

# Sustainability Policy

Approved on: 22 March 2007  
Board of Management

BIELD HOUSING ASSOCIATION LIMITED

Registered Office: 79 Hopetoun Street, Edinburgh EH7 4QF

**Scottish Charity No SC006878**

## **BIELD HOUSING ASSOCIATION LIMITED**

### **Sustainability Policy**

As an organisation Bield Housing Association Ltd recognises that it has an environmental impact.

The Association will strive to make a positive contribution to the protection of the environment and to Sustainable Development in Scotland, both in the projects we support and in our internal activities.

This Sustainability Policy sets out our commitment to improve our environmental performance, taking into account the need to demonstrate a positive economic balance between cost and benefit, in fulfilling our role as a Registered Social Landlord.

To do so the Association will seek to ensure, where financial and staff resources allow, that ...

#### **1) In relation to our office activities we will ...**

- a) Promote the reduction, reuse and recycling of waste materials in all main offices to conserve resources and reduce waste disposal to landfill,
- b) Ensure energy and water are used efficiently in all activities,
- c) Avoid and mitigate pollution to air, land and water from all operational activities,
- d) Comply with the requirements of environmental legislation, statutory regulations and codes of practice relevant to our business activities,
- e) Raise awareness and encourage participation in environmental matters through employee information and training,
- f) Procure goods, supplies and services in accordance with our Procurement Policy taking environmental factors into account whenever possible, and
- g) Continuously improve the Associations environmental performance by promoting ...
  - i) the use of clean transport,
  - ii) the use of public transport ,
  - iii) the environmentally responsible operation of vehicles,,
  - iv) the regular review of business activities, policies and targets,
  - v) the use of A energy rated white goods, and
  - vi) the use of Information Technology and Electronic Document Management systems.
- h) Determine the Associations carbon footprint (a carbon footprint is a measure of how much carbon dioxide that an activity produces) in respect of office activities in the provision of heating, power and lighting and seek to identify and introduce reduction measures.

#### **2) In our new build development programme we will...**

- a) Implement the requirements of the Sustainable Design Guide for new developments as far as is reasonably practicable,
- b) Endeavour to continuously improve our environmental performance by using A energy rated white goods.
- c) Determine the Associations carbon footprint for each new development in respect of energy use in the provision of heating, power and lighting.

#### **3) In the management of the housing stock, owned by the Association, we will...**

- a) Complete a programme of energy efficiency works identified in our Scottish Housing Quality Standard Delivery Plan,
- b) Ensure the use of sustainable materials in replacement and maintenance programmes where resources allow,

- c) Ensure the use of energy efficient equipment in replacement programmes where resources allow, including A energy rated white goods,
- d) Recycle or promote the reuse of old goods and materials, and
- e) Determine the Associations carbon footprint for existing schemes (referring only to the use of energy in providing heating, lighting and power under the control of the Association), and seek to identify and introduce reduction measures.

#### **4) Resource Implications**

- a) The immediate resource requirement will be that of staff time to participate in a working group (meeting no less than 3 times per annum) that group being based upon being Chaired by the Director of Property Services, 1 staff representative member from each of our main offices (Edinburgh and Glasgow) with 2 additional people, if required, to represent Development Services and one for Property Services,
- b) Staff time in connection with office Recycling initiatives,
- c) Initiatives to be cost neutral whenever possible, where a financial resource is required this will be sought from existing budgets or where this is not possible, resource requirements will be taken forward as part of the normal budget process, and
- d) Student Placement during summer '07 to take forward some initiatives (£1,500)

## Appendix

### Draft Sustainability Action Plan

#### Association Wide

<b>Action</b>	<b>Timescale</b>	<b>Anticipated Outcome</b>	<b>Responsibility</b>	<b>Progress</b>
Define sustainability and the extent to which it should apply to Bield's activities – define those Business areas – cross refer to Sustainable Development Policy	January 2007	Clear statement of intent within defined parameters	Management Group	Achieved
Consider and approve draft action plan and policy statement	January 2007	Defined action plan	Management Group	Achieved
Consider need for Working Group and if appropriate determine membership and remit. – suggest that the group be charged with responsibility to review pre defined business areas to determine current practice as it relates to sustainability and, where appropriate, recommend action to introduce sustainability	January 2007	Set out clear parameters for working group – ensure communication between departments – oversee implementation of action plan	Management Group	Achieved
Incorporate actions into next Business Plan	Feb '07	Integration of sustainability into Business Plan, demonstration of corporate commitment to sustainability and external communication of values	Management Group	Achieved
Board of Management to consider draft Sustainability Policy and Action Plan	March 2007	Corporate commitment to sustainability	Board of Management	
Consider student placement from Business Enterprise Partnership in summer '07 to initiate work to determine the Association carbon footprint in identified areas	March 2007	Provide resource to undertake specific area of work - cost about £1,500	Sustainability Working Group/ Management Group	
Determine remit for student placement	April 2007	Ensure appropriate use of resource	Sustainability Working Group	
Agree sustainability KPI's and include in next annual report	April 2007	Communication of performance	Sustainability Working Group / Management Group/ BoM	
Review all IT equipment / printers and ensure energy saving features are enabled and that larger printer / copiers are networked.	To be determined	Cost savings / improved staff awareness	IT	
Raise staff awareness of printing issues / set pc's to print double sided as default	To be determined	Cost savings on energy, paper use and toner / improved staff awareness	Sustainability Working Group / Student placement / Staff Newsletter	

Check cisterns in WC's and install Hippo blocks or similar to reduce water use	To be determined	Reduction in water use	Property Services	
Adopt Procurement Policy – cross refer to work by Director of Finance	To be determined	Formal commitment to improved procurement	Finance	
Review procurement across BHA and identify options to incorporate and improve sustainability – cross refer to work by Director of Finance	To be determined	Cost savings / purchase of environmentally preferable products	Sustainability Working Group / student placement	
Review company car procurement to include promotion of fuel efficiency / less polluting models	To be determined	Reduced emissions, fuel and maintenance costs	Finance	
Review transport policy to encourage greater use of public transport / walking / cycling and to encourage staff to purchase more efficient models	To be determined	Reduced CO2 emissions	Finance	
Consider appoint staff travel co-ordinator for larger meetings / conferences and conduct staff survey – conferences only?	To be determined	Decreased staff travel and improved facilities for staff	Human Resources	
Explore feasibility of teleconference facilities between offices	To be determined	Decreased staff travel / cost savings	IT	

### Offices Action Plan

Action	Timescale	Anticipated Outcome	Responsibility	Progress
Install thermometers in all offices	Immediate	Improved temperature control in offices / reduction in overheating. Cost savings.	Property Services	
Determine appropriate heating levels, review heating controls and temperature settings in all offices	June 2007	Improved temperature control in offices / reduction in overheating. Cost savings.	Sustainability Working Group/Management Group/Property Services	
Raise staff awareness about temperature control	Increased staff awareness by autumn '07 Newsletter	Improved temperature control in offices / reduction in overheating. Cost savings.	Sustainability Working Group / Student Placement Newsletter	
Review all properties and check insulation / draught proofing (excluding Somerset Place offices meantime)	Immediate / annual check in autumn	Reduce heat loss / cost savings	Property Services	
Continue to replace light bulbs / fittings with low e versions where possible	Ongoing	Cost savings	Property Services	
Improve staff awareness of need to switch off lights / place posters around offices	By June 2007 Newsletter	Cost savings / improved staff awareness	Sustainability Working Group / Student placement / Staff Newsletter	

Improve staff awareness of need to switch off office equipment when not in use and to use energy save modes	By June 2007 Newsletter	Cost savings / improved staff awareness	Sustainability Working Group / Student placement / Staff Newsletter	
Fit time switches to water coolers	Immediate	Cost savings	Sustainability Working Group / Property Services	
Awareness raising of need to conserve water and to report faulty taps / water heaters	By June 2007 Newsletter	Reduction in water use	Sustainability Working Group / student placement / Staff Newsletter	
Extend office recycling to include wider range of materials in all offices	To be determined	Increased volume of material recycled / potential cost saving due to reduced mixed waste	Sustainability Working Group / Management Group / student placement	
Review heating ventilation system in Edinburgh offices (Business Enterprise Partnership can provide support with this)	Immediate	Reduced costs	Property Services	
Commence monitoring of utility use across offices Gas, Electricity & Water (where metered)	Immediate	Cost monitoring	Property Services	
Seek to incorporate sustainable design features in new Glasgow office design	To be determined	Costs savings	Management Group	
Purchase A energy rated white goods	Immediate	Reduction in energy use	Purchasing Officer	

### Existing Schemes Action Plan

Action	Timescale	Anticipated Outcome	Responsibility	Progress
Raise staff and tenant awareness about temperature control	Increased staff awareness by autumn 07 - Newsletter	Improved temperature control in offices / reduction in overheating. Cost savings.	Sustainability Working Group / Student Placement Newsletter	
Review all properties and check insulation / draught proofing – as part of Scottish Housing Quality Standard compliance works	Immediate / annual check in autumn	Reduce heat loss / cost savings	Property Services	
Continue to replace light bulbs / fittings with low e versions	Ongoing	Cost savings	Property Services	
Awareness raising of need to conserve water and to report faulty taps / water heaters	By June 2007 Newsletter	Reduction in water use	Sustainability Working Group / student placement / Staff Newsletter	

Review options to introduce recycling of materials in schemes	To be determined	Increased volume of material recycled / potential cost saving due to reduced mixed waste	Sustainability Working Group / student placement	
Assess utility costs across Bield schemes – cross refer to current Business Plan target	To be determined	Cost savings	Finance	
Start to monitor utility use across offices Gas, Electricity & Water (where metered)	Immediate	Cost monitoring	Property Services	
Purchase A energy rated white goods	Immediate	Reduction in energy use	Purchasing Officer	
Refurbishment works – take account of Sustainable Design Policy where resources allow	Immediate		Property Services	

### New Development Action Plan

Action	Timescale	Anticipated Outcome	Responsibility	Progress
Ensure new development projects are designed, wherever possible, to meet the requirements of Association's Sustainable Design Policy	Ongoing	Environmentally friendly developments	Development Services	
Purchase A energy rated white goods	Immediate	Reduction in energy use	Purchasing Officer	