

HEFCW Environmental Management Progress Report

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Introduction

In April 2007 following approval by Management Board we launched our first Environmental Improvement Plan to support and environmental performance. This contained 15 actions to be introduced during the year 2007-08. Many of these actions were outside of our direct control and required the cooperation of both the landlord and the other tenants. Whilst we have not achieved all of the actions listed it is pleasing to note that 11 of these actions have been delivered. (See annex A for full details).

Environmental Performance and Improvements

Perhaps the most obvious achievement during the year has been the installation of the replacement heating and cooling system. The provision of this was negotiated as part of the lease renewal but also included an independent expert assessment to ensure that we received a system that is both more reliable and flexible. We do anticipate that this will deliver significant financial savings in terms of reduced electricity consumption and maintenance. Although we await the hard evidence of this a significant reduction in the projected service charge by the landlord for the coming year reflects the potential savings despite energy price increases.

The introduction of mixed recycling facilities also required significant work with the landlord to develop a system that was acceptable to all tenants and minimised the risk of penalty charges arising from the misuse of recycling bins. Whilst previously we were only able to recycle some paper placed in the recycling bins, we have now expanded this to include most plastics, metals, and cardboard. Equally importantly we have also been able to build in recycling and reuse when changing computers, and replacing office furniture.

These actions have also been complemented by a number of house keeping adjustments to improve environmental performance including two sided default setting on printers and the introduction of recycled paper.

During the financial 2007-08 we have collected environmental performance data for the first time. This has covered the areas of work related travel, paper consumption, and for part of the year the volume of recycling. The introduction of the new waste recycling regime by the landlord has made it impossible to continue this metric on a consistent basis. An alternative waste related metric will be

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generated for future years. Similarly it is intended that the travel and paper consumption metrics generated this year will form the basis of comparison for future years. The figures below relate to the 2007-08 financial year.

Business mileage travelled by staff and members during 2007-08 represents a significant area of expenditure and environmental impact for HEFCW. The ability to video or tele conference potentially offers significant savings in cost, and working time. There is some evidence that video conferencing facilities at HEFCW are now being used more frequently than in previous years. The table below provides details of business travel, and CO2 emissions. As an organisation the majority of our business travel is undertaken by train which provides CO2 saving of over 70 % against road travel in a typical 1600 CC car.

Date	Mode of Transport	Mileage	CO2 KG	CO2 KG per mile
01.04.07-31.03.08	Rail	60,755	5897	0.097
01.04.07-31.03.08	Air Travel	6484	3100	0.478
01.04.07-31.03.08	Hire Cars	9379	3133	0.33
01.04.07-31.03.08	Private Cars (Expenses)*	30731	9942	0.32
Total		107349	22072	

Date	Volume of Paper Purchased (Net of Stock)
01.04.07-31.03.08	950 Reams

During the year key staff have attended the Assembly's Sustainable procurement training, to help build sustainability factors into the specification process of contracts, enabling procurement exercises to take sustainable criteria into consideration when awarding contracts. We have also measured ourselves against the framework and put in place a sustainable procurement action plan in order to help us reach the targets set by the remit letter and to improve our overall sustainability. Use of the risk assessment templates will help us to build sustainability at the specification stage of the procurement. In February 2008 Management Board approved the sustainable procurement

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action plan for HEFCW, which is available on the procurement intranet page. The action plan will be reviewed during August 2008 and annual progress reported to Management Board in February 2009.

Conclusion

The challenge for future years is to identify ways of minimising and reducing the environmental impacts of HEFCW in a manner that is consistent with the efficient and effective conduct of our work, and is complimentary to WAG expectations. The draft environmental improvement plan includes a number of proposals which aim to deliver further environmental performance improvements. Further ideas or suggestions from staff are welcomed.

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Annex A

IMPLEMENTATION OF THE ENVIRONMENTAL IMPROVEMENT PLAN

Green = Achieved prior to September 07

Blue = Achieved since Sept- Dec 07

Red = Outstanding

Environmental Impact	Required Actions	Timescale In Improvement Plan	Comment
Unnecessary consumption of electricity causing carbon emissions and depletion of natural resources.	Discussion at all staff meeting	Feb 2007	Achieved.
	Develop staff awareness note	1 April 2007	Awaiting report from Carbon Trust
	Use reminders and posters	Ongoing throughout assessment period	Ongoing.
	Fit timer to drinks vending machine	1 April 2007	Achieved.
	Contact the Carbon Trust regarding energy savings report	1 April 2007	Achieved.

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	Encourage the landlord to replace existing air conditioning unit with more environmentally efficient system	Ongoing	Achieved
Electricity consumption Continued.	Ensure that air conditioning, heating, lifts and all equipment under the control of the landlord is turned off where appropriate.	01.09.07	This has been completed.
Air pollution consumption of finite resources.	Staff awareness of alternatives.	Staff meeting 14.02.07	Achieved
	Develop trial of at desk video conferencing.	01.06.07	Achieved
	Display car hire bookings on intranet to encourage car sharing	01.09.07	Not achieved
	Develop notice board type page to inform staff requiring / offering lifts also consider link to Cardiff county council car share scheme.	01.09.07	Not achieved

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	Establish informal commuting / car sharing intranet page	01.09.07	Under development
Production of waste currently transferred to landfill.	(i) Increase staff awareness and encourage reduction in waste production;	Ongoing	
	(ii) Change default settings on printers and photocopier to 2 sided	01.04.07	Achieved
	(iii) Consider use of recycled paper while maintaining quality of product;	01.09.07	Achieved
	(v) Encourage landlord to provide segregated waste bins	01.10.07	Achieved