



T B E A

# MENTORING NETWORK NEWS

Issue 3, Feb 03

## TAMESIDE BUSINESS ENVIRONMENT ASSOCIATION

In partnership with

[www.tameside.gov.uk](http://www.tameside.gov.uk)



chamber business enterprises



### Business Environmental Mentoring Network

#### Working from home - Cutting the costs seminar

On 1st October 2002 TBEA, in conjunction with e-tameside and TMBC Engineering Services, organised a Homeworking and travel seminar. Hosted at Portland Basin Heritage Museum, Ashton, the seminar was attended by 25 delegates representing companies from across Tameside.

#### Working from home

The seminar gave businesses an insight into how to reduce business travel within the company and save money by making more productive use of staff time, cutting fuel costs and by using Information Technology.

home for an employer.

There are a number of factors that need to be considered when working from home. **A)** The social aspects, as the person is away from the office environment, colleagues and supervisors. **B)** The issue of disturbances from friends and family at home and no office type discipline to keep to. **C)** Management issues to take into account, such as monitoring staff, supervision and maintaining standards. **D)** The workplace within the home also needs to be checked for space, lighting, communication technology, security. **E)** The health and safety issues, such as first aid and the reporting of injuries. **F)** Insurance issues with regards to health and safety.

Working from home reduces the need to travel to work, resulting in less traffic and less fumes. It can be part of a travel plan, which was the next presentation, from Ade Collins, Greater Manchester Travel Co-ordinator. A travel plan is a co-ordinated package of measures designed to manage travel to and from work. Other measures that can be taken as part of this include, walking and cycling to work, using public transport, car sharing, car parking, fuel and fleet management.

A travel plan can improve the company image amongst it's neighbours and clients and can have benefits on staff health, productivity and morale. There are also cost savings associated with a travel plan with most fleet management programmes saving 5% or more.



Patrick Prinsloo, representing Parsonage Marketing & Design, started proceedings by covering the business benefits, cost savings and logistics of working from home. A homeworker is someone who carries out work in his/her

For more information on homeworking or for a free copy of the seminar delegate pack, please contact TBEA on 0161 342 2885 or visit [www.tbea.org.uk](http://www.tbea.org.uk)

#### Mentoring Services

- Guidance on Legislation
- Site visits to mentor companies to see good environmental practices
- Regular network meetings
- Best Practice seminars on environmental issues affecting business
- Grantfinding - Advice on opportunities and availability
- Specific case study literature
- Support for developing environmental policies and management systems
- Environmental e-group

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## Green Advice on-line

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Tameside Business Environment Association's (TBEA) latest initiative to bring environmental issues to businesses now include a free on-line discussion forum - the Environment Group.

The group will share environmental best practice between local companies and is open to any business with internet access.

The e group has been set up through the smart groups website, and has a number of features, including databases, website links, and a calendar for seminars and events.

The e-group will give companies access to environmental advisors

at TBEA, Groundwork Tameside and Chamber Business Enterprises, along with mentor companies, such as Vitamol, Hadfield Wood Recyclers, Centrica (formerly British Gas Trading), Centura Foods, and Stepan UK. The group also gives the opportunity for companies to contact other companies within the network on environmental problems including waste management and energy efficiency.

Already set up on the e-group is a Tameside Recycling directory, highlighting recycling services in the area, including waste wood, plastics and pallets. We hope to expand this directory over time, to include more recycling companies.

The groups business environmental project officer, Ed McDermott is excited about the prospects for the network and said "The on-line forum will give companies immediate access to each other and environmental advisors from across the region. It is a good opportunity to create business contacts within Tameside and get your environmental questions answered either by other companies or one of the advisors."

The e-group will give regular environmental updates including news and legislation. It will also give members the chance to keep other companies informed of their activities.

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To register with the group, visit the TBEA website - [www.tbea.org.uk](http://www.tbea.org.uk) - under 'what's new', or email [ed.mcdermott@mail.tameside.gov.uk](mailto:ed.mcdermott@mail.tameside.gov.uk), or phone 0161 342 2885 for further information.

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## Personal journey planning

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Personal Journey Planning (PJP) is a new initiative for TBEA, and involves the free planning of employee journeys on public transport both to and during work, to try and make all work related journeys more efficient both to the employee, and the employer.

### How does it work?

A business looking to take part, would expect the process to go through the following stages:

1. Contact a TBEA business advisor who will visit the employer at the premises to discuss the scheme, and assess whether it is suitable for their business.
2. If the business is suitable, then the travel co-ordinator will then start promoting the scheme to the employees.
3. Once awareness has been raised within the business, the co-ordinator will contact any interested employees and prepare them an individual, personalised journey plan for their

trip to work, and any journeys they may make whilst in work.

### About the plan

Contact with employees will be undertaken by both letter and phone. Usually a brief meeting will be held with interested members of the workforce to explain the benefits of the scheme, and record their details if they are interested in participating. Once all the necessary information about employees travel patterns has been obtained, a journey plan is developed for each one.

A typical journey plan will contain the following:

1. Local bus or train times (direct from the nearest stop to their house).
2. Details of cost and discounts available.
3. Route maps and clear directions on how to make their journeys.
4. Detailed timings of the journey, so that they are aware of how

long each part of the journey should take.

### Benefits to the Employer.

The employer can benefit from this scheme in several ways:

1. Less car park congestion, meaning land tied up in car parks can be put to better use.
2. Reduced costs associated with running company cars for employers.
3. More control over work related transport costs, as high mileage bills are replaced by more budget friendly weekly bus/train tickets.
4. More productive employees as time spent on public transport can be used more productively, than time spent driving a car.
5. Less congestion around the worksite, as employees leave their cars at home.
6. Any firm who successfully implements a scheme will benefit from free publicity generated by TBEA.
7. A fitter, healthier workforce through walking and cycling.

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For more information contact TBEA on 0161 342 2885 or email [tbea@mail.tameside.gov.uk](mailto:tbea@mail.tameside.gov.uk)

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## WEEE Directive Update

The European Parliament and the Council of Ministers have finally agreed the EU directives on the recycling of electrical goods and restrictions on hazardous substances in appliances. The directive aims to reduce the quantity of waste from electrical and electronic equipment and increase re-use, recovery and recycling. It requires Member States to set up schemes to allow the collection, treatment and recycling of end of life electrical and electronic equipment. It considers options for WEEE placed on the market before the directive was published - 'historical waste' and also where the producer of the original product no longer exists - 'orphan waste'. They will have to be implemented by 2005.

Some key requirements of the directive are summarised as follows:

- Member States are to set up systems for separate collection of waste electrical and electronic

- equipment.
- Producers are to set up systems for the treatment of waste electrical and electronic equipment.
- Producers are to provide for recovery and re-use of separately collected waste electrical and electronic equipment.
- Significant data reporting obligations.
- There is no mandatory requirements for householders to separate all WEEE. Member states must instead seek to minimise co-disposal and encourage appropriate behaviour.
- Companies will have to meet high recycling targets of 50-80% of product weight, depending on the type of appliance, and will be encouraged to bear this in mind at the product stage.
- Small and Medium sized Enterprises (SMEs) are not exempt from the law.

Manufacturers of electrical and electronic goods will

need to set aside funds to provide for the take back and recycling of their products when they become end of life. Consumers will probably face raised prices, as manufacturers pass on their costs. Manufacturers may choose to use the 'visible fee' method, which means including and making clear the cost of end of life treatment and recycling on the price tag of new products. There will be a larger demand for local authority collection centres and for material reproducers who can refurbish or recycle used electronics.

While there are a number of refurbishers, treatment facilities and recyclers established throughout the UK, the government needs to examine whether these will provide enough capacity and address the situation accordingly.

*For further information see [www.dti.gov.uk](http://www.dti.gov.uk)*

## Packaging Waste

According to the House of Lords EU committee all companies should be obliged to recycle and recover packaging waste, regardless of their size. Currently it is those companies handling a minimum of 50 tonnes of packaging per year, with an annual turnover of over £2 million, an estimated 13,000 companies. Now the committee has urged the Government to consider how, through simplifying the administration of the system, especially for SMEs, the obligation could be extended to include all companies placing packaging on the market.

The Environment Minister, Michael Meacher, has announced that the packaging waste recycling and recovery targets will remain the same throughout 2003, despite waiting for tougher targets from Europe. Under the Producer Responsibility Obligations (Packaging Waste) Regulations 1997, the recovery target is currently 59% and the material specific recycling target is 19%. To increase the amount of waste recovered and recycled in the future, both Mr Meacher and the advisory committee on Packaging are to focus on collection schemes for household packaging and waste.

*For more information visit the Environment Agency website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)*

## Landfill Tax: Pre Budget Report, Autumn 2002

Something that could effect all businesses who produce waste is the Landfill tax. It is a tax that aims to encourage waste producers to produce less waste, for example through waste minimisation and recycling, and to use more environmentally friendly methods of waste disposal.

Gordon Brown has announced in his pre-Budget

report that landfill tax will increase by £3 per tonne per year from 2005/06, reaching £35 per tonne in 2010.

The landfill tax is currently at £13 per tonne and will continue to escalate by £1 per tonne, annually, until 2004/05. The new landfill tax escalator of £3 per tonne per year will then start to take effect. The lower rate for inactive waste will remain

at £2 per tonne.

The landfill tax credit scheme will be reformed with approximately one third of the revenue continuing to be spent on community environment projects and two thirds on public spending to encourage sustainable waste management.

*For further information visit the Environment Agency website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)*

**For more information on any of these topics please contact TBEA on 0161 342 2885 or email [tbea@mail.tameside.gov.uk](mailto:tbea@mail.tameside.gov.uk)**



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## Contact us

If you have any queries or comments about the

**Mentoring Network News** or suggestions for articles, please contact Ed McDermott or Adam Hackett on

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### Contact our Partners

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#### Chamber Business Enterprises

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[www.tvc.org.uk](http://www.tvc.org.uk)

## Get your business ON TRACK!!

If you have problems with fitting your staff and visitors into your car park then come along to the Greater Manchester Track workshop. The next Travel Co-ordinators Network meeting is to be held on Tuesday 4th March, 2pm at Manchester Town Hall.

Presentations will be made on Car Park Management, a case study and then workshops will be held so that you can have the opportunity to discuss your problems with others.

For more details please contact Ade Collins on 0161 242 6020 or email:

[ade.collins@glmtp.gov.uk](mailto:ade.collins@glmtp.gov.uk)

## Company Focus - N.E.A.T Limited

Founded in 1994 N.E.A.T Limited was developed to offer the type of service which would incorporate the requirements of the Health & Safety at Work Act (1974) and the Electricity at Work Regulations (1989), with particular regard to Portable Appliance Testing and the testing of Fixed Wiring Installations.

Since opening the company has gone from strength to strength, building up a considerable client base in local councils, schools, associations and industry. However having attended TBEA's Green Transport Seminar in June, the company saw a good opportunity to further reduce costs within the company by changing their transport purchasing policy.



N.E.A.T's new SMART car

With their fleet consisting of three vans and the company wanting to purchase further vehicles to meet future demand, it was decided that alternative vehicles should be purchased. The new vehicles were intended for the Portable Appliance Testers and larger vehicles such as vans were deemed unnecessary, therefore three SMART cars were purchased.

As a result of using SMART cars, instead of their existing vans the company could see a number of benefits, financially as well as environmentally. The SMART cars have ultra low carbon dioxide emissions of 118g/km, when compared with what the vans emit, 183g/km. With the Vehicle Excise Duty being based on CO2 emissions, this resulted in road tax for each SMART cars being charged at a lower rate of £70 compared to £150 for the vans. Insurance is also charged at a lower rate, with a saving of £300 per vehicle.

The SMART cars are also far more efficient when it comes to fuel. The cars run at 65 miles per gallon (mpg) compared to the vans 35 mpg. This is very significant when you consider that each vehicle travels 15,000 miles in a year. This reduced fuel bills considerably with the SMART cars running on just under half the amount of fuel in comparison to the vans, helping the environment and further reducing the costs within the company at the same time. The cars also have a semi automatic gear box, and an on board computer system which tells the driver the gear to change in order to be more economical.

The company have also replaced a Four wheel drive vehicle, with a saloon diesel vehicle producing ultra low emissions of 116g/km. When you compare this to the emissions of the 4 wheel drive, 298g/km and a fuel economy of 65 mpg, compared to the 4 wheel drive's 28 mpg, the environmental benefits of purchasing the saloon car are instantly recognisable. As with the SMART cars, because of the low CO2 emissions of the car the road tax is charged at only £70.

In another initiative the company has introduced GPS Tracking Systems into their vehicles. This has enabled N.E.A.T Limited to reduce the amount of unnecessary mileage in the cars, through planning the most economical and shortest routes. As a result, fuel bills have been drastically reduced and efficiency has been increased.

If you would like more information on this company focus, please contact TBEA on 0161 342 2885 or email [tbea@mail.tameside.gov.uk](mailto:tbea@mail.tameside.gov.uk), or visit the N.E.A.T website at [www.neat.ltd.uk](http://www.neat.ltd.uk). Alternatively you can download the entire case study at [www.tbea.org.uk](http://www.tbea.org.uk).