

barbour
safe in our knowledge

Consultancy

Hands-on support with bespoke legal registers

Barbour's method

We will compile a bespoke Legal Compliance Obligations Register that will set out all the legal requirements that apply to you and your business.

After we've gathered all the relevant information from you, we will upload the following documents to your secure portal:

- A draft of your [Legal Compliance Obligations Register](#)
- A [Compliance Action Plan](#) which sets out any identified noncompliances noted during the project (via a questionnaire and site tour). This is a one-off document to assist you in managing compliance issues
- A tailored [Register Revision Tracker](#) which contains questions for you to answer

If you've asked us to keep your Legal Compliance Obligations Register updated via our additional **Managed Update Service**, we'll maintain it throughout the year. We will also provide you with a Register Revision Tracker that will make you aware of future new and amended legislation that may affect your business. This keeps you ahead of changes before they happen.

 **Our method is well-established, rigorous and respected by auditors.**

Starting the Project

1

Scoping

We'll send you a short assessment. This will ask you for some key information that will allow us to scope the project and confirm prices with you.

2

Setting dates

Once the quote is accepted and the agreement is signed, we will offer dates for the initial telephone assessment and remote or consultant site tours.

3

Getting ready for our call

We'll tell you what we need you to send in advance, who you will need on the call with you, and what to bring to the meeting.

The Assessment

We can review your site either remotely or in person. We'll work out what's right for your business.



Remote site tour

For a remote site tour, we will provide you with a secure, bespoke link for you to upload any required videos and documents to enable us to review your site. We will discuss these with you in your telephone assessment.



Site visit

For a consultant visit, we'll visit your site(s) on the agreed date(s). You can expect us to be on site for around 3-4 hours. During this visit, we'll do a process tour to see all the relevant operations.





Telephone assessment

After your remote or site tour, our consultant will call you to work through our detailed assessment to determine what legal requirements apply to your activities and how you comply with them. This should only take a couple of hours.

Legal Compliance Obligations Register

After the remote tour or site visit, we'll get to work on the draft of your Legal Compliance Obligations Register. This is how it will look. Each entry has an ID, linking it to the Barbour Consolidated site for more information. We'll then give you a summary of the requirements and how they apply to you.

LEGISLATION CATEGORY			
ID	Legislation Title <small>Online link Included amendments</small>	Summary of requirements	Applicability to activities and compliance measures
12345	Legislation Title  <small>As amended by Amendment list</small>	Summary of main requirements within the legislation	Based on answers you have provided, details of how the legal requirements apply to your operations and activities are recorded here along with how compliance is achieved by the measures you have in place
67890	Legislation Title  <small>As amended by Amendment list</small>	Summary of main requirements within the legislation	Details of what future requirements may apply to your operations and activities, or compliance thresholds are recorded here

Register entries key	
	Indicates that compliance with this piece of legislation is crucial to you
	Indicates you should be aware of this legislation, even if it does not apply to you directly

Comment [PC1]: If we need more information or there is a breach of legislation, we'll flag it up in a Word comment like this. You then will refer to your **Compliance Action Plan** to see what you need to do for your initial register build.

If we're updating your **Legal Compliance Obligations Register**, we'll also use these comment bubbles to highlight any changes made to an entry by an amendment, or by us after a review. If you don't need to do anything, we'll say, "No action necessary".

Compliance Action Plan

From our assessment, we'll highlight any compliance issues we observed, how serious they are, and what you need to do to resolve them. This is a one-off document containing anything you need to do.

We recommend that you open each item in your management system to track your progress in dealing with the noncompliances identified.

 We don't need to be updated on your progress – this is just for you to work through.

Unique ID	Regulation	Detail of findings	Action recommended	Status
Link ID from register	Legislation title	Explanation of the non-compliance point that has been identified. Reference to specific clauses of legislation (and if relevant, associated guidance) directly linked to Barbour Consolidated establishes the legal basis of the requirement not being met.	Action(s) necessary to move into compliance position we recommend	Major
			Status will be set to a level appropriate to the severity and risk associated with non-compliance. The key offers suggested timescales to address.	Minor
			Opportunities for improvement are not legal non-compliances but are suggested ways that current control measures may be enhanced.	OFI

Key: Status: [] Info - for information only or question requiring answer, [] OFI - low risk issue or recommendation suggested timescale 6-12 months, [] Minor - medium risk issue - suggested timescale 3-6 months [] Major - high risk issue or ongoing legal compliance breach - suggested timescale 1-3 months Page 1 of 2

Register Revision Tracker

Even if you don't use our Managed Update Service, you'll get a one-off Register Revision Tracker containing the questions that came out of your initial register build. Once you have answered these questions, we will provide you with the final version of your Legal Compliance Obligations Register.

Unique ID	Date	Regulation	Detail of revision	Actions recommended	Your response	Status
Link ID from register	Date of revision made	Legislation title	Explanation of the elements of the legislation/guidance which have changed requiring compliance changes in your operations. Directly linked to further information in Barbour Consolidated.	Action(s) necessary to move into compliance with the amended requirement.	Type your response to the revised requirement here — if your response completes the requirement, the entry will be closed and recorded in the closed items section of the document. Otherwise, it will remain open in future register updates until addressed.	Major
				The status will be set to indicate the significance and urgency of the issue and need to move into compliance with the changes. The key suggests timescales for addressing.		Minor
				Opportunities for improvement which are not responded to over time may be raised in status as the issue becomes more of a compliance requirement over time.		OFI
				Entries with "Info" status are to provide information to you which may be useful or relevant to your operations but are not directly changes in compliance requirements. You should read these and assess whether changes are needed.		Info
				Questions from initial register compilation		Question

If you have chosen to use our **Managed Update Service**, you will receive updated Register Revision Trackers along with your reviewed and updated registers.

Any highlighted actions on your Legal Compliance Obligations Register will refer to an entry in your Register Revision Tracker using a unique reference number. This entry will explain what's changed in the legislation, how serious it is, and what you need to do to make sure you're fully compliant.

Key: Status: [] Question – question requiring answer, [] Info – for information only, [] OFI – low urgency issue or recommendation suggested timescale 6-12 months, [] Minor – medium urgency issue – suggested timescale 3-6 months [] Major – high urgency issue legal compliance breach likely without addressing – suggested timescale 1-3 months

Updates



Returning your Register Revision Trackers



If you are using our Managed Update Service, any responses should be added into your Register Revision Tracker and emailed to us before your next Legal Compliance Obligations Register update is due. This will ensure that they are included in the next version of your register.



Annual review

At the start of a new agreement period, we'll send you an Annual Review Questionnaire. This helps us to identify any changes you've made as a business throughout the year so we can capture them in your new register.

Register links to the Information Service

REF	TITLE	SUMMARY & RELEVANCE	COMMENTS
POLLUTION PREVENTION & CONTROL			
25366.1	<p>Environmental Permitting (England and Wales) Regulations SI 2016/1154</p>  <p>As amended listed here</p>	<p>Environmental permits are required for industrial activities, which would harm human health or the environment. These permits allow an activity to be carried out under certain conditions of control to reduce and remove the potential for harm.</p> <p>They apply to installations and mobile plants and their resulting activities are classed as either Part A(1), Part A(2) and Part B.</p> <p>Part A(1) activities are the most polluting and are regulated by the Environment Agency or Natural Resource Wales. Part A(2) and Part B activities are less polluting and are regulated by the local authority. Part B activities are those which have the potential to cause air pollution, whereas Part A(1) and Part A(2) relate to emissions to land, air and water.</p> <p>Schedule 1 (Activities, installations and mobile plant) sets out the activities that need to be controlled.</p> <p>Where an activity falls under the Regulations the operator must obtain a permit. All applications for an environmental permit must be made by the operator to the regulator, who will decide whether to grant authorisation.</p> <p>Details are also established for the surrender, replacement with consolidation, or revocation of environmental permits.</p>	<p>Our activities are conducted under our Part A(1), environmental permit.</p> <p>Our permit details are: PERMIT1234</p> <p>Our permit covers: [processes]</p> <p>Our monitoring requirements are: [monitoring undertaken]</p> <p>We are regulated by the Environment Agency.</p> <p>If we have any variations or breach this permit we will have to notify the Environment Agency.</p>
ENERGY & CLIMATE CHANGE			
3850	<p>Finance Act 2000</p>  <p>As amended listed here</p>	<p>The global problem of climate was addressed at the Earth Summit in Rio, 1992 and Kyoto in 1997, with a legally binding agreement to reduce carbon dioxide emissions between 2008 and 2012. The UK is committed to reducing their emission levels by 34% by 2020, from 1990 levels, and 80% from 2050.</p> <p>The Act makes provisions for a tax called the Climate Change Levy, which aims to achieve a balance between environmental objectives and administration, by organising energy industries and minimising the</p>	<p>Our utilities supplier(s) will meet this tax liability for us.</p> <p>The cost is passed to us in bills.</p>

Get in touch

If you have any questions or queries, please don't hesitate to get in touch; we'll be happy to help.

📞 0845 711 4111

✉️ enquiries@barbour-ehs.com