

Environmental Solutions
through Partnership Ltd.

Sustainability Report

2018 Update



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Statement from Our Directors

Here we present our Sustainability Report for 2018.

Since our 2016-2017 Report, we have had even more change in our organisation, and this has meant rethinking how we can continually improve our sustainability, and how we can support our changing team in carrying a legacy of sustainable business practices.

We have been delighted to welcome Karen Brewer and Rupert Dugdale to our team this year. Both Karen and Rupert worked with us as professional associates on key projects over the last few years and both are experts in their respective fields; Karen being an experienced Quality Auditor and Rupert a Chartered Landscape Architect. Both have made fantastic additions to the team and we are so thankful they have joined us.



Our Non-Executive Chair John Sharpe, and Directors Andrew Fletcher and Keith Hampshire

We also took on Aarti Chamba as a Graduate Landscape and Environment Assistant – she has recently completed a Geography degree at Leicester University and has returned to Birmingham, and will be assisting the team in all manner of tasks to gain experience of the business.

Following a year working as a Landscape Assistant after graduating from Coventry University, Teveil Walker has now begun a Masters degree in Landscape Architecture at Sheffield University. The two-year course is held in high esteem within the Landscape community and we are very proud that he was able to gain his place. We wish him all the best for the next two years.

Oliver Lockwood, an Environmental Consultant earned a triple achievement this year – he not only gained his Practitioner status with IEMA (PIEMA) but he also completed his Master's Degree in Environmental Management, earning a Distinction and graduating top of his class at Coventry University.

Our clients and associates make the growth of our team possible and we would like to thank them, our business partners and John Sharpe, our Non-Executive Chair for their continued support and commitment.

We would also like to thank our dedicated team at ESP who work so hard to deliver the sustainable business practices detailed in this report.

With their help, we look forward to 2019.

Andrew Fletcher

&

Keith Hampshire

December 2018

ABOUT ESP

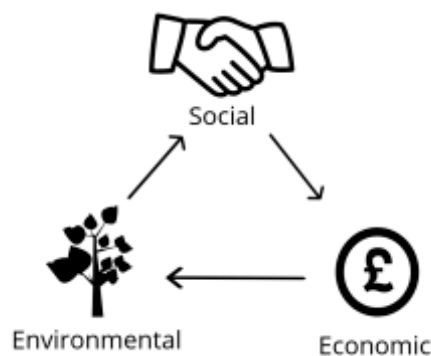
Environmental Solutions through Partnership Limited (ESP Ltd) is an environmental consultancy founded in 2004 by Andrew Fletcher (Chartered Surveyor and Chartered Environmentalist) and Keith Hampshire (Chartered Landscape Architect). Following extensive experience in local government, industry and consultancy 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.

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.



Here at ESP we apply SUSTAINABILITY to everything we do.
But what is sustainability?

Without getting too technical, when ESP talk about sustainability, we are talking about the Brundtland Definition, which refers to economic, social AND environmental sustainable development.

“development that meets the needs of the present without compromising the ability of future generations to meet their own needs”

The Brundtland Commission

In short - people, profit, planet.

We strive to be sustainable in both how we approach our work with clients and how we conduct our business as an organisation. Over the next few pages we will show you how we have developed sustainable services for our clients and how we are constantly improving the way we work to ensure environmental, social and economic sustainability.



ENVIRONMENT

As an environmental consultancy, environmental protection and enhancement is at the forefront of everything we do. We strive to ensure that the environment remains the focus of our work, and we try to balance this with the economic, social and legal requirements of our clients.

LANDSCAPE



Rupert Dugdale

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.



ENVIRONMENT

MANAGEMENT SYSTEMS

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) and Energy Management Systems (EnMS) including ISO 14001, 50001, 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. 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.

LEGAL UPDATING

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. Our Quarterly Legal update provides both an update to this matrix, meaning environmental management are up to date with their environmental compliance obligations, and a publication, which details key legislation items and news items which are relevant to the business. We hope that by keeping our clients regularly updated on their environmental obligations, that the risk of them causing impacts on the environment is reduced. We ensure we work with our clients through the latest legal developments, including the UK's exit from the EU.

ENVIRONMENTAL AUDITING

ESP can also undertake an audit and gap analysis against an existing system as part of a continuous improvement programme. This can include:

- 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.





ENVIRONMENT

ENERGY CONSULTANCY

ESP also assist with the implementation and auditing of energy management systems to ISO 50001 and ESOS. These systems ensure that clients reduce energy use and costs, which reduces fossil fuel consumption.

The Low Carbon Business Evolution Programme (LCBEP)

LCBEP is run by Staffordshire Business Environment Network (SBEN) and part funded by the European Regional Development Fund Programme. The aim of the project is to help small to medium enterprises (SMEs) increase their energy efficiency and reduce their carbon footprint. Grants are available up to 60% of the value of project.

ESP provide specialist advice on how the eligible businesses can achieve success with regards to the aim of the project. Support is offered in one of the two following areas;

- Energy Review or Energy & Environment Review
- Environmental Management System (EMS) Gap Analysis

Since 2016, ESP has been delivering these reviews with Staffordshire County Council, and we are proud to announce that our findings have identified over 3500 tonnes of CO₂ equivalent in savings, and around 900 tonnes of CO₂ equivalent has been claimed as savings through the scheme.

ESP have worked with a large range of businesses and charities, from Staffordshire Wildlife Trust, to a joinery company, to an abattoir to achieve carbon and cost savings through innovative bespoke options for decreasing energy use.

We have greatly enjoyed being a part of the project, and feel it has not only been interesting and enjoyable, but has been beneficial to the Staffordshire community and its businesses.

During the project we have delivered advice on efficiencies in heating, lighting, cooling, insulation and business process energy efficiencies, including innovative solutions such as:

- Far Infra-Red Heating
- Power Factor Correction
- Voltage Power Optimisation
- LED Lighting
- Air Source and Ground Source Heat Pumps
- Innovative solutions for business processes such as:
 - Bespoke Theatrical Lighting
 - Food preparation equipment sterilisation
 - Compressor optimisation
 - Replacement specialist kilns





ENVIRONMENT

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

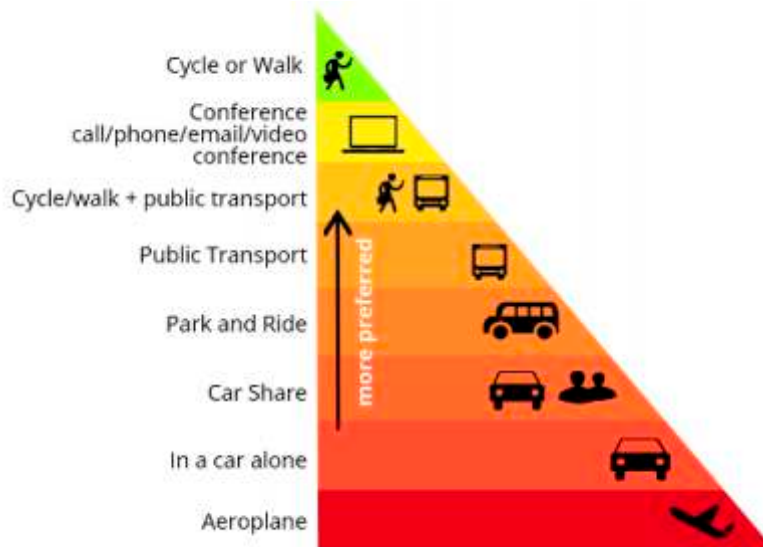
Our policy is the driving force behind our EMS and sets out the necessary framework that allows us to grow and continually improve the system. We believe that the redeveloped policy fits in with our values and helps us to work within our EMS.

Travel Policy

This year we developed our Travel Policy. As a consultancy, our greatest significant risk to the environment is through business related CO emissions from transportation.

Our travel policy is based around the Transport Hierarchy, which notes the most preferred mode of transport, based on how environmentally sustainable the mode of transport is.

The Transport Hierarchy



This year, ESP have really focussed on our methods of transport, including implementing a car hire system, using rental vehicles which are brand new and more fuel efficient, reducing the use of fossil fuels.

We have strived to car pool wherever possible, and have increased the amount of consultancy we do via remote services, such as video and telephone conferencing, meaning we maintain our strong partnerships with clients whilst reducing our carbon footprint. We'd like to develop this further, and in 2019 we are looking to also improve our training offer, by developing e-learning and distance learning where possible, to reduce delegate travel.



ENVIRONMENT

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 variety of training courses.

- These include:
- 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. These courses enable operational and managerial team members to understand their environmental aspects and impacts, and strategise how they can reduce these impacts.



Andrew Fletcher teaching a workshop at Staffordshire University

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. We have also held lectures for Staffordshire University, with Andrew Fletcher delivering a presentation to Business students on ISO 14001, which led to a Msc Digital Marketing student working with us for his dissertation project on Search Engine Optimisation.



ENVIRONMENT

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.

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.

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 unnecessary waste. 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.



SOCIAL

Fair Trade Coffee

At ESP we like our coffee, and when we say like it, we 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 Health & Safety Policy and Handbook. 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.



Three of our previous Placement Students from Coventry University: Oliver Lockwood, Teveil Walker and Keren Bucknall

Placement Students and Local Universities

Whilst we are only committed to having 1 or 2 placement student each year, they have all been excellent ambassadors of their respective universities and courses. We are proud to facilitate the development of our interns whom we have later employed following graduation. Through previous students, we have developed a relationship with Coventry University's Faculty of Engineering, Environment and Computing, from whom our Placement Students are sourced - the calibre and initiative the students take makes them an asset to our team and displays the excellent standard of teaching at Coventry University.



ECONOMIC

Since it was founded in 2004, ESP has continued to grow, expanding our provisions to include services such as bespoke environmental training, quality and health & safety 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 our turnover has increased by 17% 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 12 employees and with a commitment to accommodating 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 within 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 to assist Small and Medium Enterprises (SMEs) in the LCBEF programme (which is detailed on page 7).

Graduate Programme

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, and is now a Principal Consultant in Environment, Health & Safety and Quality.

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, and after assuming the role of Environmental Consultant, he has completed an MSc in Environmental Management and achieved Practitioner of IEMA status.

Judith Dix joined ESP in February 2017 as a Business Development Manager. She has a Geology Degree from the University of Birmingham and an MSc in Environmental Consultancy from Newcastle University, and while working at ESP, we have developed her technical skills so that she has diversified in to the role of Environmental Consultant and Trainer.



PARTNERSHIPS

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.

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.

