

2006 SUSTAINABLE DEVELOPMENT ACTION PLAN – PROGRESS REPORT

Executive Summary

The Agency has made considerable progress in delivering the actions laid down in the sustainable development action plan. Progress against the action plan has been regularly monitored and reported to the Agency's Board, most recently in March 2007, and Executive Management Board on a regular basis. One of the Agency's strengths in delivering sustainably is the provision of training and guidance to staff on sustainable development so that it can be taken fully into account in operational matters and policy development.

Guidance was developed, piloted and finally rolled out to staff in December 2005. This has been supported by a series of workshops on sustainability and a dedicated section on the Agency's intranet site. We have carried out a range of awareness raising measures from poster campaigns to articles in the staff magazine. Progress has also been made on running our estate more sustainably. An environmental management system (EMS) was developed by the middle of 2006 and both gas and electric consumption have fallen since 2004. We are generating less waste than a year ago whilst recycling more and we are looking at ways of benchmarking our progress in this regard.

Whilst we have achieved a number of successes there are areas that require further work to fully do justice to the principles of sustainable development, as well as outstanding targets to be met. The Agency is currently drafting its Sustainable Development Action Plan (SDAP) for 2007/8 which will seek to build on our successes.

The table below summarises our progress against the various targets set in the 2006 SDAP.

	TARGET	MET *
1.	The Food Standards Agency's business planning guidance to be revised to incorporate sustainability issues by October 2005.	√
2.	Targets on sustainable development to feature in 50% of business plans (at Divisional level) from 1 April 2006, rising to 100% by 1 April 2007.	×
3.	The Food Standards Agency's Procurement Portal will include advice and guidance on sustainability aspects of procurement. The Portal will be up and running by 31 March 2006	√
4.	To reduce energy consumption in Aviation House by 10% by 2010-11.	√
5.	We will join the Watermark scheme by the end of 2005 to reduce our annual water consumption to 7.7m ³ per person per year.	×

6.	We will increase our recycling figures by 5% per annum.	√
7.	We will implement an Environmental Management System (EMS) based on ISO 14001 by December 2006	√
8.	Targets relating to the Food Standards Agency's estates in Scotland, Wales and Northern Ireland to be set by 31 August 2006.	✘
9.	To maintain IIP accreditation following reassessment against the revised Standard by late 2006.	Target has been superseded
10	The FSA Scotland training and development strategy is expected to be operational by August 2006.	✘
11	Guidance on sustainable development assessments to be rolled out within the Food Standards Agency from 31 December 2005.	√
12	All Food Standards Agency staff will be taking sustainable development into account, applying the assessment guidance as appropriate, by 31 December 2006.	✘
13	To have the sustainable development sections of both the intranet and internet sites running by April 2006.	√
14	60% of staff (approximately 530) to have attended introductory training on sustainable development by May 2006 rising to 90% by May 2007.	√
15	To incorporate training on sustainable development into the Food Standards Agency's learning and development plan by August 2006. To review the MHS Corporate Development Plan to identify opportunities for incorporating training on sustainable development by August 2006.	√ ✘
16	Report to the EMB on the results of the pilot of the Guidance to Staff on Sustainability Assessments December 2005.	√
17	Report to the Board of the Food Standards Agency on progress against the Position Statement by June 2006.	√
18	Publish a report on progress against the Sustainable Development Action Plan along with an updated Action Plan by December 2006.	√
19	Follow-up staff survey on sustainable development May 2006.	√
20	Produce first draft of MHS Action Plan by December 2006.	√

* or nearly met i.e. within 10% of target

SUSTAINABLE DEVELOPMENT ACTION PLAN – PROGRESS REPORT

Introduction

1. The Food Standards Agency is committed to putting sustainable development at the heart of its business in order to contribute to the Government's Sustainable Development Strategy. The Agency published its first sustainable development action plan in February 2006. This action plan outlined our approach to sustainable development and explained how we planned to take this forward. The action plan covered the period from 1 January 2006 to 31 December 2006 and specified action and targets in the following areas of our work:

Business Management:

business planning;
estates management; and
human resources.

Taking forward our remit

staff awareness and skills;
policies; and
evaluation and accountability.

This report comments on progress against each of the 2006 SDAP targets. The 2006 action plan can be found on the agency's website:
<http://www.food.gov.uk/multimedia/pdfs/susactionplan.pdf>

Part I – Managing our business sustainably

Business Planning

- ❖ The Food Standards Agency's business planning guidance to be revised to incorporate sustainability issues by October 2005.
- ❖ Targets on sustainable development to feature in 50% of business plans (at Divisional level) from 1 April 2006, rising to 100% by 1 April 2007.

Division responsible for delivery: All divisions will contribute to the delivery of this target. Consumer Choice, Food Standards and Special Projects (now Labelling Standards and Allergy Division) will be responsible for monitoring progress.

2. The business planning guidance, revised to incorporate sustainability considerations, was issued in October 2005. 40% of the 2006/2007 business plans, include sustainable development objectives or targets. This has risen to 71% in the 2007/8 business planning round.

Procurement

- ❖ The Food Standards Agency's Procurement Portal will include advice and guidance on sustainability aspects of procurement. The Portal will be up and running by 31 March 2006.

Division responsible for delivery: Finance Division

3. Sustainability advice has featured in the Procurement Portal since 15 March 2006.

Estates Management and Communications

- ❖ To reduce energy consumption in Aviation House by 10% by 2010-11.
- ❖ We will join the Watermark scheme by the end of 2005 to reduce our annual water consumption to 7.7m³ per person per year.
- ❖ We will increase our recycling figures by 5% per annum.
- ❖ We will implement an Environmental Management System (EMS) based on ISO 14001 by December 2006.

Lead Division: Finance Division (now Information Systems Division)

- ❖ Targets relating to the Food Standards Agency's estates in Scotland, Wales and Northern Ireland to be set by 31 August 2006.

Division responsible for delivery: FSA Scotland, FSA Wales and FSA Northern Ireland

4. From the financial year 2004/5 to 2005/6 energy consumption in Aviation House has been reduced by 15%. The Agency has joined the Watermark scheme although water consumption has not yet been reduced. We are investigating water saving methods and devices and are working with the landlord to address this issue. We are also planning a staff awareness raising campaign. The target for recycling waste of all types has been exceeded, figures have gone up from 29.30% (April 05) to 47.26% (April 06). An EMS has been developed for Aviation House and an implementation programme is in place.
5. FSA Scotland (FSAS) has begun to set estates management targets such as reduction of electricity consumption by April 2008 and increased use of video conferencing facilities by April 2008. Specific targets will be included in the 2007/8 SDAP. It has already reduced energy consumption through active management and staff awareness raising. It also has arrangements in place for recycling all paper waste and has recycling bins throughout the office. FSAS are also looking into more energy efficient office equipment such as photocopiers

and printers and has invested in dual fuel capacity for two of its pool cars, this number should increase by September 2007 when the remaining pool cars are due to be replaced.

6. FSA Northern Ireland shares its offices with privately owned apartments. This results in limited opportunity to set targets in relation to estate management. However, policies have been introduced to reduce electricity and gas usage (time switches, PIR sensors and seven day heating timers) and paper and stationery usage through the introduction of stationery procurement procedures and printer policies. It also has a recycling contract for waste paper and ink toners
7. FSA Wales is one of a number of tenants renting office space and this limits its ability to set targets in relation to estates management. It has not so far adopted targets for energy or water consumption. It has been unable to make any progress in relation to implementing an EMS due to insufficient staff resource. However, recycling contracts are in place to recycle paper waste and ink cartridges.

Human Resources

- ❖ To maintain liP accreditation following reassessment against the revised Standard by late 2006.
- ❖ The FSA Scotland training and development strategy is expected to be operational by August 2006.*

Division responsible for facilitating and monitoring delivery: Human Resources Division. All divisions will contribute to delivery.
** FSA Scotland*

8. The target above has been superseded. A full liP re-assessment is planned by the end of 2007 and this will be reflected in our 2007/8 Sustainable Development Action Plan. The Agency undertook a mid-term liP review in November 2006 to see how we are progressing against the new liP Standard. This confirmed that the Agency has moved on since the assessment in 2004 and the review in 2005 and continues to meet the old standard against which it was assessed. It also highlighted some areas the Agency needs to develop further in the spirit of continuous improvement and we have planned action to address these.
9. FSA Scotland has developed an liP Action Plan, established a Project Board to steer implementation and set up four teams to take forward identified action points linked to the liP indicators. The project is on track to deliver in time for the full liP review. Also FSA Scotland has a draft Training and Development Plan and is working on a three year Strategic Learning and Development Plan. FSA NI has implemented an liP Action Plan and is monitoring progress against these targets. They have also identified liP as one of the key themes and targets in their HR Strategy for 2006/2007. FSA Wales is contributing to the Agency-wide

liP Action Plan. liP progress is discussed at regular staff meetings and it has developed a comprehensive annual training plan.

Part II – Taking forward our remit sustainably

Policies

- ❖ Guidance on sustainable development assessments to be rolled out within the Food Standards Agency from 31 December 2005.

Division responsible for delivery: All divisions contributed to the delivery of this target. Consumer Choice, Food Standards and Special Projects will be responsible for monitoring progress.

- ❖ All Food Standards Agency staff will be taking sustainable development into account, applying the assessment guidance as appropriate, by 31 December 2006.

Division responsible for facilitating and monitoring delivery: Consumer Choice, Food Standards and Special Projects (now Labelling Standards and Allergy)

10. The “Guidance to Staff on Sustainability Assessment” was made available to staff in December 2005. A revised target for taking sustainable development into account was agreed by the Executive Management Board. This revised target of 31 December 2006 was supported by a supplementary action plan which detailed specific measures/actions to ensure the new target was met. A further survey of staff was carried out in November 2006 to help determine to what extent the revised target had been met. This survey indicated that 87% of staff involved in policy development, or providing advice to consumers, take all three pillars of sustainability into account. We recognise, however, that the Agency still has some way to go before sustainability is fully embedded into policy making and plans to address this will feature in the 2007/8 SDAP.

Staff Awareness and Skills

- ❖ To have the sustainable development sections of both the intranet and internet sites running by April 2006.
- ❖ 60% of staff (approximately 530) to have attended introductory training on sustainable development by May 2006 rising to 90% by May 2007.
- ❖ To incorporate training on sustainable development into the Food Standards Agency’s learning and development plan by August 2006*.
- ❖ To review the MHS Corporate Development Plan to identify opportunities for incorporating training on sustainable development by August 2006.**

Division responsible for delivery: Consumer Choice, Food Standards and Special Projects Division. * Human Resources Division ** MHS

11. The Internet site on sustainable development went live in November 2005 and the intranet site was launched in February 2006. 58% of staff had received

training on sustainable development by May 2006 and this figure reached 60% by the end of June. By the end of May 2007 86% of staff had received training on sustainability. The target on incorporating training on sustainable development into the Agency's learning and development plan has been met. Training courses such as the "Making Policy" course reflect and promote the Agency's policy on Sustainable Development and any ideas generated on such courses will be fed back to the Labelling Standards and Allergy division (formerly Consumer Choice, Food Standards and Special Projects division).

12. Although no specific work has taken place on training on sustainable development, the MHS is in the process of developing its own action plan and determining MHS sustainable development priorities. The MHS will then determine what training may be required.

Monitoring, Evaluation and Accountability

- ❖ Report to the EMB on the results of the pilot of the Guidance to Staff on Sustainability Assessments December 2005.
- ❖ Report to the Board of the Food Standards Agency on progress against the Position Statement by June 2006.
- ❖ Publish a report on progress against the Sustainable Development Action Plan along with an updated Action Plan by December 2006.
- ❖ Follow-up staff survey on sustainable development May 2006.
- ❖ Produce first draft of MHS Action Plan by December 2006.*

Division responsible for delivery: Consumer Choice, Food Standards and Special Projects Division. * MHS

13. All the above targets were met. The Board discussed sustainable development, particularly the results of a review of sustainability assessments in the Agency, in March 2007.
14. The final MHS action plan covering the period Jan 2007 to April 2008 has been approved by the MHS Chief Executive and sent to the Sustainable Development Commission.
15. The MHS has a Community Strategy, which received best practice accolade from the Charter Mark assessor. This strategy already encompasses sustainable development issues, for example MHS impact on the environment, impact on communities in general and its procurement strategy. The new MHS Sustainable Development Action Plan will review and build upon the current MHS Community Strategy.

Standards and Sustainability Branch June 2007