historical environmental site review;
- A full review of environmental practises;
- A historical environmental site review;
- An Internal audit of an existing EMS;
- Legal compliance; and
- Waste management.

Other Services

- Energy optimisation;
- IPPC permit applications; and
- Integrating environmental health & safety and quality systems.

Quality Management

ISO 9001 is the world’s most widely recognised Quality Management System standard. ESP provides full implementation of a QMS as well as supporting audit services, including:

- Root Cause Analysis Training;
- Gap Analysis;
- Planning;
- Quality Manual/signposting documents & Procedure Development;
- On-site assistance;
- Training and support;
- Internal audits; and
- Maintenance Program.

Activities Products & Services

Activities Products & Services

CONTROL

Health and Safety

Health and safety is an integral part of most businesses - both for personnel and the business. Employers are required by law to ensure that the health and safety of employees and others who may be affected by the business is upheld. It is essential to protect all who may be affected from injury and potential prosecution.

We endeavour to safe-guard the interests of personnel to ensure a comfortable working environment. Our team has a broad experience in designing H&S systems from scratch as well as developing existing systems.

Our health and safety auditing services range from a “look-see” audit, to a bench-marking audit or a full audit of health and safety systems and practices against prescribed standards.

The benefits of a well designed system include:

- Motivated, safe and healthy staff;
- Reduction in potential legal liabilities;
- Easing the process of obtaining insurance;
- Improved image;
- Avoiding prosecution; and,
- Financial savings.

We work with businesses from Top-level management all the way down to “shop-floor” employees to design a health and safety system that determines policies, identifies and analyses risks. We can assist you by ensuring that your documentation meets legal requirements and by carrying out general as well as specific risk assessments of your place of work and work activities.

Our Environmental Management System

Since ESP specialises in Environmental Management Systems, we have implemented our own EMS to the standards set out in ISO 14001:2015.

Policy

Our policy is the driving force behind our EMS and sets out the necessary framework that allows us to grow and continually improve the system. We believe that the redeveloped policy fits in with our values and helps us to work within our EMS. Moreover, as part of our commitment to continual improvement, we have integrated our EMS with our Quality and Health & Safety policy.

Significant Risks

A core aspect of ISO 14001 is to identify the significant environmental risks based on the operational activities of the company. Therefore we carried out a linear process to assess our significant risks.

Objectives & Targets

Having established our associated business risks, we have set appropriate aims and objectives to reduce our operational impact:

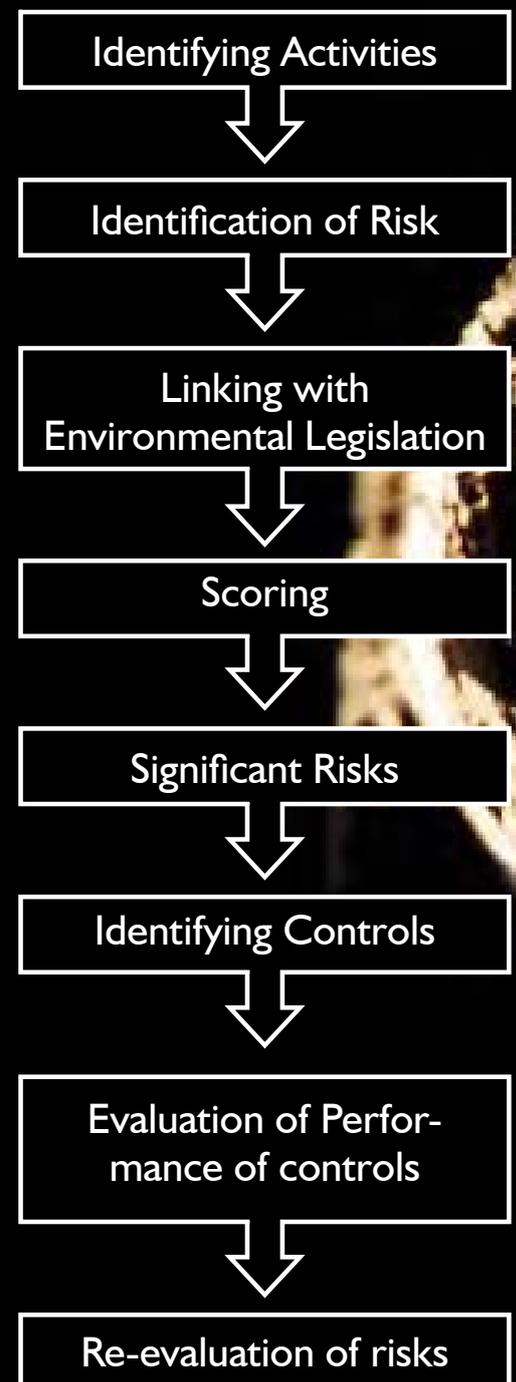
- Reduce our CO output per person by 5% each year 2016-2018
- Purchase 75% of “green” consumer goods by 2018.

Fuel Usage

As a consultancy our services are delivered where our customers are, which incurs a significant risk to the environment through business related CO emissions from transportation.

Our EMS

Our EMS Process



Our EMS

Environmental Improvement

Car Sharing

Wherever practicable we ensure that colleagues use our car sharing scheme as another method for reducing our CO₂ output. This has a number of benefits on shorter distance journeys as it not only reduces CO₂ but also helps to reduce congestion for other road users.

Flexible Working

Since our work is heavily computer based we have ensured that our employees are able to work remotely through our VPN connection at any location. This allows us to work from home and reduce CO emissions from transportation when employees finish client meetings early or do not need to be located at the office. This also contributes to increased time efficiency of individuals and reduction of congestion on roads.

Public Transport

Although our main method of transportation is by car when we travel long distances we use the train network. For instance, when delivering training courses in London, or visiting clients in Edinburgh, it is quicker, more convenient and CO efficient to use public transport. Moreover it also mitigates travel expenses passed on to clients for delivery of our services.

Journal Planning

When car sharing, its not always possible for everyone to be collected from their home as this would mean travelling through some very congested routes which wastes both time and fuel. In these cases, our members of staff will travel, using public transport, to a better location to be collected from.

Online Meetings

Despite all these methods of reducing our CO it's not always cost, time or fuel efficient to travel a long distance for a short meeting. Therefore we have the ability and competence to hold meeting across the internet using platforms such as Skype and Facetime.

Office Environmental Impact

At ESP we understand that our environmental impact is not limited to our use of transport. A number of our impacts are created through our office activities which need to be mitigated and controlled through initiatives to reduce the relative quantity and severity of associated impacts.

Energy Consumption

Daily operations in the office causes an indirect contribution to CO emissions. As a tenant within the Science park, 10 to 15% of our annual electricity usage is supplied from 261 solar PV panels on the buildings throughout the site, on track with the national target to achieve 20% of total energy from renewable sources by 2020.

Electronic Document Storage

At every possible opportunity we store our documents electronically. This is achieved through keeping an electronic library and directory . This facilitates a significant reduction in our paper usage, reduces intensive printing activities and saves storage space.

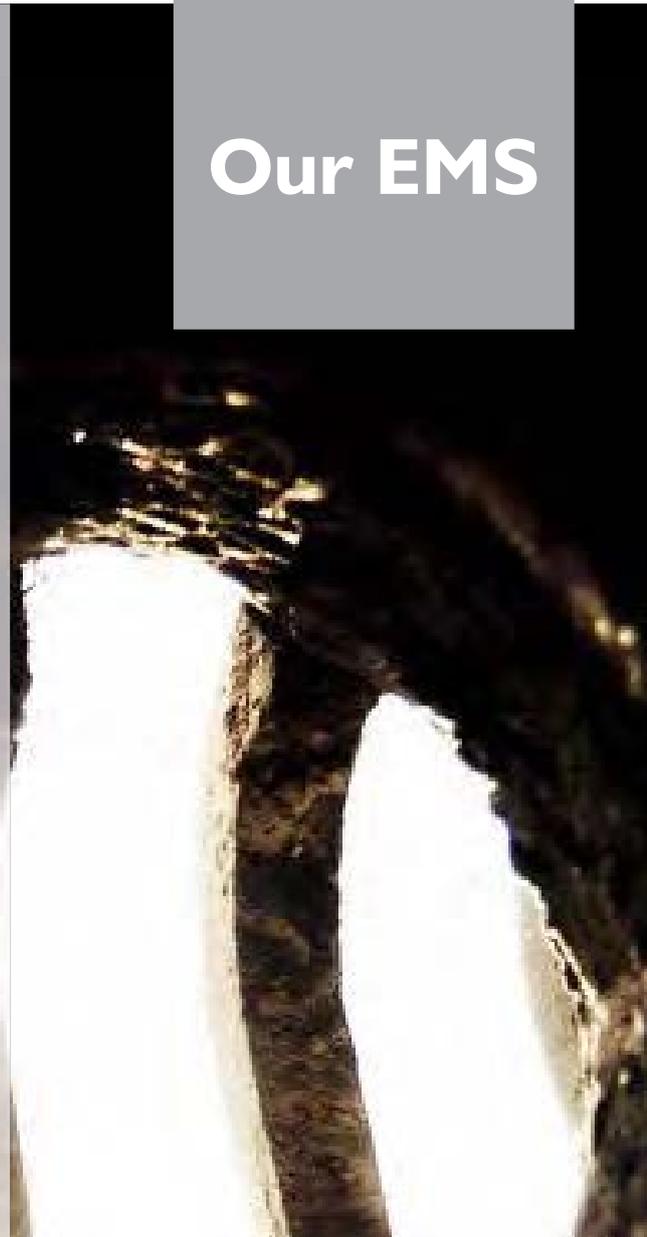
Office Stationary

It is particularly important that our waste produced from in-house activities is reduced to avoid contributing to landfill. Our waste is reduced through actively recycling card, plastics, ink cartridges and cans as well as minimising the amount of stationary needed at any one point.

Suppliers

ESP currently uses Lyreco as an office supplier. They are certificated to management systems ISO 9001, ISO 14001 and OHSAS 18001, and offer a wide range of ecofriendly products. ESP also commits to buying sustainable products, where all of our paper is 100% recycled and certified by FSC and/or EU eco- label.

Our EMS



Our EMS

Online Banking

Another way which we reduce our paper use is by using online banking. This means that by using electronic statements and payment methods we can further reduce our impact on the environment. Particularly avoiding the carbon footprint produced by using post to deliver statements and cheques to clients.

Electronic Communication

As well as trying to reduce our waste we want to make sure that we are not causing other people to produce waste than necessary. Therefore, we use electronic communication at every available opportunity, this includes using PDF invoices and marketing via e-mail and on our website which in turn saves paper and envelopes.

Working Environment

At ESP, we also recognise that the locality of our business activities can have an impact on the environment. For instance in the office we avoid the use of air conditioning by using heat control film on all the windows and opening them when necessary. Lighting in the communal areas of our building are also on light sensors meaning they do not use any energy when no-one is occupying them.

Carbon Footprint

Every year we calculate our carbon footprint based upon the amount of business mileage incurred through day-to-day operations. Each time we make a calculation we offset all CO₂ through CO2balance.com.

CO2balance works with businesses, communities and NGOs to deliver sustainable development projects around the world using funding from CO₂ off-setting. CO2balance helps to develop renewable energy projects in developing countries such as Kenya to reduce the trending reliance upon fossil fuels for economic development. Another project will help develop a 7.25MW wind farm in the Tamilnadu region of India.

This will help the local communities not only by providing clean electricity but also by creating jobs during the construction and helping the nation's economy become less reliant on fossil fuels.

Our CO₂ output has remained relatively consistent since 2012/13, despite company growth and an increase in the number of employees, and we have reduced our traffic-based CO output.

There has been a large decrease in energy use - we believe that this is mostly because of a better office energy use calculator that we have used this year. We therefore assume that figures for both years are actually around the same. Without a doubt the most significant improvement is the reduction in road travel. We believe that one reason for this is the increased use of public transport which is reflected in the increased CO₂ from rail travel.

Our EMS

Social Sustainability

Fair Trade Coffee

At ESP we like our coffee, and when I say like it I mean REALLY like it, and due to the amount we drink we wanted to make sure that individuals and communities were not being exploited for our gratification. That is why we ensure that all the coffee beans that we buy are Fair Trade. This ensures that every time we sit down for “elevenses”, the farmers growing our beans are given a decent price for the work which they put in. Moreover, we ensure that no harm comes to our rainforests through our love for coffee though buying Rainforest Alliance Certified beans.



Health and Safety

At ESP we take the health and safety of our employees and clients very seriously which is why we have a combined Quality, Environment and Health & Safety Policy. We are pleased to declare that there have been no reported health and safety incidents.

Equality and Diversity

At ESP we discriminate - we only choose the best people to work for us! Other than that we're not bothered. That is why we have a stringent Equality and Diversity policy which is available on our website.

Placement Students and Local Universities

At ESP we don't agree with interns who work for long periods of time for little or no pay as it discriminates against those who cannot afford to work. Therefore, we ensure that any interns are more than compensated for all expenses.

In addition, we also provide the option for our interns to undertake professional qualifications certificated by IEMA worth up to £2000 as a means of providing added value and personal development.

Social Sustainability

Whilst we are only committed to having 1 placement student each year, they have all been excellent ambassadors of their respective universities and courses. We are proud to say that facilitate the development of our interns whom we have later employed following graduation.

Due to our location in Wolverhampton, we have also worked with local universities across the region to provide us with unique opportunities and diversity to our work force. We currently recruit from Wolverhampton, Harper Adams, Birmingham, Coventry, Stafford and Newman universities.

Economic Sustainability

Economic Improvement

Since it was founded in 2004 ESP has continued to grow, expanding our provisions to include services such as bespoke environmental training, quality management, and legal updating on the environmental management side of ESP and housing developments, appeals, and working with local authorities on the landscape side.

Over the last year alone our turnover has increased by 30% on the previous year. This has been achieved through implementing our core values and expanding our network of clientele.

To meet the requirements of additional workload and continue to provide a high standard service, ESP has had to grow physically. Our team, which started with Directors Keith Hampshire and Andrew Fletcher, has increased to 7 employees and with a commitment to accommodating at least 1 intern each year since 2014.

We have put in place a number of initiatives to help to reduce our outgoings and aid our clients through delivering financially competitive services.

Additionally, in July 2015 ESP moved into a larger office on the Wolverhampton Science Park which has provided us with the space we require to expand and develop with the business.

Extra Funding

Over the past few years we have been fortunate enough to utilise extra funding from local government and HE institutions. ESP has partnered with SBEN and Coventry University to assist Small and Medium Enterprises (SMEs) in developing an EMS. We believe that this partnership has helped many SMEs to develop an EMS, which previously they would not have been able to afford. The success of this project is shown by Lift & Engineering Services who have since gone on to gain external certification for their EMS to the full ISO 14001 standard.

Our Growing Team

In addition to aiding students during their studies, we also employ graduates from across the region. In June 2008 we employed Richard Goodwin, a graduate from the University of Wolverhampton where he gained a 2:1 in Environmental Science. Richard joined as part of a graduate training scheme designed to provide him with all the skills to become an accomplished Environmental Consultant. Since then Richard has continued to work for ESP developing his skills across various areas and on a number of different projects.

In September 2014 Oliver Lockwood joined the team whilst out on his 12 month placement year. Oliver continued to work at ESP part-time during his final year and has since graduated from Coventry University with a 2:1 in BSc Geography. He has now assumed the role of Environmental Consultant whilst completing an MSc in Environmental Management.

Economic Sustainability

Growing Business Network

Providing our customers with a tailored service that meets their legal and business requirements is what we do best. In so doing we have managed to build an expansive network of clientele - a few of which can be seen here.

ESP's partnership approach delivers sustainability to the heart of client organisations. We endeavour to introduce environmental awareness and methods of best practise into the everyday operations of our clients to drive growth in sustainable economics and open up new business opportunities. This involves ESP fostering long-term relationships for providing continued practical professional advice for our clients to build upon. In turn this also ensures our own economic viability.



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Providing Sustainable Solutions



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