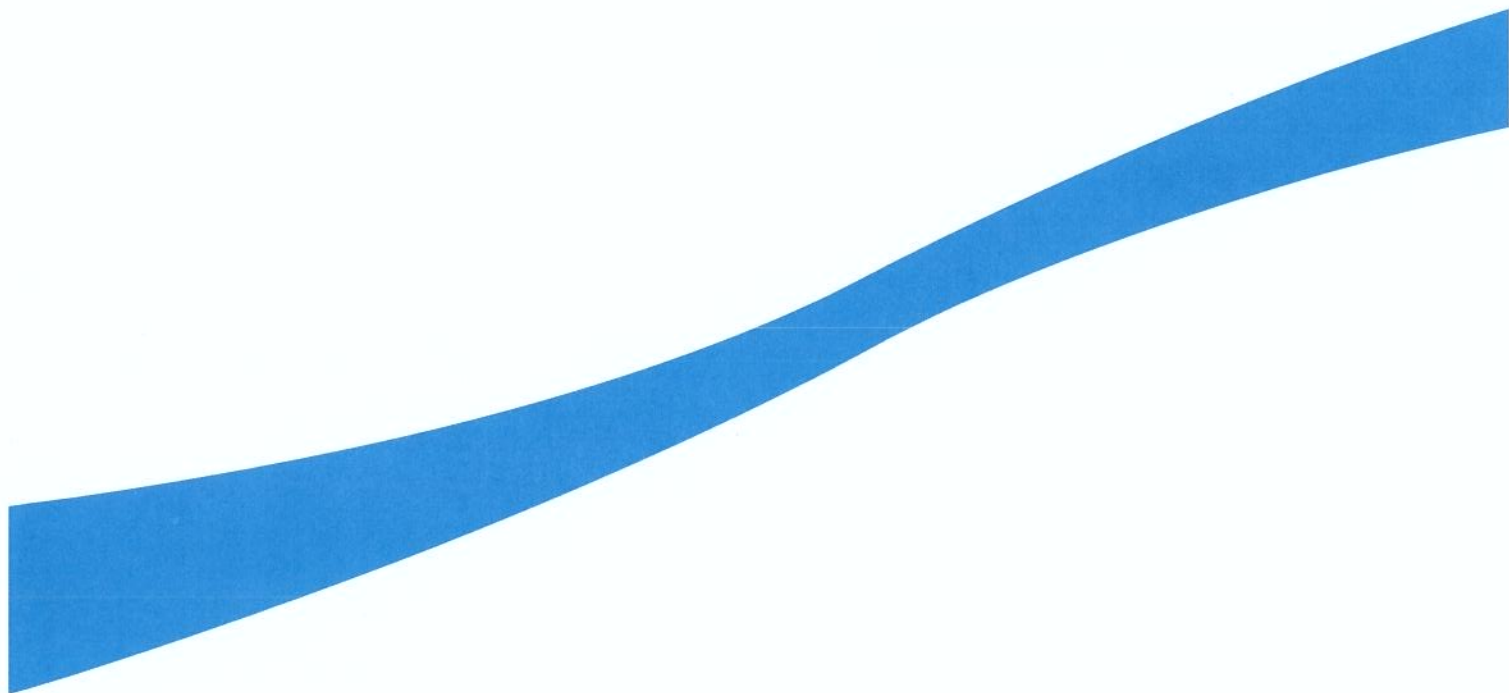




CabinetOffice

Environmental Policy

2009-10



**Making
government
work better**

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1. The General Statement of Intent

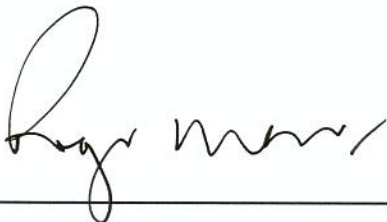
The Cabinet Office, in partnership with its total facilities management providers and other relevant contractors, shall, as far as reasonably manageable and practicable, ensure that:

- measures are taken to prevent pollution associated with its day-to-day estate management operational activities, in line with applicable environmental legislation and other commitments, accepted best practice and available technology;
- there is a sustained commitment to continuous improvement, to be achieved through regular review of this policy and via the Environmental Management System;
- its environmental performance, measured against its own and the targets for sustainable operations on the Government estate, shall be monitored, published and regularly reviewed;
- information, instruction, training and supervision is provided to relevant staff on significant workplace environmental impacts and where possible to enhancing the skill, knowledge, and experience of its employees in understanding and managing the potential impacts of their activities; and
- it fully complies with all applicable environmental legislation, and other commitments to which the Cabinet Office subscribes.

In addition, the Cabinet Office, in partnership with its total facilities management providers and other relevant contractors, will:

- conduct regular audits of its buildings covered by the Environmental Management System; against the requirements of the ISO14001;
- ensure that contractors, suppliers, visitors and others; are given information on any potential and significant environmental impacts that may arise as a result of their activities within the Cabinet Office estate;

- actively engage with key stakeholders and develop meaningful relationships with them, based on mutual trust and integrity;
- Carry out those commitments made in the Department's Sustainable Development Action Plan (SDAP);
- proactively disseminate relevant environmental information applying to the Cabinet Office and make it publicly accessible; and
- seek to share best practice with other Government departments and in turn look to implement measures adopted by other departments which have proved to be successful.



Roger Marsh
Director General
Strategic Finance and Operations



Jerry Page
Director
Financial & Estate Management

March 2009

2. The Arrangements

1. This Environmental Policy (the policy) is a generic document. It allows for local arrangements to be made by all employees and contractors within the Cabinet Office that have not been specifically referred to. This enables such parties who are not covered by the Environmental Management System, e.g. where the Cabinet Office is a minor occupier within another organisation's building or does not use the Department's total facilities management provider, to reflect localised environmental policy issues.
2. It is expected that such localised environmental policy issues will reflect the need to prevent pollution; apply with all relevant environmental legislation; and express a commitment to the continual improvement of the environmental performance of the Cabinet Office.
3. The policy is designed to compliment the commitments made by the Department in its latest Sustainable Development Action Plan (SDAP), available from the Cabinet Office website and intranet site. This policy states the intentions of the Department and the SDAP states the actions which will be undertaken in order to meet those intentions.
4. The Cabinet Office, in partnership with Ecovert FM, has control over the management and services of the majority of buildings occupied by the Department. We can therefore influence and control and/or reduce the environmental impacts of a particular building as a result of day-to-day operational activities. The majority of Cabinet Office employees are located on the Cabinet Office's central London estate.

3. The Commitments

1. Overarching Commitments

- All of the Cabinet Office's business processes will comply with all environmental legislation.
- The Cabinet Office will seek to meet the principles of *Securing the Future*¹ and to embed those principles in all aspects of its business.
- The Cabinet Office will seek to meet the targets for Sustainable Operation on the Government Estate² through the sustainable management and operation of its buildings.
- We will continue to improve our monitoring and auditing systems allow us to better evaluate our environmental impacts thereby allowing us to take effective remedial action.

2. Environmental Management System (EMS)

- The Cabinet Office will set up and maintain an environmental management system certified to ISO14001 standard or an equivalent. The EMS and its monitoring will be externally validated twice a year.

3. Energy and emissions

- The Cabinet Office will continuously seek ways to reduce its use of fossil fuels with the objective of ultimately eliminating their use altogether.
- The Cabinet Office will seek to reduce its electricity and gas consumption as much as is practically possible.
- The Cabinet Office will seek to reduce its carbon emissions as far as is practically possible.

¹ *Securing the Future* is available here:
<http://www.sustainable-development.gov.uk/publications/uk-strategy/index.htm>

² Information on the SOGE targets can be found here:
<http://www.sustainable-development.gov.uk/government/estates/targets.htm>

4. Waste

- The Cabinet Office will continuously seek to reduce our waste arisings and maximise the amount we recycle.
- We will seek to broaden the range of materials which the Department can recycle.
- We will seek to minimise the amount of waste which is not reused or recycled and is sent to landfill.

5. Water

- The Cabinet Office will continuously seek to reduce the amount of water consumed on the estate.

6. Purchasing policy

- The Cabinet Office will implement the flexible framework laid out in the Sustainable Procurement Task Force's report, *Procuring the Future*³.
- The Department will maintain its own Sustainable Procurement Action Plan (SPAP), available from the Cabinet Office website and intranet site, and to implement the commitments therein.
- The Cabinet Office will implement the commitments made in our procurement policy, available on the Department's intranet site.

7. Transport policy

- The Cabinet Office will implement the commitments made in our travel policy, available on the Department's intranet site.
- The carbon emissions arising as a result of the Cabinet Office's business air travel will be offset through the Government Carbon Offsetting Fund⁴.

³ *Procuring the Future* is available here:

<http://www.sustainable-development.gov.uk/publications/procurement-action-plan/index.htm>

⁴ Information on the Government Carbon Offsetting Fund can be found here:

<http://www.defra.gov.uk/environment/climatechange/uk/carbonoffset/govt-projects.htm>

4. The Governance

This organisation structure highlights the responsibilities that key management units and personnel have with regards to this policy. However, everyone at the Cabinet Office has a responsibility to try and reduce the environmental impact of their day-to-day work activities and improve the sustainable development culture. It is a corporate endeavour.

Sustainable Development Roles and Commitments

The Cabinet Office's Ministers will:

- Familiarise themselves with the Cabinet Office environmental policy;
- encourage all employees of the Cabinet Office to commit to making this policy effective;
- promote a positive and proactive sustainable culture with zero tolerance to the environmental impacts resulting from the Cabinet Office's day-to-day operational activities.

The Cabinet Office Green Minister will:

- Promote the integration of the three strands of sustainable development across government and the wider public sector;
- promote the use of environmental appraisals as an integral part of the policy making process in each department;
- build on work already undertaken to identify the significant environmental impacts of each department's operations.

The Cabinet Secretary will:

- Take overall responsibility for delivery of the Cabinet Office's Sustainable Development Action Plan, environmental policy, and the Department's performance against the targets for Sustainable Operations on the Government Estate;
- take overall responsibility for ensuring that sufficient resources are provided to deliver the objectives of the policy and the Sustainable Development Action Plan.

The Sustainable Development Policy Adviser will:

- provide support and advice to the Cabinet Office's Sustainable Development Minister and Cabinet Secretary;
- coordinate the delivery of targets for Sustainable Operations on the Government Estate;
- work in partnership with policy and operations officials across the Cabinet Office estate with to ensure that sustainable development is effectively integrated into departmental internal and external policies;
- in conjunction with the relevant officials, ensure that the Department manages its estate, procures goods and services and carries out its business functions sustainably;
- develop, maintain and improve the Cabinet Office's Sustainable Development Action Plan and Environmental Policy.

The Environmental Systems Manager will:

- Take responsibility for the Cabinet Office's Environmental Management System;
- take responsibility for developing and promoting the Cabinet Office's environmental programme to deliver the targets for Sustainable Operations on the Government Estate;
- report publicly on Cabinet Office environmental performance on an annual basis.

Delivery Branch within Financial and Estate Management will:

- Take responsibility for the day-to-day running of the Cabinet Office's central London estate;
- take responsibility for auditing the Department's estate to ensure that it is maintained to a level that meets all relevant legislation;
- ensure that the resources that the Department needs to meet its environmental objectives are met through the provision of a wide range of 'hard' and 'soft' services.

The Department's total facilities management providers will:

- Support the Cabinet Office in meeting its sustainability objectives wherever possible;
- maintain their own environmental management system to ISO14001 or equivalent or equivalent standard.

5. Key Contacts

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