

**SUSTAINABLE OPERATIONS ON THE GOVERNMENT ESTATE**

**ACTION PLAN**

**DEPARTMENT FOR EMPLOYMENT AND LEARNING**

**12 FEBRUARY 2007**

## **Introduction**

The Department for Employment and Learning (DEL) subscribes fully to the Guiding Principles as outlined in the Sustainable Development Strategy for Northern Ireland and in pursuit of its core business is committed to:

- ensuring that, where relevant and practicable, its programmes and services are developed and operated in line with the Guiding Principles;
- ensuring, within scope of its power to do so, that day to day business in all locations is conducted in line with the DEL Green policy and making every effort to influence staff behaviours on Sustainable Development; and
- influencing in whatever way possible the activities and behaviours of delivery partners and customers.

## **Actioning Sustainable Development in business areas**

In addition to the Government-owned estate, Department for Employment and Learning provides strategic policy guidance to Further Education Colleges on a range of priority areas. The Department insists that every College has an Estate Strategy that includes sustainable development issues. This will continue when the new 6 area-based college structure comes into being. A number of colleges are also involved in sustainable development projects. Examples are provided at Annex A.

With regard to Higher Education Institutes, as autonomous bodies, UU and QUB have sustainable policies in place. In relation to capital build projects and procurement of goods and services, they are guided by the principles developed for GB by the Higher Education Funding Council for England (HEFCE). A working example is the new library at QUB, a design feature of which is the use of recovered waste energy from the computer suite to provide a heat source for the building.

The Department's new Professional & Technical Training provision will be tendered through the Central Procurement Directorate.

The Department, insofar as is practicable, will endeavour to influence the behaviours of its staff, delivery partners and customers in line with the Sustainable Development Communications Strategy to be developed by OFMDFM.

## **Vision Statement**

The government estate in Northern Ireland is managed centrally by the Department of Finance and Personnel (DFP). In the elements of the estate which it occupies, DEL will seek to ensure it:

- 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
- 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.

## WASTE

Links to SD strategy objectives:

Sustainable consumption and production:

- to become more resource efficient
- to minimise the unsustainable impacts of consumption.

Target	Methods for Achieving Targets	Completion Dates	Action Taken	Update
1. Reduce paper used by 10%	Increase the use of electronic distribution of information for both internal and external communications.	Ongoing	<p>Staff instructed to use email, CD-Rom, or publication on the Intranet, as an alternative to hard copies.</p> <p>Personnel Branch and Media and Marketing Unit encourage customers to use electronic circulation whenever possible.</p> <p>Electronic distribution used for external contacts, including consultation documents, leaflets, reports etc, where possible.</p>	<p>The Annual Report and Corporate plan for the Department was circulated electronically again this year with only a limited number of copies produced.</p> <p>Replacement of all printers incapable of printed double sided to be considered as part of the negotiations when contracts are up for renewal. Personnel Services Branch have arranged to have a regular "green" article in the Staff Magazine "Update" to promote green activities, publish achievements and encourage staff participation and support.</p>

	<p>Change standard practice to double sided photocopying and printing.</p> <p>Save paper by reducing the number of e-mail messages printed out to only those required for corporate records.</p>	<p>May/ June 2006</p> <p>February 2007</p>	<p>Printers programmed for default setting on double sided, where possible. and this will continue as suitable printer equipment is rolled out under IT refresh.</p> <p>Green note to be attached to all e-mail accounts "Save paper do you need to print this e-mail"</p>	<p>Replacement of all printers incapable of printing double sided to form part of the negotiations when contact up for renewal. Reduction in number of printers also to form part of the business case.</p>
2. Encourage the use of recycled paper.	Introduce 100% recycled paper for all internal printing, letterhead paper and client forms	September 2005	100% recycled paper ordered for all internal printing and photocopying since the introduction of the Department's Green Policy in March 2005.	100% recycled paper in use by February 2006. The use of recycled paper is highlighted on Departmental publications to demonstrate DEL's commitment to the NI Waste Management Strategy.
3. Expansion of recycling measures.	Build on the Department's existing "green" measures with the introduction of a range of further improvements aimed at expanding recycling facilities.	Ongoing	<p>Arrangement put in place between the Department and Bryson House Recycling to collect plastic bottles and aluminium cans in DEL's central Belfast offices.</p> <p>New contract between the Department and "Shred it" to recycle paper and cardboard waste.</p> <p>Arrangements for placing orders for print or publicity materials tightened to reduce wastage. Use of non-recycled paper with a laminated finish restricted for exceptional circumstances. Approval now</p>	<p>Additional collection points introduced to these locations, along with newspaper recycling bins. DEL continues to liaise with colleagues in DSD/SSA to embrace recycling initiatives within the joint offices.</p> <p>30,000 Kilos of waste recycled to date this year. This waste is used to produce paper and household products e.g. toilet rolls, kitchen rolls.</p> <p>Personnel (Services) Branch monitor and record the levels of wastage (including destruction of obsolete forms) and recycling from the Departmental store in order to measure the impact on the initiatives put in place. Managers informed re: costs and implications within their area of responsibility.</p>

			<p>required at Grade 7 level or above.</p> <p>Recycled high quality glossy or part recycled paper to be used for publications, where hard copies are necessary, as this causes less environmental damage than “sustainable forest” paper.</p> <p>Printer cartridges are recycled by McMillan Cancer Relief.</p>	Policy extended to all DEL offices.
4. Achieve a reduction in waste going to landfill.	Aim to reduce waste going to landfill from DEL Headquarters by 25%.	Ongoing	Adelaide House has achieved this target by demonstrating commitment to the recycling measures in place within the Department.	Policy to reduce waste by 25% to be extended to all other DEL offices. DEL Headquarters to work towards a further reduction in waste going to landfill. 30,000 Kilos of waste recycled this year to date.

## WATER

### Links to SD strategy objectives:

#### Sustainable consumption and production:

- to become more resource efficient
- to minimise the unsustainable impacts of consumption.

Target	Methods for Achieving Targets	Completion Dates	Action Taken	Update
1. Reduce bottled water consumption	Provide filtered mains water.	On-going	Adelaide House Gloucester House and Lesley Buildings have been equipped with chilled and filtered mains water, thereby removing the need for bottled water and the associated environmental issues around that.	In addition to the environmental benefits, the introduction of this system is expected to realise savings in excess of 19K over the first 3 years of usage, with a year on year saving thereafter of 10K, when compared against previous costs for bottled water. Cups provided are now bio-degradable.

## **ENERGY**

### **Links to SD strategy objectives:**

#### **Sustainable consumption and production:**

- **to become more resource efficient**
- **to minimise the unsustainable impacts of consumption.**

#### **Climate change and energy**

- **Reduce green-house gas emissions by promoting energy efficiency and the use of renewables.**

DEL seeks to promote best practice by communicating with staff eg displaying posters promoting energy conservation by switching off lights and machinery when not in use etc.

Following a survey carried out by DFP's Engineering Service and Energy Init (ESEU) lighting controls were installed in Adelaide House to help reduce energy consumption.

DFP controls the heating in the building by remote monitoring via a Building Management System.

## **ESTATE**

### **Links to SD strategy objectives:**

#### **Sustainable consumption and production:**

- **to become more resource efficient**
- **to minimise the unsustainable impacts of consumption.**

As mentioned above, the estate

## TRAVEL

### Links to SD strategy objectives:

#### Sustainable consumption and production:

- to become more resource efficient
- to minimise the unsustainable impacts of consumption.

#### Climate change and energy:

- Reduce green-house gas emissions by promoting energy efficiency and the use of renewables.

Target	Methods for Achieving Targets	Completion Dates	Action Taken	Update
1. Encourage the use of public transport.	Promote use of public transport to help reduce levels of pollution in using cars to travel to and from work.	June 2006	<p>Introduction of an annual Translink Commuter Travelcard scheme, through payroll, to promote the use of public transport as an alternative to cars for travel to and from work.</p> <p>Taxi Policy updated in June 2006 to encourage better use of the improved high frequency Metro bus service in Belfast City Centre and surrounding areas.</p> <p>Review of car parking policy and allocation currently underway.</p> <p>DFP car pool arrangements promoted June 2006.</p>	<p>14 DEL staff currently participating in the scheme. An annual promotion of the scheme will be arranged by Personnel "Services" Branch</p> <p>Annual review of taxi usage and costs conducted by Personnel Services Branch.</p>

## **PROCUREMENT**

### **Links to SD strategy objectives:**

#### **Sustainable consumption and production:**

- **To make NI a UK regional leader in sustainable procurement**
- **To become more resource efficient**

The Department will facilitate the implementation of Guidelines for Sustainable Development, including Sustainable Procurement into Further and Higher Education.

With regard to fair trade issues, terms of contract for staff restaurant facilities etc are the responsibility of DFP's, Central Procurement Unit.

### **Monitoring and Evaluation**

DEL will contribute to OFMDFM's monitoring exercise where departments will be required to report to OFMDFM on progress on each of the SD Strategy target where they have responsibility.

It will monitor and report progress against agreed targets in the Sustainable Development Implementation Plan, the Waste and Resources Action Plan and the Biodiversity Strategy making best use of existing reporting mechanisms, eg reporting against PSA and Reform Plan Targets.

In the light of the new actions agreed under the Sustainable Development Implementation Plan, the Department will consider how best to monitor and report on the implementation of Sustainable Development guidance to be introduced into Further and Higher Education. Options to be considered include the Annual Statement of Progress letter mechanism for Higher Education, and the College Development Plan process in Further Education.

The Department's Sustainable Development Champion will report on a quarterly basis to the Departmental Board and the Minister on DEL's progress against its targets in the Sustainable Development Implementation Plan. The DEL targets will be reviewed and updated to take account of new or revised commitments emerging from other strands of the Implementation Plan

## Annex A

The **Omagh College** example (featured in the text of the Sustainable Development Strategy) is a good illustration of positive action. The college is involved in a cross-border project (RENEW) funded by INTERREG IIIA to develop a managed supply chain for production and use of willow biomass fuel in the North West region of Ireland. As part of this, Omagh College has installed a biomass boiler in its new campus.

Other Omagh College projects that involve innovative work in Waste Management and Sustainable Development include the Renewables Farm Project - an educational and demonstration facility sited at a 100 acre mixed organic farm and residential centre owned by Camphill Community and (in partnership with the Institute of Technology in Sligo) conducting research into novel and innovative means of treating and processing farm livestock waste and other organic waste streams.

**North West Institute** (NWIFHE) is involved in the development of Sustainable and Renewable Technologies and has established a dedicated Research Centre (SUSTech) to work in the areas of renewable energy technologies, training and waste awareness.

NWIFHE has been commissioned by The Western Regional Energy Agency and Network (WREAN) to develop training materials for Solar Thermal and Photovoltaic Renewable Energy Technologies and to deliver these materials at two one-day courses at Springtown.

A Renewable Energy Installers Academy has been established to target the lack of trained installers. The Academy, a collaborative venture between Action Renewables, Sustainable Energy Ireland, **NWIFHE, East Down Institute, Lisburn College and Dundalk Institute** will provide for the training, certification and quality control of professional installers and engineers.

Since 1998, NWIFHE has been involved in the development of waste management training through the development and delivery of a range of programmes to staff in the 26 NI local authorities, local businesses and community groups. The Institute is also the Waste Management Industry Training and Advisory Boards (WAMITAB) regional centre for Northern Ireland and is currently providing NVQ assessment at different levels.