

**ENVIRONMENTAL ACTION PLAN – MARCH 2015**

Environmental Policy Commitment	Proposed Action(s)	Measure	Lead Member of Staff	Date Achieved
<p><b>ENERGY</b></p>	<p>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;</p>	<p>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;</p>	<p>Environmental Guardian</p>	<p>Ongoing</p>
	<p>Maintain and update current system of posters and notices reminding staff of the need to comply with environmental policy commitments;</p>	<p>Regularly review and update posters and notices, and conduct dialogue with staff regarding improvements to current provision;</p>	<p>Environmental Guardian</p>	<p>Ongoing</p>
	<p>Ensure energy usage is recorded and monitored on an ongoing basis with the aim of price/unit reduction;</p>	<p>Preparation and analysis of energy usage records to the Environmental Committee;</p>	<p>Environmental Guardian</p>	<p>Ongoing</p>
	<p>Ensure the provision of more efficient heating, air conditioning, lighting and draught exclusion subject to restrictions as a tenant;</p>	<p>Continue dialogue with Landlord regarding environmentally responsible upgrading of office heating, air conditioning, lighting and draught exclusion;</p>	<p>Director of Corporate Services</p>	<p>Ongoing</p>
	<p>Preparation of a Carbon Footprint from energy and travel fuel usage data for monitoring and comparison purposes.</p>	<p>Recording of relevant data and utilise available carbon footprint calculation applications.</p>	<p>Environmental Guardian</p>	<p>To be completed by Mr Lyn by 31/3/15</p>

Environmental Policy Commitment	Proposed Action(s)	Measure	Lead Member of Staff	Date Achieved
<b>WATER</b>	Maintain current systems in place for recycling all metals, plastics, paper, cardboard, glass and computer consumables;	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;	Environmental Guardian / Administrative Officer	Ongoing
	Maintain system of monitoring waste volumes;	Preparation and analysis of waste volumes records to the Environmental Committee;	Environmental Guardian	Ongoing
	Encourage reduction in volume of packaging of items purchased for Commission use;	Utilise procurement guidance note for use with suppliers;	Environmental Guardian/ Director of Corporate Services	Ongoing
	Ensure appropriate re-cycling, redeployment, repair or re-sale of obsolete office equipment;	Utilise asset disposal guidance note;	Director of Corporate Services	Ongoing
	Maintain staff awareness of water conservation measures and ensure any water leaks are reported and repaired promptly;	Regularly review and update posters and notices relative to water conservation;	Environmental Guardian	Ongoing

<p><b>PAPER</b></p>	<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>Maintain system of monitoring and reviewing paper usage.</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>Preparation and analysis of paper usage records to the Environmental Committee.</p>	<p>Environmental Guardian</p> <p>Director of Corporate Services</p> <p>Director of Corporate Services</p> <p>Environmental Guardian</p>	<p>Ongoing</p> <p>Training provided to all Members and staff during 2014-2015 (more to follow)</p> <p>Ongoing</p> <p>CJSM in operation from November 2011</p>
<p><b>TRANSPORT &amp; TRAVEL</b></p>	<p>Ensure staff are aware of guidance in connection with business travel plans to ensure that public transport methods or video conferencing</p>	<p>Ongoing staff training and education;</p>	<p>Environmental Guardian</p>	<p>Further training will be provided in the next three months</p>

	<p>alternatives are always considered and used where appropriate;</p> <p>Promotion of environmentally friendly travel to work polices, including annual travel season tickets and cycle to work schemes.</p>	<p>Provide information to staff re season ticket policy and cycle to work scheme.</p>	<p>Environmental Guardian</p>	<p>Ongoing</p>
<p><b>PROCUREMENT</b></p>	<p>Ensure that environmentally efficient and friendly products are procured using appropriate energy efficiency comparison assessments, where appropriate, prior to purchase;</p>	<p>Utilise guidance note to staff regarding environmentally sound procurement,</p>	<p>Environmental Guardian / All staff involved in procurement</p>	<p>Ongoing</p>
<p><b>COMMUNICATION &amp; EDUCATION</b></p>	<p>Ensure that all staff are fully aware of and adhere to environmental policy and related developments and improvements.</p>	<p>Discuss pertinent environmental matters at standing staff meetings.</p> <p>Provide induction training for new staff.</p> <p>Ensuring proper usage of posters/ signage to promote new and existing working practices required to meet policy objectives.</p>	<p>Environmental Guardian</p> <p>Environmental Guardian</p> <p>Environmental Guardian</p>	<p>Ongoing</p> <p>Induction provided to Mr C. McShane on 6/10/14.</p> <p>Ongoing</p>