



Department of  
**Enterprise, Trade  
and Investment**  
[www.detini.gov.uk](http://www.detini.gov.uk)

# *Sustainable Development Plan 2007*

April 2007

## **SUSTAINABLE DEVELOPMENT PLAN 2007**

### **DEPARTMENT OF ENTERPRISE TRADE AND INVESTMENT CORPORATE SERVICES**

#### **Introduction**

1. This Sustainable Development Plan has been agreed at Senior Management level and should be used in conjunction with the Department's Green Housekeeping guidance.
2. The statement:
  - covers operational and support services such as facilities management, office services, printing, publishing and procurement;
  - is consistent with the United Kingdom's commitment to sustainable development and the NI Sustainability Strategy;
  - the Department's policy on Health and Safety;
  - will be reviewed and revised as necessary at least every three years.

#### **Background**

3. 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;
  - 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.

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 departments will have a role to play in managing their particular contribution towards those (or similar) targets in relation to other parts of the estate or other assets.

## Responsibility

4. Responsibility for integrating environmental considerations into Policy and operational areas such as facilities and procurement within the Department is taken by the Permanent Secretary. Day to day work is delegated to Head of Personnel and Central Support Division, to take specific responsibility.
5. Similarly, the business plans for the Department's Agencies and larger NDPBs will require each Chief Executive to:
  - a. be personally accountable for the environmental performance of his or her organisation; and
  - b. nominate a senior manager to take responsibility for greening operations. All Agencies and executive NDPBs will be required to include a section on greening their operations in their annual reports' which are published and sent to the Department.

All staff within the Department, its Agencies and larger NDPBs and their contractors (when working within the Department) are required to follow the principles of this policy and related guidance and to assist the Department to meet its objectives. All staff must also abide by the Government's procurement policy which aims to achieve value for money taking account of the whole life costs, quality and benefits to meet the customer's requirements, EC procurement rules and international agreements on trade.

## Aims

6. The Department continually aims to improve its environmental performance by:
  - a. **conserving** energy, water, wood, paper and other resources – particularly those which are scarce or non-renewable – while still providing a safe and comfortable working environment, reducing **waste** through re-use and recycling, and by using refurbished and recycled products and materials where such alternatives are available and offer best value for money;
  - b. developing procedures for **monitoring** discharges and emissions to air, land and water to assess what action is necessary to reduce pollution or the risk of pollution;

- c. **phasing out** ozone depleting substances and minimising the release of green house gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment;
- d. **encouraging** manufacturers, suppliers and contractors through tighter specifications, to develop environmentally preferable goods and services at competitive prices;
- e. ensuring that any products derived from **natural resources** such as timber, plants and leather goods are from sustainable sources and comply with EU and international trading rules such as CITES (the Convention on International Trade in Endangered Species);
- f. working with **contractors** to improve environmental performance where this is relevant to the contract and to the achievement of value for money;
- g. meeting all relevant current and foreseen **statutory regulations** and official codes of practice and requiring contractors do the same when working on the Department's premises;
- h. developing and maintaining, where significant **hazards** exist, emergency procedures for effectively dealing with them and limiting the risk to health and the environment;
- i. **educating, training and motivating** staff and contractors to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives;
- j. **communicating** openly with staff about environmental policies and best practice (including best available scientific advice), and co-operating with others in the public and private sectors at home and abroad to develop and promote environmentally sound practices.

## Objectives

- 7. The Department will preserve natural resources and reduce pollution by striving to achieve the objectives outlined in Annex A.

## What this means for the procurement of goods and services

- 8. Procurement has a very significant environmental impact. The Department is therefore, committed through its buying decisions to:
  - require that all purchases are made in accordance with this policy statement, relevant current and foreseen legislation and other official guidance;

- take account of whole life costs and not just the initial price when assessing value for money;
- specify recycled products where practicable and ensure they provide value for money taking into account whole life costs;
- use the European Commission's mandatory energy labelling scheme by giving preference to the most energy efficient products where they give value for money taking account of whole life costs;
- make use of environmental labels issued through recognised ecolabel schemes (where available and relevant) to improve specifications for products and services.

### **What this means for DETI operations**

9. The Department will continue to apply best practice in its operations in particular by:
  - ensuring that it's properties and operations and that of it's Agencies and NDPBs, do not pose an actual or potential threat to man or the natural or built environment;
  - 
  - ensuring that the conservation of species and habitats are respected, and that environmental or building heritage is respected, especially if sites of international or national importance are involved;
  - ensuring that the environmental aspects of any proposed policy, development or operation, enhance or are compatible with environmental concerns and best practice;
  - introducing high standards of energy efficiency and environmental management;
  - improving indoor air quality;
  - adhering to advice and best practice.

### **Monitoring and Auditing**

10. DETI Corporate Services will co-ordinate and promote the improvement programme to implement the above policies and will actively monitor progress.
11. In addition, some targets (see Annex A) will also be captured in other exercises such as:

- quarterly monitoring for resource efficiency;
- the production of information for input into the Public Sector Energy Campaign report and Post Project Evaluation Reports.

12. Corporate Services will prepare an annual report on progress to the Departmental Board and publicise developments.

Corporate Services  
Department of Enterprise Trade and Investment

## Annex A

	<b>WASTE</b>
<b>Links to NISDS strategic objectives</b>	<p>Sustainable Consumption and Production:</p> <ul style="list-style-type: none"> <li>• To become more resource efficient.</li> <li>• To minimise the unsustainable impacts of consumption.</li> </ul>
<b>Central Targets</b>	<p>Monitor, evaluate and report on targets outlined in the Departmental Waste Management Action Plan including:</p> <ul style="list-style-type: none"> <li>• 50% reduction in total paper consumption over next five years.</li> <li>• All paper used by directly or by printers or for publications, to be derived from at least 70% post-consumer waste by 2007.</li> <li>• All Departmental buildings to have Recycling Action Plans.</li> </ul>
<b>Central Indicative Actions</b>	<p>Implement the Departmental Waste Management Action Plan</p>
<b>DETI Actions</b>	<p>Introduction of an electronic publication policy for consultation documents, business plans and annual reports etc.</p> <p>Introduce awareness and other measures to reduce solid waste produced in DETI premises and encourage the more efficient use of resources more efficiently and improving recycling schemes. In particular by:</p> <ul style="list-style-type: none"> <li>– training key staff on legal requirements and best practice.</li> <li>– encouraging all staff to practise the 3 “Rs”, i.e. <b>R</b>educe, <b>R</b>e-use and <b>R</b>ecycle.</li> <li>– encouraging the re-use of envelopes for all unclassified internal mail.</li> <li>– setting all duplex printers to default to double sided printing.</li> <li>– reduce the volume of printing by encouraging the utilisation of networked multi-function devices.</li> <li>– ensuring all printers and copiers have clear and readily accessible instructions for users.</li> </ul>

	<b>WATER</b>
<b>Links to NISDS strategic objectives</b>	<p>Sustainable Consumption and Production:</p> <ul style="list-style-type: none"> <li>• To become more resource efficient.</li> <li>• To minimise the unsustainable impacts of consumption.</li> </ul>
<b>Central Targets</b>	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.
<b>Central Indicative Actions</b>	<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>
<b>DETI Actions</b>	<p>Install water metering to establish usage.</p> <p>Establish baselines for water consumption levels on each DETI site.</p> <p>Use information on water consumption to set targets (agreed with DFP) for the reduction of water consumption by:</p> <ul style="list-style-type: none"> <li>○ adopting best practice and good maintenance practices;</li> <li>○ where economic feasible and practical, installing flow restricting devices and more efficient technologies; &amp;</li> <li>○ specifying economically feasible water efficient appliances and equipment.</li> </ul> <p>Review the use of remaining bottled water dispensers with a view to sourcing drinking water from a mains supply source.</p>

<b>Comments</b>	Water consumption is an area where the Department will have to undertake some significant work to establish baseline data and systems for the provision of management information.
-----------------	--

	<b>ENERGY</b>
<b>Links to NISDS strategic objectives</b>	<p>Climate Change and Energy:</p> <ul style="list-style-type: none"> <li>• Reduce green house gas emissions by promoting energy efficiency and the use of renewables.</li> </ul> <p>Sustainable Consumption and Production:</p> <ul style="list-style-type: none"> <li>• To become more resource efficient.</li> <li>• To minimise the unsustainable impacts of consumption.</li> </ul>
<b>Key NISDS target</b>	Make the Government Estate Carbon Neutral by 2015.
<b>Central Targets</b>	<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>
<b>Central Indicative Actions</b>	<p>All departments to maintain baseline data on current energy usage on their estate.</p> <p>DFP to monitor investment in energy efficiency and installation of renewable energy technology.</p>
<b>DETI Actions</b>	<p>Collect data on current energy usage in DETI premises.</p> <p>Reduce the consumption of electricity by printers and other peripheral devices by replacing small individual devices with multi-function 'many user' devices.</p> <p>Procuring energy efficient equipment, when this represents value for money.</p> <p>Ensuring continuing awareness of the importance energy conservation by encouraging the switching off of unnecessary equipment and adoption of best practice (e.g. ensuring room thermostats are set to correctly to avoid over heating of offices.)</p> <p>In addition, DETI is reducing emissions of carbon dioxide by:</p> <ul style="list-style-type: none"> <li>• using "green electricity" where it provides value for money; &amp;</li> <li>• considering the feasibility of converting to cleaner fuels such as natural gas where available.</li> </ul>

	<b>ESTATE</b>
<b>Links to NISDS strategic objectives</b>	<p>Sustainable Consumption and Production:</p> <ul style="list-style-type: none"> <li>• To become more resource efficient.</li> <li>• To minimise the unsustainable impacts of consumption.</li> </ul> <p>Natural Resource Protection and Environmental Enhancement:</p> <ul style="list-style-type: none"> <li>• To protect and enhance biodiversity.</li> </ul>
<b>Central Targets</b>	<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>
<b>Central Indicative Actions</b>	<p>All departments identify and document ownership of buildings in respect of 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> <p>Evaluate implications of new initiatives such as Workplace 2010 for both advantages and risks in achieving sustainability.</p>

<p><b>DETI Actions</b></p>	<p><b>Reducing Pollution / Climate Change / other Greenhouse Gases</b></p> <p>To control, where feasible, other gaseous and non- gaseous pollutants, which contribute to climate change. For example by switching where possible from hydrofluorocarbons (<i>HFCs – used as refrigerants and in fire extinguisher systems</i>), perfluorobutane (<i>fire extinguisher systems</i>) and sulphur hexafluoride (<i>insulating switch gear</i>), to environmentally preferable substitutes having a low to zero global warming potential.</p> <p><b>Ozone depleting Substances</b></p> <p>Ensure no products are purchased that contain chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), Halons, carbon tetrachloride, 111 trichloroethane or any other ozone-depleting substances where suitable alternatives exist.</p> <p>Prevent the venting of ozone-depleting substances from equipment and ensuring such substances are recovered for recycling or destruction using appropriate technology.</p> <p>Ensure leakage of ozone-depleting substances is minimised by implementing a programme of regular servicing of all refrigeration and air conditioning equipment in compliance with professional codes of practice.</p> <p><b>Protecting and enhancing biodiversity</b></p> <p>Ensure grounds within DETI’s estate are well managed, using good husbandry techniques, to enhance local biodiversity (see Annex B).</p> <p>Ensure contractors minimise the use of pesticides and artificial fertilisers and encourage a switch to natural methods of controlling weeds, insects and fungal pathogens, wherever possible and economically feasible.</p> <p>Minimise any risks to biodiversity from DETI operations through compliance with legal obligations and careful site management.</p> <p><b>Bio-degradable Substances</b></p> <p>Encourage use of fully biodegradable substances where they provide the best environmental option and value for money.</p> <p><b>Litter</b></p> <p>Ensure DETI grounds are free from litter – taking account of the statutory Code of Practice on litter.</p> <p><b>Noise</b></p> <p>Comply with statutes, regulations, by-laws and codes of practice to keep noised levels as low as practicable.</p>
----------------------------	--

<p><b>Other DETI areas for action</b></p>	<p><b>Asbestos</b></p> <p>Continue to check for the presence of asbestos in all buildings.</p> <p>Manage undamaged asbestos materials in situ through regular monitoring for signs of deterioration and, where there is deterioration, to seal, encapsulate and label it as appropriate.</p> <p>Where necessary, remove and dispose of asbestos materials, in accordance with the relevant regulations and guidance.</p> <p>Require in new building works, or where asbestos materials are being replaced, that asbestos free materials be used where appropriate.</p> <p><b>Hazardous Substances</b></p> <p>Minimise the use of hazardous substances and, where these must be used, consider the use of less hazardous substances and alternative techniques, where these are sufficient for the task.</p> <p>Ensure that hazardous substances are stored, used and disposed of in accordance with legislation and best practise.</p> <p>Encourage the use of materials, furnishings etc. which are low emitters of formaldehyde, volatile organic compounds and other potentially hazardous substances.</p> <p><b>Employee Health</b></p> <p>Continue to encourage staff to stop or reduce smoking through education and by application of the NICS policy on smoking in the workplace.</p> <p><b>Batteries</b></p> <p>Avoid the use of batteries (especially those with high levels of lead, mercury and cadmium where there is a better environmental option offering value for money (e.g. Rechargeable or solar cell products) and, where batteries are essential, to recycle them through suitable outlets.</p> <p><b>Solvents and Paints</b></p> <p>Specify that products containing potentially harmful solvents are not permitted or must be replaced by low-solvent or solvent free products such as water or vegetable based paints, varnishes and glues.</p>
---	---

	<b>TRAVEL</b>
<b>Links to NISDS strategic objectives</b>	<p>Sustainable Consumption and Production:</p> <ul style="list-style-type: none"> <li>• To become more resource efficient.</li> <li>• To minimise the unsustainable impacts of consumption.</li> </ul> <p>Climate Change and Energy:</p> <ul style="list-style-type: none"> <li>• Reduce green house gas emissions by promoting energy efficiency and the use of renewables.</li> </ul>
<b>Central Targets</b>	Reduce carbon emissions from road vehicles used for Government administrative operations by 2% by 2008.
<b>Central Indicative Actions</b>	<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>
<b>DETI Actions</b>	<p>Encourage reduced business travel by car.</p> <p>Encourage reduced business taxi use.</p> <p>Investigate carbon offsetting for business travel.</p> <p>Consider of home working.</p> <p>Individual cycling.</p> <p>Individual reduction of single occupancy for commuting.</p>

	<b>PROCUREMENT</b>
<b>Links to NISDS strategic objectives</b>	<p>Sustainable Consumption and Production:</p> <ul style="list-style-type: none"> <li>• To make Northern Ireland a UK regional leader in sustainable procurement.</li> <li>• To become more resource efficient.</li> </ul>
<b>Key SD Strategy Targets</b>	<p>By 2008, ensure that all public sector procurement is channelled through recognised Centres of Procurement Expertise (COPE's).</p> <p>By 2008, ensure that sustainable development principles guide all procurement.</p> <p>By 2008, provide input to a Sustainable Procurement Action Plan for Northern Ireland.</p>
<b>Re-Use Existing Assets</b>	<p>100% of projects to have criteria for evaluation of sustainability included in procurement procedures.</p> <p>100% of projects to use "whole life cost" assessment as part of the technical appraisal for decisions.</p>
<b>Design for Minimum Waste</b>	<p>All projects to have plans to meet targets in line with the Waste Management Strategy for Northern Ireland.</p> <p>100% of projects measure performance and report as part of post project reviews against industry benchmarks, where established.</p>
<b>Minimise Energy</b>	<p>All new projects to set targets for "in use" energy consumption which meet at least current best practices.</p> <p>100% of projects to measure and report as part of post project reviews, their performance against established energy consumption benchmarks.</p>
<b>Support for Procurement teams</b>	<p>Teams involved in procurement should be better informed of SD policy.</p>
<b>Suppliers and Contractors</b>	<p>Suppliers asked to provide basic details of their own SD policy and how this is monitored within any subcontractors that they may use.</p> <p>Consider supplier environmental questionnaire (SEG).</p> <p>Ensure that tenders and procurement exercises include reference to verifiable sustainability measures.</p>

<b>Fair Trade</b>	Encourage the use of Fair Trade products.
<b>Consumables</b>	<p><b>Wood</b></p> <p>To ensure that any timber or timber products used by or purchased on behalf of the Department come from sustainable or reclaimed sources, and that all such procurements are in accordance with international agreements such as CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora).</p> <p><b>Paper</b></p> <p>To reduce the use of paper by increasing the use of double sided printing and copying, and maximising the use of alternative technologies and electronic media.</p> <p>To use recycled paper comprising genuine post consumer waste (including agri-pulp).</p> <p>To ensure that any virgin pulp used in its manufacture comes from sustainably managed woodlands and that both the virgin pulp and the recycling process is chlorine free, i.e. manufactured using non-chlorine bleaching agents such as oxygen, peracetic acid, sodium peroxide or more efficient pulping technologies.</p> <p>To ensure that material published or printed by the Department is, where necessary, sealed using a water miscible varnish (not a plasticized finish) and is bound using a water based adhesive or other material which does not impede recycling.</p>

## **Protecting and Enhancing Biodiversity**

DETI has four key sites for which we have management responsibility.

**1st Floor, Waterfront Plaza** and **Fermanagh House** are central Belfast locations with little scope for developing biodiversity.

The Departmental Headquarters, at Netherleigh in Massey Avenue, and Consumer Affairs Building, 176 Newtownbreda Road, are set within their own grounds which are managed for us by sub contractors and DFP.

### **Netherleigh**

Netherleigh House was originally a private dwelling built in 1872-3 for the Robertson family. The site was originally part of the much larger Belmont Estate, which now encompasses Campbell College, Strathearn School, Netherleigh, Belmont Park and CIYMS Sports Complex. Belmont House was demolished to build Campbell College in 1890.

The present site retains a portion of the original house and an office block built in 1972. The grounds have been landscaped to retain many of the original trees and some original planting. There is also an adjacent area of woodland which has been left largely untouched.

Notable examples of tree species would be the *Sequoiadendrum Giganteum* (Wellingtonia/Giant Redwood), Ponderosa Pine, Oak, Beech, a number of varieties of *Ilex* (Holly) and *Desfontainea Spinosa* from Chile/Peru.

### **Newtownbreda**

The office and adjacent buildings are located in a largely grassed site with minor landscaping.

The Department is presently in negotiation with DFP to transfer the adjacent area of woodland to the Woodland Trust, who would be in a better position to manage this area. (02/07)