

16 March 2005

To: All Staff

From: Tom Scott

## **DEPARTMENTAL GREEN POLICY**

### **Background**

1. Many of you will be aware that environmental damage is accelerating rapidly and having a notable impact in our daily lives. The projected impact of climate change varies according to how urgently measures are introduced to combat the problem. The government is committed to reducing environmental damage and has recently introduced stringent legislation to control commercial waste and pollution.
2. The DOE's Waste Management Strategy sets out targets for transforming waste management and recycling practices in Northern Ireland (available by clicking [here](#)). It is vital to the credibility and success of the Strategy for NICS departments and staff to take the lead in implementing green measures in the workplace. After examining our business practices, we have developed proposals which are tailored to the specific circumstances of DEL. We have adopted a realistic and practical approach to the Green Policy, focusing on introducing simple measures which will have a notable impact.
3. In considering the introduction of additional environmental initiatives, it should be noted that the following "green" measures are already in place within DEL:
  - Facilities for recycling of cardboard and paper, including confidential materials, are provided in most offices and JobCentres;
  - All copier paper, letterhead paper and forms currently used by the Department are made from "sustainable forest" paper, meaning that six trees are planted for each one used in the production process;
  - Forms for staff use are available to download on the DEL Intranet, thus saving on carrying large stocks and/or wasting out-dated materials;
  - Systems in place to monitor stock levels and cost of recycling as a result of destruction of obsolete forms and publications;
  - Promotion of recycling of printer/fax toner as well as the use of "reconditioned" cartridges;
  - Introduction of "green" electricity, generated from wind turbines, to 13 JobCentres in June 2003;

- Monitoring of oil and electricity usage in all JobCentres and DEL premises.
4. In addition to these existing measures, further improvements can be made in relation to recycling, paper/form usage and waste management in this Department. We are seeking your co-operation with regard to introducing the following measures:

### Recycling

- Adelaide House, Lesley Buildings, Gloucester House and Longbridge House are participating in a pilot scheme in relation to the expansion of recycling facilities.
- **Staff in these buildings are asked to use the appropriate bins for the recycling of plastic and glass bottles/jars, including plastic milk containers. All items should be rinsed with lids removed.**
- Premises Officers in these buildings will keep staff informed of local arrangements for recycling and collection points will be located in the following areas:

	Adelaide Hse	Lesley Bdgs	Long Bridge House	Gloucester Hse
<b>Plastic Bottles (Blue Bin)</b>	Canteen	Tea Point (all floors)	Tea Point (3 <sup>rd</sup> floor)	Ground floor
<b>Glass Bottles &amp; Jars (Green Bin)</b>	Canteen	N/A	Tea Point (3 <sup>rd</sup> floor)	Ground floor

- Please note that plastic drinking cups cannot be recycled at present and should not therefore be placed in these containers;
- This pilot scheme will be evaluated after 6 months and consideration will then be given to extending the arrangement to other DEL offices. Premises Officers who feel that they would benefit from participating in the pilot should contact James Kerr, Personnel (Services) Branch, on 902(57864).

### Paper Waste

- DEL purchases around 17,860 reams of paper per year, suggesting an average usage of 5,000 sheets per member of staff annually. When existing stocks are exhausted, 100% recycled paper will be used for all internal printing and photocopying;
- Circulation by email, CD-Rom, or publication on the Intranet should always be used as an alternative to hard copies in the case of documents distributed to staff. This applies to the *Update* magazine, annual reports, business plans, the Labour Market Bulletin and other papers for staff use;
- Where possible, the use of hard copies for external contacts and customers should be avoided if forms and/or publications can be

- distributed by email or CD-Rom, or downloaded via the corporate website;
- Printers will have the default setting on duplex (double-sided) where possible and as suitable printer equipment is rolled out under IT refresh.

### **Publications and Printed Materials**

- Print companies offer greater value for money on bulk orders, meaning that staff are often persuaded to order larger quantities of materials than actually needed. As a consequence, Personnel (Services) Branch receives frequent requests to destroy stocks of forms and publications which have become obsolete due to out-dated logos/correspondence details etc. **Rather than focusing solely on reducing cost per copy, staff must take into account environmental concerns and accurately assess the quantity of printed goods required.** To reduce the amount of wastage, the Departmental Board has approved the following measures:
  - A pro-forma is attached to this document which should be used when considering placing an order for print or publicity materials. **This form must be approved at Grade 7 level or above and must be attached to the print file in question;**
  - Where hard copies are necessary, print companies are able to provide **high quality glossy recycled or part-recycled paper for use in publications.** This type of paper causes less environmental damage in production than “sustainable forest” paper;
  - Orders should only be placed for the quantity required (with minimal surplus) to reduce wastage at later date. Mailing and distribution lists should be strictly monitored to ensure maximum accuracy;
  - **Non-recycled (virgin) paper with a laminated finish should only be used in exceptional circumstances and should be approved at Director level or above using the attached form;**
  - Copies of print approval forms should be forwarded to Personnel (Services) Branch for audit and monitoring purposes.

Personnel (Services) Branch will continue to record levels of wastage and recycling from the Departmental store in order to measure the impact of the above initiatives. Queries relating to the circulation of printed goods should be addressed to Deirdre Walker, Personnel (Services) Branch, on 902(57904) or Catherine Millar, Media and Marketing Unit, 902(57474). Branches which hold separate budgets for print and publications should liaise with the appropriate Director regarding these issues.

5. The Department will also lend support to the proposed NICS-wide measures relating to paper usage and general recycling. These include:

- removing current requirements to send hard copies of consultation documents to certain consultees (e.g. MPs, MLAs and political parties);
- establishing NICS-wide recycling contracts for redundant IT equipment, furniture, and dry recyclables, such as cardboard and dense plastic;
- incorporating waste minimisation and recycling requirements into standard contracts for staff restaurants and other catering facilities;
- more generally, making 'green' provisions (e.g. sustainable sourcing, use of recycled materials, minimising or removing packaging) mandatory rather than optional elements in government supplies contracts.

## Travel

6. The use of public transport as an alternative to cars for travel to and from the workplace was also considered in relation to the Green Policy. Translink aims to promote the transfer from private car to public transport on a sustainable basis by co-ordinating bus and rail services. Translink's internet site ([www.translink.co.uk](http://www.translink.co.uk)) provides information about Metro, Ulsterbus, NI Railways and NIR Travel. It also gives the latest travel news, special offers, timetables, typical fares and has a journey planner facility.

## Translink Free Travel Pass

Personnel (Services) Branch has liaised with Translink to provide **free travel on public transport for one week (18 to 22 April inclusive)** to all DEL staff based in Belfast city centre. The offer covers all bus and rail services across Northern Ireland. Free passes can be collected from Translink staff at the following roadshows, which will take place between 12 and 2pm:

Building	Location	Date
Adelaide House	Conference Room 1	5/4/05
Lesley Buildings	Conference Room A	7/4/05
Gloucester House	Conference Room	12/4/05
Long Bridge House	TBC	14/4/05

**The free Translink pass must be shown along with an official staff pass on each journey during the promotion.** Staff who take up the offer will be surveyed at a later date to see if or how the free travel week increased their use of public transport services and to gain an assessment of the service provided.

## Translink Commuter Travelcards

Translink offer a range of tickets aimed at regular commuters. Commuter Travelcards provide unlimited travel for one year between two chosen points and offer 15% discount compared with the purchase of monthly tickets. They are available for integrated bus and rail journeys and can cover a combination of journeys. Translink is willing to offer **an additional 5% discount** when applications for NIR/Ulsterbus Commuter Travelcards are signed by DEL line

managers (SO and above). Two examples of discounted fares are provided below:

Route	Mode	Normal Price	After NICS Discount
Bangor – Belfast	NIR	£1,026	£820
Lisburn – Belfast	Ulsterbus	£690	£552

Endorsed applications for annual tickets for **Metro services offer a 25% discount** on the normal purchase price. A discounted Cityzone annual ticket costs £331.50, whilst an Extended Zone ticket (covering the entire Metro network) costs £507. Further information on annual ticket prices can be obtained from Translink staff at the roadshows or by telephone (90354074 or 90899451).

To assist staff to take advantage of this offer, we are introducing the facility to have the cost of a yearly Translink ticket spread across twelve months and deducted directly from salaries. Staff who may be interested in purchasing an annual ticket in this way should send an email with their contact details and proposed travel route to Fiona Halliday ([fiona.halliday@delni.gov.uk](mailto:fiona.halliday@delni.gov.uk)). This will enable Personnel (Services) Branch to assess the level of interest amongst staff. Those individuals who have registered an interest in the Translink initiative will then be contacted by Personnel (Services) Branch regarding arrangements for the purchase of annual tickets.

## Conclusion

7. By setting an example to businesses in Northern Ireland, we can make a substantial contribution to improving the local environment and quality of life for everyone. I would urge all of you to support the waste reduction measures set out above and to take advantage of the offers relating to Translink.
8. Any further suggestions in relation to improving our business practices are very welcome and will receive full support from Personnel (Services) Branch with regard to implementation. Queries regarding this policy can be addressed to Norman McCracken or Fiona Halliday on 902(57904).

# Department for Employment and Learning

## APPROVAL OF PRINT/PUBLICATION MATERIALS

*In line with the Departmental Green Policy, the following checklist should be used when considering the circulation of printed documents, publications or marketing materials. Please refer to the Green Policy for guidance regarding the use of electronic distribution and production of hard copies. This form should be approved by the appropriate Grade.*

**Publication Name:** \_\_\_\_\_

1. Is electronic distribution to be used? **Yes/No**

If YES, please indicate which electronic formats will be used: **Email / Intranet / Internet / CD-ROM**

If NO, please indicate why below:

2. If hard copies are essential, please indicate the quantity required:

3. Have you verified that the mailing list is accurate and up-to-date? **Yes/No**

**Print companies can provide high quality glossy recycled or part-recycled paper for publications. When deciding the type of paper to be used, staff must take into account environmental concerns as well as value for money. The use of recycled or part-recycled paper should be given first priority. Non-recycled (virgin) paper with a laminated finish should only be used in the most exceptional circumstances and should be approved at Director level or above.**

4. Will the copies be printed on recycled/part-recycled paper? **Yes/No**

If NO, please indicate why below:

### Approved for Print (Grade 7)

Name:

Branch:

Signed:

Date:

### Approval for the use of non-recycled laminated paper (Director level or above)

***I approve the use of non-recycled laminated paper because of the reasons given at 4 (above).***

Name:

Signed:

Date:

PLEASE ATTACH COMPLETED FORM TO YOUR PRINT FILE AND SEND TO THE APPROPRIATE BRANCH (PERSONNEL (SERVICES) BRANCH / MEDIA AND MARKETING UNIT) FOR PRINTING. **FOR AUDIT PURPOSES, A COPY MUST ALSO BE SENT TO PERSONNEL (SERVICES) BRANCH, ROOM 702, ADELAIDE HOUSE, ADELAIDE STREET, BELFAST, BT2 8FD. IF YOU REQUIRE ANY ASSISTANCE, CONTACT 028 90257470 (GTN 57470).**