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# **Sustainable Development Action Plan**

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This Action Plan sets out how the Ministry of Justice and its agencies will improve their performance under the Government's sustainability agenda and meet targets for Sustainable Operations on the Government Estate

## Foreword

I am pleased to introduce the first Sustainable Development Action Plan for the Ministry of Justice (MoJ). The MoJ came into being in May 2007. Its creation provides a unique opportunity for the whole justice system to work together, not only through providing an efficient justice system but also in the management of our diverse estate, which includes HQ buildings, prisons, courts and tribunals. As a relatively new central government department, we are committed to meeting the government targets and mandates for sustainable development. However, by striving to meet the challenging targets set out in this Action Plan, and tapping into the real enthusiasm of our people for "making a difference" on sustainability, I hope that we are soon able to play a leading role in delivering improvements across Government, and to embed sustainable development into all our operations.

The Action Plan sets out how we will bring about these improvements in our performance, what sustainable development means for the MoJ and our vision of how we intend to take it forward over the next year. It includes a detailed action plan with short and medium targets in key areas, such as energy management, transport/travel, procurement and communication. In setting the targets and developing our action plan, we are conscious that the new Ministry brings together a number of different organisations, all of which have their own business practices and different approaches to sustainable development. Some of them have already delivered significant achievements, including Her Majesty's Courts Services's implementation of a waste management strategy and Her Majesty's Prisons Service's Environment Manual, which has helped to reduce consumption and achieved cost savings totalling £900,000 in its first full year of implementation.

Our first task, and the focus of this first MoJ Sustainable Development Action Plan, will be to identify the good work that has been done, and to put in place structures that will enable us to build on this and provide a consistent approach to bringing about improvement across the organisation.

Delivery against the targets will be monitored and we will publish regular progress reports to show how we are performing against the Plan. Delivery of the Plan represents a real challenge, but I look forward to working with my colleagues in the MoJ to ensure that we rise to that challenge.

**Lord Philip Hunt of Kings Heath, OBE**



## What is Sustainable Development?

The most widely used and accepted international definition of sustainable development (SD) is: 'development which meets the needs of the present without compromising the ability of future generations to meet their own needs' (Brundtland Report, 1987). For the UK that goal will be pursued in an integrated way through a sustainable, innovative and productive economy that delivers high levels of employment; and a just society that promotes social inclusion, sustainable communities and personal well-being. This will be done in ways that protect and enhance the physical and natural environment, and use resources and energy as efficiently as possible.

## 1. Our Vision for Sustainable Development in the Ministry of Justice

The Ministry of Justice (MoJ) was set up on 9 May 2007 to improve the justice system for the public. Our objectives include reducing offending and protecting the public; promoting justice; providing access to justice; increasing confidence in the justice system; upholding people's human, information and democratic rights; and safeguarding and modernising our constitution. Improvement in the justice system will be measured by fewer offenders re-offending, better outcomes in penal policy, and having in place a system that victims believe understands and looks after them.

The Ministry comprises the former Department for Constitutional Affairs, the Office for Criminal Justice Reform and the National Offender Management Service (which encompasses Her Majesty's Prison Service, the Probation Service and the Youth Justice Board). The Ministry is looking to create a uniform approach to sustainable development based on existing good practice within the MoJ Group. One expected outcome of this Sustainable Development Action Plan (SDAP) will be for all executive agencies to develop and implement their own SDAPs which demonstrate how they will work towards Departmental and Governmental targets where they have not already commenced with this work. The executive agency SDAPs should be in place by June 2008 for the period 2008-2010.

## 2. Sustainable Development and the Ministry of Justice

The creation of the Ministry of Justice provides a unique opportunity for the whole justice system to work together, not only through providing an efficient justice system but also in the management of the Ministry's estate, which includes HQ buildings, prisons, courts and tribunals.

The main focus of sustainable development within the Ministry is on the four priority areas as outlined in the UK Government Sustainable Development Strategy - Securing the Future:

- sustainable consumption and production. The Ministry will achieve this goal through implementation of the Government's Sustainable Procurement Action Plan and putting waste minimisation and recycling at the top of the agenda
- climate change and energy. Focusing on commissioning energy-efficient new-builds and the operation of existing buildings in a sustainable manner so that the Ministry's carbon footprint will be reduced
- natural resource protection and environmental enhancement. Emphasis will be placed on working to prevent pollution and to protect and enhance sites of special scientific interest. This will also form part of Public Service Agreement (PSA) 28 – 'Secure a healthy natural environment for today and the future'
- sustainable communities. Developing partnerships with the wider community and providing a strong justice system that enables a secure foundation for society and delivers a service to the community will be of utmost importance in improving performance in this priority area. This will also form part of PSA 23 – 'Making Communities Safer' and PSA 24 – 'Deliver a more effective, transparent and responsive Criminal Justice System for victims and the public'.

### **3. How Sustainable Development will be incorporated into the operations and policy making of the MoJ**

The MoJ SDAP will become part of the general policy making of the MoJ. If applied at consultation stages it should enable us to improve the way we consider and deliver policies, programmes and projects by looking at their potential impacts through a sustainability lens. This will increase assurance that our departmental activities are consistent with and further the Ministry's sustainable development objectives.

The MoJ SDAP will be the overarching document that identifies specific activities and provides the reporting framework for reporting on progress against the key commitments. Each delivery area, no matter its size or activity, has an important role in contributing to the achievement of the SD commitments made by the Ministry. For the targets to be met, delivery areas will be responsible for producing their own individual SDAP which outlines their policies, programmes and projects to enable them to contribute to the Ministry's and Government's SD policy.

We will integrate sustainability into all operations of the Ministry, and plan activities within our estate to reduce environmental impacts and increase involvement with the local community by:

- increasing energy efficiency
- reducing water consumption
- minimising waste production
- increasing recovery, re-use and recycling
- planning to sustain and enhance biodiversity
- developing partnerships with the wider community
- encouraging volunteering
- supporting and developing our staff.

### **4. What are the key commitments?**

As a central Government department we will:

- demonstrate compliance with statutory requirements
- work to excel in achieving the targets and mandates outlined in Sustainable Operations on the Government Estate
- implement the Government's Sustainable Procurement Action Plan and utilise the Flexible Framework.

The MoJ SDAP outlines the Department's first steps towards meeting these commitments.

### **5. How the plan will be delivered**

Future MoJ SD policy and strategy will be set by the MoJ Sustainable Development Steering Group comprising senior representatives from each activity area within the MoJ and supported by a Sustainable Development Working Group. The central Sustainable Development and Energy Branch will guide, review and report to the Steering Group on progress on the Action Plan. Delivery areas within the MoJ Group will all have a responsibility to report on their performance towards achieving the targets that fall under their remit to the Sustainable Development and Energy Branch and will be required to develop and implement structures enabling them to do so.

## 6. How we will engage staff in the delivery

Sustainability needs to be integrated into day-to-day operations including:

- official documentation will be used to guide staff towards integrating sustainability into day-to-day operations, including the induction process, ministerial submissions, procurement and employee contracts and the MoJ Departmental Annual Review.
- staff awareness will be promoted via the MoJ Sustainable Development intranet site, quarterly newsletter and 'front page' messages and regular campaigns on SD initiatives
- an Environmental Management Network will be set up, consisting of staff with responsibility for managing and monitoring sustainable development issues such as waste, water and energy and demonstrating compliance with statutory requirements.

## 7. Measurement against targets, outputs, monitoring and reviewing mechanisms

The Sustainable Development and Energy Branch will be responsible for collating information on progress against actions identified in the SDAP and for reporting to the Steering Group and to the wider staff.

All executive agencies within the MoJ have a responsibility to produce an SDAP in line with Government SD policy and the Ministry of Justice SDAP, outlining how their activities will contribute to sustainable operations and how their progress towards the Government targets will be measured and reported. These SDAPs will form part of the departmental reporting procedure, ensuring that all activities across the Ministry's estate are covered. The delivery areas will report on their progress to the Sustainable Development and Energy Branch, which will collate the data and report on performance to the MoJ SD Steering Group. The departmental 'Green Champion' will report to the Departmental Management Board twice each year.

## 8. How we will report on progress

For the year 2007-08 there will be a significant section of the MoJ Departmental Annual Review devoted to SD, moving to a separately published departmental SD Annual Report the following year.



**Ministry of Justice  
Sustainable Development  
Action Plan**

Ref	Action	Target Date			Responsibility
		Short term	Medium term	Long term	
1	<b>Develop a sustainable procurement policy and strategy that:</b> <ul style="list-style-type: none"> <li>• Reflects the Government's Sustainable Procurement Action Plan</li> <li>• Includes SOGE mandates</li> <li>• Require Eco-labels and certification schemes as assurance of suppliers' green claims</li> <li>• Implements the department's Act on CO2 pledges</li> <li>• Re-evaluates cost effectiveness to ensure whole life cost is part of criteria</li> <li>• Re-evaluates tender process and makes sustainability a key criteria</li> <li>• Requires events to be organised sustainably throughout the procurement process</li> </ul>	<b>A1)</b> Establish current position and put a baseline in place (February 2008)	<b>B)</b> Delivery bodies to produce individual sustainable procurement strategies and action plans (August 2008)	<b>C)</b> Delivery bodies to implement their strategies (January 2009)	Moj SD Steering Group / Procurement Division / SD & Energy Branch
		<b>A2)</b> Produce Moj Sustainable Procurement Policy that reflects the Government's Sustainable Procurement Action Plan (March 2008)			
2	All parts of the Ministry should work towards the implementation of environmental management systems (EMS)	<b>A)</b> Establish current position and put a baseline in place (February 2008)	<b>B)</b> Agree how Moj will deliver EMS's across the Moj Group (October 2008)	<b>C)</b> Delivery bodies to put measures in place to implement EMS	Moj SD Steering Group / SD & Energy Branch
3	Develop a strategy that will enable the office estate to achieve and maintain a carbon neutral status by 2012	<b>A1)</b> Establish current position and put baseline in place (April 2008)	<b>B1)</b> Achieve 50% reduction in carbon emissions (December 2010)	<b>C1)</b> Assess carbon emissions and offset through involvement in approved projects	Moj SD Steering Group / SD & Energy Branch
		<b>A2)</b> Increase energy efficiency of buildings through efficient building operations and maintenance (October 2008)	<b>B2)</b> Produce own energy where cost effective (December 2011)		
		<b>A3)</b> Identify key buildings for actions such as boiler replacement (December 2008)	<b>B3)</b> Increase the amount of green electricity to 100% if available (December 2011)	<b>C2)</b> Achieve carbon neutral status (2012)	



Ref	Action	Target Date			Responsibility
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4	<p>A high-level transport/ travel plan to be developed for the MoJ estate to reduce the impact of business travel on the environment.</p> <p>The plan should:</p> <ul style="list-style-type: none"> <li>Assist with the development of a system for collecting travel data for air, road and rail</li> <li>Encourage behavioural change</li> <li>Support an energy efficient car fleet</li> <li>Increase the use of public transport</li> <li>Support and encourage car-share schemes</li> <li>Promote the use of video conferencing (VC) equipment</li> </ul>	<b>A1)</b> Establish current position (April 2008)	<b>B1)</b> Map out VC conferencing equipment (June 2008)	<b>C)</b> Establish baseline for travel data (March 2009)	MoJ SD Steering Group / Procurement Division / SD & Energy Branch
			<b>B2)</b> Establish system for monitoring use of VC equipment (July 2008)		
		<b>A2)</b> Produce high level transport plan (June 2008)	<b>B3)</b> Establish system for logging travel data (August 2008)		
5	Establish baseline for waste management and develop a system to measure progress	<b>A1)</b> Implement waste strategy across MoJ (March 2008)	<b>B1)</b> Reduce waste produced by 3% by 2009	<b>C1)</b> Reduce waste produced by 5% by 2010	MoJ SD Steering Group / SD & Energy Branch
		<b>A2)</b> Estate establish baseline (March 2008)	<b>B2)</b> Increase waste recycled by 30% by 2010	<b>C2)</b> Increase waste recycled by 40% by 2010	
6	Ensure all policy decisions, board and ministerial submissions include a request to consider sustainability	<b>A)</b> Insert clause in templates (February 2008)	<b>B)</b> Review implementation (December 2008)		MoJ SD Steering Group / Communications Department / SD & Energy Branch

Ref	Action	Target Date			Responsibility
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7	Carry out post-construction BREEAM assessments annually on 5% of new builds and major refurbishments	<b>A)</b> Inform project sponsors and contractors that a post-construction BREEAM may be carried out on their refurbishments/ new builds	<b>B)</b> Post construction BREEAM assessments to be commissioned on 5% of completed projects with D&P BREEAM (January 2009)	<b>C)</b> Review result of post construction BREEAM and analyse result in order to establish lessons learnt (July 2010)	Estates Branches within the MoJ Group
8	Develop a sustainable personnel policy and strategy for implementation across the MoJ Group. The plan should cover equality, recruitment, harassment, diversity, volunteering, stress, sickness, flexible working and alcohol policy	<b>A)</b> Identify existing policies/strategies/plans within the MoJ Group (May 2008)	<b>B)</b> Develop policy and strategy covering the sustainability aspects or integrate sustainability into existing MoJ policy (August 2008)	<b>C)</b> Implement new standards and monitor progress (January 2009)	MoJ SD Steering Group / HR Department
9a	Communication policy and strategy to form fundamental part of the development and maintenance of network of Sustainability Champions. The strategy should cover access to information, event organising, publication of newsletter and maintenance of intranet site	<b>A)</b> Produce high level communications policy strategy (March 2008)	<b>B)</b> Implement strategy (June 2008)	<b>C)</b> Monitor implementation in conjunction with work on Environmental Management Network and Newsletter	Communications Department / SD & Energy Branch
9b	Introduce the requirement of a sustainable development champion/manager to take part in an Environmental Management Network and operate on site level where operationally practical	<b>A)</b> Agree description of responsibility (March 2008)	<b>B)</b> Set up a series of workshops (September / October 2008)	<b>C)</b> Network of representatives operational (January 2009)	MoJ SD Steering Group / SD & Energy Branch / Communications Department
9c	Produce SD Bulletin as part of Communications strategy and Environmental Management Network initiative in order to embed sustainability into operations	<b>A)</b> Produce newsletter based upon HMPS Greening Matters and SD News (March 2008)	<b>B)</b> Distribute Newsletter to Courts and Prisons and publish on MoJ SD Intranet (May 2008)	<b>C)</b> Work with Environmental Management Network and SD Teams to ensure good news stories and events are promoted in newsletter	SD & Energy Branch / Communications Department

Ref	Action	Target Date			Responsibility
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10	Develop a MoJ Sustainable Development intranet page	<b>A)</b> Develop MoJ SD Intranet site (January 2008)		<b>B)</b> Update SD Intranet site on a monthly basis (ongoing)	Communications Department / SD & Energy Branch
11	Sustainable IT policy to reduce carbon emissions, increase energy efficiency and reduce waste.	<b>A)</b> Develop Sustainable IT policy (March 2008)	<b>B)</b> Implement policy and inform suppliers and contractors (April 2008)	<b>C)</b> Monitor and report on management of IT equipment (ongoing)	Procurement Division / IT department / SD & Energy Branch
12	Build diversity considerations into the new arrangements for partnership working with local partners and other government departments	To discuss at Steering Group meeting			
13	Public Service Agreements for Sustainable Growth and Prosperity	Part of SDAP preamble			

