

SUSTAINABLE OPERATIONS ON THE GOVERNMENT ESTATE

ACTION PLAN

DEPARTMENT OF HEALTH, SOCIAL SERVICES AND PUBLIC SAFETY

DECEMBER 2006

Introduction

The Department is pleased to present its first Action Plan for Sustainable Operations on the Government Estate. The plan concentrates on six areas of operation: waste, water, energy, estate, travel and procurement. Whilst the many of the Departmental staff are employed on the Stormont Estate others are accommodated in Health Estates, Londonderry House, Lincoln Buildings, Centre House and Waterside House. The plan also covers sustainable operations in these buildings.

For all of the actions in the plan the engagement of staff within the Department and connected organisations e.g. Health and Personal Social Services (HPSS) organisations will be crucial to its delivery. To this end mechanisms are being put in place, through the Departmental section of the Implementation Plan for *First Steps Towards Sustainability* for staff engagement and training for Sustainable Development. Mechanisms are also being developed for monitoring, evaluating and ensuring accountability for the progress of the plan.

Within this action plan targets are set for achieving sustainable operations on the government estate in the areas of waste, water, energy, estate, travel and procurement. Some of the targets support actions and initiatives already being implemented, especially in the areas of waste and energy. In other areas such as water, travel and estate new targets have been established. Finally, the area of procurement has over 20 targets to be met by 31 March 2008.

In addition to the six main areas of sustainable operation the Department is also committed to making progress in Sustainable Development in the HPSS related to construction procurement, biodiversity and social impacts

Vision Statement

The government estate in Northern Ireland is managed centrally by the Department of Finance and Personnel (DFP). The department aims to oversee a government estate which: -

- is sustainably procured, operated and managed;
- leads in the sustainable procurement of works, supplies and services;
- is resource efficient;
- makes efficient use of space and ways of working, in buildings that are exemplars of energy, water and carbon efficiency in operation and maintenance;
- conserves and sustainably manages land and encourages biodiversity; and
- integrates the principles of sustainability fully into working practices.

A central approach is also taken to procurement and this is led by Central Procurement Directorate which is also located within DFP.

Format of the Action Plan

The DFP led nature of both the management of the government estate and procurement means that a number of key targets are set centrally. These targets relate primarily to the government estate but this Department also has a role to play in managing the contribution towards similar targets in relation to other parts of the health estate. For example the performance of the HPSS estate in relation to Sustainable Development

This action plan is structured around the six thematic areas for action. It includes a set of common targets along with specific departmental actions, milestones, outcomes etc to achieve these. This is followed by a similar section relating to other areas for action which reflect the Department's other relevant targets and activities.

It is anticipated that the Review of Public and Administration and implementation of Workplace 2010 will have a significant impact on the configuration of the departmental estate.

Monitoring and Evaluation

The Department will actively monitor the progress of this plan for Sustainable Operations on the Government Estate through regular updates against base line data to the Departmental SD Forum chaired by the Departmental SD Champion. A formal Annual Report on progress on the Action Plan will be made to the Departmental Management Board. In addition to Departmental monitoring, OFMDFM will also monitor progress and will include monitoring of the Action Plans as part of the process of monitoring the Implementation Plan.

In addition, some targets will also be captured in other exercises such as:-

- quarterly monitoring for resource efficiency,
- six monthly reviews and reports on the percentage of projects channelled through Centres of Procurement Expertise,
- annual returns for recycled content in construction projects and energy usage for all buildings on the Government Estate,
- the production of the Public Sector Energy Campaign report, quarterly monitoring CEEF and EREF projects and Post Project Evaluation Reports.

	WASTE
Links to SD strategy objectives	Sustainable Consumption and Production: <p>To become more resource efficient</p> <p>To minimise the unsustainable impacts of consumption</p>
Central Targets	Monitor, evaluate and report on targets outlined in the Departmental Waste Management Action Plan including: <p>30% reduction in total paper consumption over next five years.</p> <p>All paper used by directly or by printers or for publications, to be derived from at least 70% post-consumer waste by 2006.</p> <p>All Departmental buildings to have Recycling Action Plans.</p>
Central Indicative Actions	Implement the Departmental Waste Management Action Plan
Departmental Indicative Actions	Issue office notices on: <ul style="list-style-type: none"> • the use of 100% recycled paper • discouraging the routine printing of documents and emails • making double sided photocopying mandatory where equipment permits
Other targets	Produce annual savings of over £13,000 on the office paper bill <p>Ensure that the DHSSPS comply with existing waste management regimes</p>
Other Indicative Actions	Development of a waste management strategy for the Health and Personal Social Services Estate by 31 March 2008
Comments	The reduction of paper use in the department will require a significant culture change. However, the move to electronic filing and the move to Workplace 2010 storage standards are expected to provide a downward pressure on the consumption of paper.

	WATER
Links to SD strategy objectives	<p>Sustainable Consumption and Production:</p> <p>To become more resource efficient</p> <p>To minimise the unsustainable impacts of consumption</p>
Central Targets	Reduce water consumption on the office and non office estate by the agreed percentage by end of 2008 based on establishing 2005/06 baseline data.
Central Indicative Actions	<p>Install metering to confirm baseline data and facilitate measurement of reduced usage.</p> <p>Establish baseline data on current water consumption levels required to set water usage targets at each Departmental site.</p> <p>Review the use of bottled water dispensers with a view to sourcing drinking water from a mains supply source.</p> <p>Identify opportunities to save water including repair and replacement of existing fittings.</p> <p>Ensure buildings are fitted with water efficiency devices such as hippo water savers.</p> <p>DFP will, in consultation with Departments, conclude on an agreed target for water reduction.</p>
Comments	Water consumption is an area in which departments are likely to have to undertake some significant work to establish baseline data and systems for the provision of management information so early action will most likely be focussed on doing this.
Departmental Indicative Actions	Undertake a base line audit of water consumption data in all buildings occupied by DHSSPS & Health Estates staff by 31 March 2008.
Other targets	Prepare a communications plan to educate staff on the need and actions required for water saving measures by 31 March 2008.
Other Indicative Actions	Undertake a baseline audit, by 31 March 2008, to assess the extent that all buildings in the HPSS Estate have mechanical water saving measures in place.
Comments	Where no existing water saving measures are in place it is expected that low cost mechanical measures could provide a significant contribution to reduce the current water usage by the by end of 2008. After 2008 this will be assisted by the Workplace 2010 contractor.

	ENERGY
Links to SD strategy objectives	<p>Climate Change and Energy:</p> <p style="padding-left: 40px;">Reduce green house gas emissions by promoting energy efficiency and the use of renewables</p> <p>Sustainable Consumption and Production:</p> <p style="padding-left: 40px;">To become more resource efficient</p> <p style="padding-left: 40px;">To minimise the unsustainable impacts of consumption</p>
Key SD Strategy target	Make the Government Estate Carbon Neutral by 2015.
Central Targets	<p>Source at least 10% of electricity requirements from renewable sources by 31 March 2008</p> <p>Reduce absolute carbon, from fuel and electricity used in buildings by 12.5% by 2010-11, relative to 1999-2000.</p> <p>Increase the energy efficiency of the buildings measured in terms of kilowatt-hours (kWh) of fuel and electricity used per square metre of building floor area by 15% by 2010-11, relative to 1999-2000.</p>
Central Indicative Actions	<p>Maintain baseline data on current energy usage on their estate.</p> <p>Monitor investment in energy efficiency and installation of renewable energy technology.</p>
Departmental Indicative Actions	<p>Continue the roll out of the web based energy monitoring and reporting system</p> <ul style="list-style-type: none"> • provide data on a square meter basis for office buildings • increase the percentage of green electricity • implement an energy saving information campaign
Other targets	Provide an annual energy and carbon report by 31 October each year
Other Indicative Actions	<ul style="list-style-type: none"> • Produce an energy and carbon saving strategy for the HPSS Estate by 31 March 2008. • Continue to implement monitoring and targeting for energy and carbon savings for the DHSSPS
Comments	The success of energy and carbon savings in the Government estate is seen as dependant on the move to Workplace 2010 standards and the success of training staff in energy saving behaviours.

	ESTATE
Links to SD strategy objectives	<p>Sustainable Consumption and Production:</p> <p style="padding-left: 40px;">To become more resource efficient</p> <p style="padding-left: 40px;">To minimise the unsustainable impacts of consumption</p> <p>Natural Resource Protection and Environmental Enhancement:</p> <p style="padding-left: 40px;">To protect and enhance biodiversity.</p>
Targets	<p>Identify and commence pilot Environmental Management System (ISO 14001) on minimum of one site by October 2006.</p> <p>Ensure that all new or refurbished buildings occupied by Departments undergo BREEAM assessment (or CEEQUAL equivalent) and meet at least 'very good' standard by 2012.</p>
Indicative Actions	<p>Identify and document ownership of buildings on their estate.</p> <p>Ensure specification for all new office accommodation integrates sustainable development considerations.</p> <p>Consider potential for improving the sustainability of existing office accommodation</p> <p>Conserve and enhance biodiversity on their land and through their activities.</p>
Departmental Indicative Actions	<p>Identify the scope of ISO 14001 and compare areas for action against those to be delivered by the operator of Workplace 2010 and those to be delivered by the Department by 31 March 2008.</p> <p>Finalise a procurement strategy that includes Sustainable Procurement</p> <p>Produce a biodiversity strategy, policy and action plan for the department</p>
Other areas for action	<p>Produce guidance for bodies funded by the department on the procurement of buildings that meet an excellent rating of NHS Environmental Assessment Tool (NEAT).(Equivalent to BREEAM and CEEQUAL)</p> <p>Produce a model biodiversity strategy, policy and guidance for HPSS organisations</p>
Other targets	<p>Report the percentage area of buildings in departmental occupation that meet the BREEAM standard from 31 March 2008.</p>
Other Indicative Actions	<p>Report the percentage area of buildings occupied by bodies funded by the Department that meet the Excellent NEAT standard annually from 31 March 2008.</p>
Comments	<p>The success of the implementation action of an ISO 140001 Environmental Management System and related outcomes in the Government estate is seen as dependant on the move to Workplace 2010 standards and the success of training staff in energy saving behaviours.</p>

	TRAVEL
Links to SD strategy objectives	<p>Sustainable Consumption and Production:</p> <p style="padding-left: 40px;">To become more resource efficient</p> <p style="padding-left: 40px;">To minimise the unsustainable impacts of consumption</p> <p>Climate Change and Energy:</p> <p style="padding-left: 40px;">Reduce green house gas emissions by promoting energy efficiency and the use of renewables</p>
Targets	Reduce carbon emissions from road vehicles used for Government administrative operations by 2% by 2008.
Indicative Actions	<p>Identify and monitor baseline data for business car vehicle mileage.</p> <p>Identify and monitor baseline data for business air mileage.</p> <p>Review fleet vehicles for environmental impact (including annual mileage) and fuel efficiency.</p> <p>Promote car-sharing scheme, cycling and Travelwise programme.</p> <p>Introduce a work based travel plan on a major site</p> <p>Explore options for greater use of video link and teleconferencing</p>
Departmental Indicative Actions	<p>Implement good practice within business areas of the department on</p> <ul style="list-style-type: none"> • business car usage reduction, • business air mileage reduction, • DFP car pool use reduction. <p>Increase the use of</p> <ul style="list-style-type: none"> • car sharing; and • video/teleconferencing <p>Require all DHSSPS locations to produce a green travel plan by 2008</p>
Other areas for action	<p>Produce guidance for bodies funded by the department on the use of green travel plans</p> <p>Monitor HPSS organisations on the implementation of green travel plans</p> <p>Produce guidance on converting road vehicle miles to carbon emission</p> <p>Identify specific actions that will result in a reduction of carbon emissions from road vehicles used by HPSS organisations by 2% by 2008.</p>
Other targets	<p>Carry out a base line audit of fleet vehicle emissions used by HPSS organisations by 2008</p> <p>Issues guidance to HSS organisations on measures to reduce carbon emissions by 2% by 2008</p>
Other Indicative Actions	Establish the number of non fossil fuel powered vehicles used by HPSS organisations / DHSSPS and produce benchmark improvement targets over the next 5 years.
Comments	All measurements should be on a 'per employee basis' for year on year comparison.

	PROCUREMENT	
Links to SD strategy objectives	Sustainable Consumption and Production: To make Northern Ireland a UK regional leader in sustainable procurement To become more resource efficient	
Key SD Strategy Targets	By 2008, ensure that all public sector procurement is channelled through recognised Centres of Procurement Expertise (COPE's) By 2008, ensure that sustainable development principles guide capital investment decisions on all major publicly funded buildings and infrastructure projects. (NB: 'projects' means - projects > £250k) By 2008 produce a Sustainable Procurement Action Plan for Northern Ireland.	
Indicative Actions	Central Actions	Departmental Actions
Re-Use Existing Built Assets	<ul style="list-style-type: none"> 100% of projects to have criteria for evaluation of sustainability included in procurement procedures. 100% of projects to use "whole life cost" assessment as part of the technical appraisal for decisions to build new or refurbished /re-use existing assets. 	<ul style="list-style-type: none"> All projects to achieve an excellent NEAT assessment rating As part of the NEAT assessment all projects to have a 'whole life cost' assessment.
Design for Minimum Waste	<ul style="list-style-type: none"> All projects to have plans to meet targets in line with the Waste Management Strategy for Northern Ireland. 100% of projects measure performance and report as part of post project reviews against construction industry benchmarks where established. 	<ul style="list-style-type: none"> By 2008 all project briefs to include clauses identifying waste targets. By 2008 all projects briefs to identify appropriate performance indicators to be reported on.
Minimise Energy in Construction and Use	<ul style="list-style-type: none"> All new projects to set targets for "in use" energy consumption which meet at least current best practices for construction type. 100% of projects to measure and report as part of post project reviews, performance against established energy consumption benchmarks. 	<ul style="list-style-type: none"> All new projects to meet median values for energy usage for health facility type given in Encode (2006) Tables A2 and A3 All projects to measure and report in-use energy usage in terms of GJ/100m³ per year and CO₂ emissions in kg/m² per year and compare against Tables A2 and A3

Indicative Actions continued	Central Actions	Departmental actions
Do Not Pollute	<ul style="list-style-type: none"> 100% of projects include in the specifications performance criteria for contractors in relation to pollution. 	<ul style="list-style-type: none"> By 2008 all Briefs and Contracts to include clauses on performance criteria for contractors in relation to pollution.
Preserve and Enhance Biodiversity	<ul style="list-style-type: none"> Government bodies to take due account of the Biodiversity in Northern Ireland – Recommendations to Government for a Biodiversity Strategy. In planning new construction to take all reasonable measures to protect habitat and species. Report actions taken in post project reviews. 	<ul style="list-style-type: none"> By 2008 guidance on the preservation and enhancement of site specific biodiversity to be issued to HPSS organisations By 2008 all Briefs and Contracts to include clauses to require specific actions to protect habitats and species, with actions and outcome reported in post project reviews and included in the Annual Environmental Report.
Conserve Water Resources	<ul style="list-style-type: none"> Set targets for water consumption that meet at least current best practice for construction type. 100% of projects measure and report as part of post project reviews, performance against water consumption benchmarks where established. 	<ul style="list-style-type: none"> By 2008 all Briefs are to include specific targets on water consumption By 2008 all projects are to measure and report as part of post project reviews against water targets included in Briefs, and results included in the Annual Environmental report
Respect for People	<ul style="list-style-type: none"> 100% of projects to have procedures for procurement which include criteria for the evaluation of competence, resources and commitment of designers and contractors in relation to health and safety, training and engagement with local communities. 100% of projects to monitor user satisfaction following occupation. 	<ul style="list-style-type: none"> By 2008 all projects to have procedures for procurement which include criteria for the evaluation of competence, resources and commitment of designers and contractors in relation to health and safety, training and engagement with local communities By 2008 all projects to monitor user satisfaction following occupation and the results included in the Annual Environmental report.
Set Targets	<ul style="list-style-type: none"> Review and up-date targets in implementation plans at six-month intervals and report as part of 'Achieving Excellence' updates. All new projects to carry out environmental assessment using BREEAM or equivalent, all new-build projects to achieve an 'excellent' rating. (Refurbishment projects to achieve at least 'very good' rating.) Use existing and new Performance Indicators (for sustainability and respect for people as they are developed) to monitor progress and continuous improvement. 	<ul style="list-style-type: none"> Continue to review, update and report as required. Continue to ensure all new projects carry out a NEAT assessment and achieve an 'excellent' rating (Refurbishment projects to achieve at least a very good rating) Continue to use existing and new Performance Indicators (for sustainability and respect for people as they are developed) to monitor progress and continuous improvement.

Indicative Actions Continued	Central Actions	Departmental Actions
By 2008 produce a Sustainable Procurement Action Plan for NI	<ul style="list-style-type: none"> • Consider Task Force Recommendations & application to Northern Ireland • Identify Stakeholders & way forward • Prepare for consultation • Complete scoping by Dec 2006 • Agree way forward identified by Mar 2007 	<ul style="list-style-type: none"> • Support actions to produce a Sustainable Procurement Action Plan and revise this action plan as necessary to assist implementation
ADDITIONAL ACTIONS	<ul style="list-style-type: none"> ❑ By 31 March 2007, establish policy on Low Carbon Design for the Public Sector, including policy on renewable energy sources. ❑ By 31 March 2007, establish energy and water consumption benchmarks for the Public Sector. ❑ 100% of projects to meet target of 10% recycle/ reuse value of materials content. ❑ 100% of projects to have Site Waste Management Plans. ❑ 100% of projects to comply with Buildsafe NI requirements. 	<ul style="list-style-type: none"> • Contribute to policy processes by identifying factors specific to Low Carbon Design in HPSS projects. • Contribute to public sector benchmarks for energy and water consumption by identifying factors specific to HPSS projects. • Continue the application of guidance to meet target of 10% recycle/reuse value of materials as set out in PEL (06)03 • Continue the application of guidance to for all projects to have Site Waste Management Plans as set out in PEL (06) 03 • Continue the application of Buildsafe NI to all projects