

ENVIRONMENTAL ACTION PLAN

Environmental Policy Commitment	Proposed Action(s)	Measure	Lead Member of Staff	Date Achieved
ENERGY	Maintain already established best practice in respect of the use of office equipment, office lighting and other electrical items such as fan heaters and kettles;	Ensure ongoing monitoring of currently agreed practices with bi-annual walk around audit and the reporting of findings to the Environmental Committee and staff meetings;	Environmental Guardian	Ongoing
	Maintain and update current system of posters and notices reminding staff of the need to comply with environmental policy commitments;	Regularly review and update posters and notices, and conduct dialogue with staff regarding improvements to current provision;	Environmental Guardian	Ongoing
	Ensure energy usage is recorded and monitored on an ongoing basis with the aim of price/unit reduction;	Preparation and analysis of energy usage records to the Environmental Committee;	Environmental Guardian	Ongoing
	Ensure the provision of more efficient heating, air conditioning, lighting and draught exclusion subject to restrictions as a tenant;	Continue dialogue with Landlord regarding environmentally responsible upgrading of office heating, air conditioning, lighting and draught exclusion;	Director of Corporate Services	Ongoing

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	Assessing whether procurement of renewable energy is viable when securing new contract for provision of electricity.	Discussing and assessing potential for provision of renewable energy use with suppliers.	Director of Corporate Services	Ongoing (to be considered at point electricity contract is due to be renewed)
WATER	<p>Maintain current systems in place for recycling all metals, plastics, paper, cardboard, glass and computer consumables;</p> <p>Maintain system of monitoring waste volumes;</p> <p>Encourage reduction in volume of packaging of items purchased for Commission use;</p>	<p>Ensure all staff are aware of recycling policies through induction, display notices and ongoing education, as well as ensuring that recycling contracts are in place with appropriate recycling contractors for the removal of recyclable material;</p> <p>Preparation and analysis of waste volumes records to the Environmental Committee;</p> <p>Utilise procurement guidance note for use with suppliers;</p>	<p>Environmental Guardian / Administrative Officer</p> <p>Environmental Guardian</p> <p>Environmental Guardian/ Director of Corporate Services</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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	<p>Ensure appropriate re-cycling, redeployment, repair or re-sale of obsolete office equipment;</p> <p>Maintain staff awareness of water conservation measures and ensure any water leaks are reported and repaired promptly;</p>	<p>Utilise asset disposal guidance note;</p> <p>Regularly review and update posters and notices relative to water conservation;</p>	<p>Director of Corporate Services</p> <p>Environmental Guardian</p>	<p>Ongoing</p> <p>Ongoing</p>
PAPER	<p>Maintain paper reduction initiatives with use of double-sided printing and copying and the use of alternative technologies and electronic documentation where possible;</p> <p>Ensure all Members and relevant staff are proficient with the use of Boardbooks to enable the full implementation of a paperless system for all Board and Committee meetings.</p> <p>Continue to encourage external organisations who communicate with the Commission to reduce provision of paper based documentation where possible;</p>	<p>Conduct regular audit of printed materials for compliance with environmental policy commitments;</p> <p>Provide Boardbooks training to all Members and relevant staff.</p> <p>Provide for the implementation of appropriate systems for the receipt of electronic documentation and other materials;</p>	<p>Environmental Guardian</p> <p>Director of Corporate Services</p> <p>Director of Corporate Services</p>	<p>Ongoing</p> <p>Training provided to all Members and staff during 2014-2015 (more to follow)</p> <p>Ongoing</p>

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	<p>Maintain system of monitoring and reviewing paper usage.</p> <p>Move towards implementing clear desk policy and paperless office.</p>	<p>Preparation and analysis of paper usage records to the Environmental Committee.</p> <p>Consider implementation of policies following refurbishment of office.</p>	<p>Environmental Guardian</p> <p>Director of Corporate Services/ Environmental Guardian</p>	<p>CJSM in operation from November 2011</p> <p>Ongoing</p>
TRANSPORT & TRAVEL	<p>Ensure staff are aware of guidance in connection with business travel plans to ensure that public transport methods or video conferencing alternatives are always considered and used where appropriate;</p> <p>Consider plausibility of only using electronic cars for staff rental in future.</p>	<p>Ongoing staff training and education;</p> <p>Contact providers of rental cars to assess cost and viability of move.</p>	<p>Environmental Guardian</p> <p>Environmental Guardian</p>	<p>Ongoing</p> <p>Ongoing</p>

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	Promotion of environmentally friendly travel to work polices, including annual travel season tickets.	Provide information to staff re season ticket policy.	Environmental Guardian	Ongoing
PROCUREMENT	<p>Ensure that environmentally efficient and friendly products are procured using appropriate energy efficiency comparison assessments, where appropriate, prior to purchase;</p> <p>Ensure that new refurbishment of office entails use of energy efficient materials and standards where possible.</p>	<p>Utilise guidance note to staff regarding environmentally sound procurement,</p> <p>Liaise with architects to ensure that new office is as energy efficient as possible (for example consider environmental impact of lighting and I.T systems).</p>	<p>Environmental Guardian / All staff involved in procurement</p> <p>Director of Corporate Services</p>	<p>Ongoing</p> <p>Ongoing</p>
COMMUNICATION & EDUCATION	Ensure that all staff are fully aware of and adhere to environmental policy and related developments and improvements.	<p>Discuss pertinent environmental matters at standing staff meetings.</p> <p>Provide induction training for new staff.</p>	<p>Environmental Guardian</p> <p>Environmental Guardian</p>	<p>Ongoing</p> <p>Ongoing</p>

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	Consider the provision of annual training at staff meetings to ensure all staff are up to speed on their environmental impact and the implementation of proposed new policies following refurbishment of office.	<p>Ensuring proper usage of posters/ signage to promote new and existing working practices required to meet policy objectives.</p> <p>Contact architects involved in refurbishment of office in order to identify suitable provider of training.</p>	<p>Environmental Guardian</p> <p>Director of Corporate Services</p>	<p>Ongoing</p> <p>Ongoing</p>