

## SUSTAINABILITY PLAN - BROMFORD GROUP - 2009/2010

<b>SECTION 1</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
<b>GENERAL</b>					
1.1	Produce a Group Environmental Statement and Policy.	Dec 09	Report for EDT - Dec 09	Julie Walker	Consistent approach across Group with arena to share good practice.
1.2	Investigate the ISO14001 Environmental Standard to inform a Group wise Environmental Management System.	> April 2010		Julie Walker/tbc	Tba.

<b>SECTION 2</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
<b>LAND USE</b>					
2.1	Maintain standards to achieve Code for Sustainable Homes Level 3 required for all grant-funded schemes in 2008 - 2011 programme.	Ongoing	In progress (achieved Code Level 3 on recently completed schemes).	Development Team/In House Construction	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.  Reduced carbon footprint.  Affordable Warmth.
2.2	Invite Code Assessors to join project teams as they are established.	Ongoing	In progress/and now established practice.	Development Team/In House Construction	Our key partners and stakeholders recommend working with us.

<b>(Land Use continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
2.3	By continuous improvement develop an action plan to achieve higher standards year on year for a Code for Sustainable Homes in line with Government policy.	Achieve Code 6 by 2016.	Development aware of issues/implications.	Development Team (Jayne Forrester to champion)	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.  Reduced carbon footprint.  Affordable Warmth.
2.4	Develop a suite of construction solutions for range/projects in pipeline (Code for Sustainable Homes)	Ongoing	Work ongoing through procurement process.	Simon Burkes (In House Construction)	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.  Reduced carbon footprint.  Affordable Warmth.

<b>(Land Use continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
2.5	Working with In House Construction Team/partners/regional teams/code assessors to establish a menu of solutions implemented on all schemes/list of preferred options, attracting additional assessment points. Produce advice/briefing paper/circulate.	Ongoing	Work in progress.	Nick Taylor/Claire Thomas	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.  Reduced carbon footprint.  Affordable Warmth.
2.6	Achieve 2 exemplar schemes that have Environmental Standard Code 5	March 2011	Work in progress/but economic climate may impact on outcome.	Development Team (Jayne Forrester to champion)	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.  Reduced carbon footprint.  Affordable Warmth.

<b>(Land Use continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
2.7	Launch the Design Guide/Design Brief which includes specifics for Code for Sustainable Homes/Lifetime and Wheelchair Homes.	October 2009	Delayed - will be completed before end Dec 09.	Nick Taylor	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.  Reduced carbon footprint.  Affordable Warmth.
2.8	Comply with the 2012 Construction Commitments	By 2012	Established part of Development Process and work in progress.	Development Team (Jayne Forrester to champion)	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.  Reduced carbon footprint.  Affordable Warmth.
2.9	Establish a Sustainable Development Policy	2010/2011		In House Construction/Development Team (Jayne Forrester to champion)	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.

<b>(Land Use continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
2.10	Comply with the 2012 construction commitments	Ongoing - by 2012		Development Team (all)	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.
2.11	Adopt a sequential approach to selection and development of sites where we are in control of land.	Ongoing	Part of Development Procedures/work in progress.	Development Managers/Project Managers/Business Development Managers	Reduce waste and carbon footprint.
2.12	Require contractors to participate in the Considerate Constructors Scheme	Ongoing - each new contract	Work in progress/in Design Guide.	Development Team/In House Construction	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.
2.13	Carry out Flood Risk Assessments as part of initial feasibility and include in Scheme Approval process.	Ongoing - each new contract	Work in progress (eg Landmark Point)	Development lead/Project team to manage	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.

<b>(Land Use continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
2.14	Carry out Building for Life Assessments on all new build (CABE) - integral part of Design/Quality Assessment for Grant funded schemes - aim to achieve gold standard scheme	2011/2	Cross Street achieved Gold Award (18.5 points out of 20) - Building for Life. Also won national Building for Life award.	Regional Heads of Development	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.

<b>SECTION 3</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
<b>EXISTING BUILDINGS</b>					
3.1	Develop a Sharepoint page to encourage the sharing of ideas between colleagues to promote well-being (eg walk and talk schemes, yoga).	Proposals by 31-03-10	Initial ideas being developed at HZL by Taruna Masani and Michael Pritchard.	Tracy Cadwallader and others.	Increased sense of wellbeing/great place to work.
3.2	Raise customer awareness of a Green issue in each edition of the B1 magazine.	Quarterly B1	Quarterly		Reduced carbon footprint cost.
3.3	Apply for a Group award to raise awareness of our contribution to Environmental issues.	2009/10	Shortlisted for Sustainable Housing Awards for Rea Valley/Cross Street and Leyfields. Cross Street also won Building for Life Gold Award (top 2%).	Vicky Green/Penny Downing/Julie Walker.	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.
3.4	Develop the 'Rate your Place' initiative.	Ongoing work	Launched.	Vicky Green	Our customers recommend us to a friend.

<b>(Existing Buildings continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
3.5	Develop the 'Rate your Neighbourhood' initiative.	Ongoing work	Colleague briefing launched idea in Bromford Living - identifying area to start initiative.	Vicky Green	Our customers recommend us to a friend.
3.6	Investigate the feasibility of having a 'power down' facility for PCs and laptops to conserve energy.	2010/11		Steve Percival	Reduced carbon footprint/costs.
3.7	Beacon Court, Sedgley - monitor energy efficiency technologies in large extracare facility and share learning.	2010/11		Contracts Managers/ADVANCE (Michele Campbell)	Reduce waste and carbon footprint
3.8	Develop an Affordable Warmth Policy for the Group.	2009/10	Initial draft produced.	Julie Walker	Affordable Warmth for customers. Customers recommend us to a friend.

<b>SECTION 4</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
<b>WASTE</b>					
4.1	Distribute free energy saving light bulbs at community events.	Ongoing	Supplies dwindling as Energy Cos make less available	Neighbourhood Investment Managers and Livings	Reduced carbon footprint for customers.

<b>(Waste continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
4.2	'Celebrate World Environment Day'	Summer 2010	Events held in different parts of Group in June 09.	ADVANCE - Neighbourhood Investment Managers	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.
4.3	Align ourselves to national campaigns for Keep Britain Tidy and relate to our local neighbourhoods (eg dog mess)	Ongoing work	Launched Rate Your Place (links to N1 196). Launched junior wardens in Fosseway in July.	Vicky Green	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.
4.4	In 2010/11 identify areas to target "The Big Tidy UP" using customer insight information, and information from key local strategic partnerships to identify priorities.	2010/11	Begin programme - Fosseway held BTU in September (Siddington).	Vicky Green and Livings	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.
4.5	Renew Group membership with 'Cleaner Safer Greener Network' for the Keep Britain Tidy Group	2009/10		Vicky Green	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.

<b>(Waste continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
4.6	Support 'Cleaner Safer Greener Network of the Keep Britain Tidy Group by attending & contributing to half yearly meetings, particularly contributing to regional issues	2009/10	Vicky Green attends and Group have revised approach and developed plans for KBT for coming year.	Vicky Green	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.
4.7	Further develop the use of document imaging to reduce the storage and use of paper <ul style="list-style-type: none"> <li>- by scanning all invoices</li> <li>- by scanning all personnel files</li> <li>- complete planned programme to scan all tenancy files</li> </ul>	From April 09 By Dec 09  2011/12	Work in progress.	Tracy Cadwallader	
4.8	Develop targets to reduce paper consumption across the business <ul style="list-style-type: none"> <li>• reduce stationery bill</li> <li>• use other media to display agenda; reports etc</li> </ul>	> 2010/tba		?	Reduced waste and costs.
4.9	Recycle old office furniture from office moves (Exchange Court) using Disposals Services Agency (MOD service which separates components)	During 2009/10 and beyond	Achieved for EC.	Tracy Cadwallader	Reduced waste and costs.

<b>(Waste continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
4.10	Exchange Court- <ul style="list-style-type: none"> <li>• Achieve BREEAM 'Very Good' standard.</li> <li>• Monitor key attributes of BREEAM to maintain standards</li> </ul>	Aug 09  Regular reviews by Group Facilities Manager.	Achieved	Tracy Cadwallader  Tracy Cadwallader	Our key partners and stakeholders recommend working with us and customers recommend us to a friend.
4.11	Establish and maintain office recycling systems at Exchange Court: <ul style="list-style-type: none"> <li>• shared bins</li> <li>• recycling banks for plastic; paper; card</li> <li>• shred and recycle waste paper</li> <li>• use recycled vending cups</li> </ul>	Aug 09	Achieved	Tracy Cadwallader	Reduced carbon footprint and cost.
4.12	Include new sustainability clause in standard T & C for Group procured contracts	Mar 2010	Achieved.	Peter Mottershead	Our key partners and stakeholders recommend working with us.  Reduced carbon footprint.
4.13	Establish office recycling systems at Venture Court, Friars Gate, Miller Court; Cirencester.	March 10		Tracy Cadwallader	Reduced carbon footprint and cost.
4.14	Raise awareness of benefits of recycling and develop systems in Bromford Support/small office locations.	>April 10		Tbc	Reduced carbon footprint and cost.

<b>(Waste continued)</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
4.15	Carry out option appraisal with Lyreco on whether we use re-cycled or sustainable paper.	2010/11		Tracy Cadwallader	Tba
4.16	Develop a Group standard stationery policy/specification	2010/11		Tracy Cadwallader	Reduced carbon footprint.
4.17	Continue to recycle ICT equipment on a rolling programme: <ul style="list-style-type: none"> <li>• computers via Computer Aid to the third world</li> <li>• cartridges</li> <li>• mobile phones via Fonebak for charities.</li> </ul>	Ongoing work	Work in progress.	Julia Dickens/Natalie Kain	Reduce waste, carbon footprint.
4.18	On a rolling programme replace computer monitors with lower energy LDC screens to save energy.	Ongoing work	Work in progress.	Julia Dickens/Natalie Kain	Reduce waste, carbon footprint and cost.
4.19	Create 'virtualised servers' to reduce equipment, save power and save money.	Ongoing work	Work in progress.	Julia Dickens/Natalie Kain	Reduce waste, carbon footprint and cost.
4.20	Create centralized printers on a rolling programme to reduce printers, save power and save money.	Ongoing work	Work in progress.	Julia Dickens/Natalie Kain	Reduce waste, carbon footprint and cost.

<b>SECTION 5</b>		<b>Target date</b>	<b>Actions/Progress</b>	<b>Champion</b>	<b>Outcome</b>
<b>TRANSPORT</b>					
5.1	Raise colleagues' awareness of green issues by regular promotions. (incl. home working, use of video-conference, car-share etc)	Monthly	Regular 'Our Space' items featured.	Julie Walker; Tracy Cadwallader; Vicky Green; Comms	Reduced carbon footprint cost.
5.2	<p>Develop and implement a Green Travel Plan for Exchange Court and Venture Court to include:</p> <ul style="list-style-type: none"> <li>• Incentives for car sharing (eg priority parking);</li> <li>• Shared travel between business meetings;</li> <li>• Provision of 2 shared bicycles, secure cycle parking and shower facilities;</li> <li>• Setting up Notice Board on Sharepoint to encourage car share buddies;</li> <li>• The promotion of public transport by including bus and train timetables on Sharepoint.</li> </ul>	Start Oct 09 and review by Dec 09	Priority parking spaces identified; bicycles provided; shared travel encouraged. More work to do on promotion and incentives.	Tracy Cadwallader	Reduced carbon footprint/cost.
5.3	Review the Vehicle Purchasing Policy and include Green options.	> April 2010	Work in progress 2009/10.	Tracy Cadwallader	Reduced carbon footprint/cost.
5.4	Establish Green Travel Plans for our main office locations.	2010/11	Work in progress in 2009/10	Tracy Cadwallader	Reduced carbon footprint/cost.