



# SUSTAINABLE DEVELOPMENT

## ACTION PLAN FOR 2008- 2009

### FOREWORD

1. This is VCA's second Sustainable Development (SD) Action Plan, and builds on the plan for 2007-08. I believe we have learnt much in the past 12 months about how we can convert the Government's "Securing the Future" strategy into action.
2. In essence, there is a strong business case for SD, as apart from potential efficiency / financial gains it shows that we as an Agency take our responsibilities seriously. This in turn will benefit our reputation worldwide, as we carry out those activities where we can influence others.
3. This year's plan, which I and the Management Board fully endorse, highlights the actions and their relative priorities where we feel we can make the biggest contribution to SD this year. For us, this means building an integrated SD approach through the activities we deliver and the people we work with.
4. Good progress has been made in 2007/08, particularly with the formation of the Agency SD Focus Group, out of which a number of positive suggestions have emerged. For the year ahead, initiatives such as sustainability audits, training, travel survey, improved data collection, recycling advice are well advanced, which will help to provide a focus for our key priorities.
5. The SD Action Plan is a living document which will be updated through the year by the Agency's Board Level Champion. For my part, I will ensure that there is an increased appreciation across the Agency that sustainability is linked to everything that we, and the Department for Transport have responsibility for. The Agency's Business Plan and Annual Report will also highlight the key SD activities and report progress on embedding SD principles into the organisation's main processes.

Paul Markwick  
Chief Executive of the Vehicle Certification Agency  
May 2008

## INTRODUCTION

1. VCA is the UK authority responsible for ensuring through Type Approval schemes that vehicles and vehicle parts have been designed and constructed to meet internationally agreed standards of safety and environmental protection. In direct support of this VCA provides data derived from Type Approval results to other Agencies and the public. It conducts a range of enforcement activities on behalf of DfT and also for the Department of Business Enterprise and Regulatory Reform (BERR). In addition to its statutory work, VCA provides Management System Certification (MSC) services to ISO/TS 16949, ISO 9001, ISO14001 and other standards which allow the automotive industry to demonstrate that they have systems in place, not only to ensure the quality of their products, but also to minimise and make continuous improvement to the impact on the environment from the manufacturing and design processes.

VCA also provides a practical contribution to the achievement of DfT objectives of reducing deaths, injuries and the damaging environmental effects arising from transport and provides a UK base for the automotive industry to gain legislative access to Europe. VCA is also an important link in the network of supplying information for the (downstream) services of other Agencies within the Group. For instance the VCA database of CO2 emissions from passenger cars underpins the Graduated Vehicle Excise Duty and Company Car Tax schemes. The web site is one of the most visited government sites, receiving more than 12 million hits per year.

2. The context for VCA's activities stems from the Department of Transport's five strategic objectives namely:
  - To sustain economic growth and improved productivity through reliable and efficient transport networks.
  - To improve the environmental performance of transport.
  - To strengthen the safety and security of transport in the UK.
  - To enhance access to jobs, services and social networks, including for the most disadvantaged.
  - To carry out its work effectively and efficiently, achieving value for money from its expenditure, as well as to be a good employer and to innovate in public service, management and delivery.

## VCA's ACTION PLAN:

3. The SDAP outlines the Agency's contribution to the Governments Sustainable Development Strategy "Securing the Future" and is consistent with the Department for Transport's (DfT) aims and objectives for Sustainable Development. VCA's Management Board have agreed the Plan for 2008/09. It is forward looking and should be considered a "living" document which will be monitored, evaluated and updated during the year. Progress will be reported at Agency Management Board meetings on a six monthly basis and information will also be provided to DfT Centre as required, and especially for the Department's Annual SD Report, which all Agencies are committed to providing. There will also be a sustainability update in the Agency's Annual Report, and Business Plan.
4. The Plan will be implemented across all the Agency's offices and steps will be taken to ensure that our key actions will be communicated to all staff so that there is a real understanding that together we can make a difference.

## RESPONSIBILITY/MONITORING

5. Overall responsibility for overseeing sustainable development as a whole falls to the Head of Central Services, who is the Board level champion for SD. The Customer and Accommodation Services (CAAS) section, is responsible for co-ordinating, monitoring and reporting on the Agency's sustainable development activities to the Head of Central Services on a regular basis. This will entail monthly snapshot updates with those staff with responsibility for specific actions, and also consideration of the most current SOGE information. In addition, the Agency's SD Focus Group also plays an important part in taking forward suggestions put forward for consideration etc.
6. All staff (and contractors) are required to follow the principles of this policy (and related guidance). There will be regular updates on the intranet and through internal staff / team briefings. Staff involved in sustainable development activities will receive appropriate in house training (already in hand), with also the possibility of attending networking events organised by DfT Centre or other organisations. In addition SD will feature in future Induction courses as part of the Central Services Segment.

## VCA PRIORITIES

7. The Government's sustainable development strategy "Securing the future" set four priority areas, namely:
  - Sustainable consumption and production;
  - Climate change and energy;
  - Natural resource protection and environmental enhancement; and
  - Sustainable communities.
8. Our main current activities that impact on the above SD priorities (and which we are mindful of in our decision making processes on such matters) are road safety, air quality, noise reductions, carbon emissions etc are as follows:
  - TYPE APPROVAL - Main pre-registration technical control for vehicles and vehicle parts to ensure they meet agreed standards of safety and environmental protection.
  - NOISE EMISSIONS - The environmental impact of equipment for use outdoors viz emissions limits.
  - END OF LIFE - The compliance of "heavy metal" thresholds in vehicle materials and components designed to reduce the environmental impact of vehicles when they are scrapped.
  - IN SERVICE TESTING - Through the purchase of products and the testing to known standards, especially of the key vehicle safety aspects of tyres, braking, seat belts etc.
  - NON ROAD MOBILE MACHINERY EMISSIONS - Enforcement of Directives to ensure compliance.
  - WASTE ELECTRICAL and ELECTRONIC EQUIPMENT (WEEE) - Enforcement of the Directive to address the environmental impacts of electrical and electronic equipment when it reaches the end of its life, and to encourage its separate collection, subsequent treatment, re-use, recovery, recycling and environmentally sound disposal.
  - FUEL CONSUMPTION BOOKLET and WEBSITE - The production of data on fuel consumption and CO<sub>2</sub> emissions in support of Government policies towards lower emitting vehicles.

9. We believe we can make a valuable contribution to SD in all of the above areas, the key ones being captured in Annex A to this document. Some lend themselves to a performance metric, some are based on Secretary of State targets but where possible we have tried to make our actions SMART to assist both internal and external assessment of achievement.

## VCA's COMMITMENTS

10. VCA is committed to the Governments five shared principles, namely:

- Living within environmental limits;
- Ensuring a strong, healthy and just society;
- Achieving a sustainable economy;
- Promoting good governance; and
- Using sound science responsibly.

and will seek to identify internal process changes that will help to meet the above principles.

11. In particular, we will be looking, as indicated in Annex A, to deliver improvements in the following areas, namely:

- POLICY/CORE ACTIVITIES - As highlighted in paragraph 8, especially in our discussions with manufacturers and with other Government Agencies.
- OPERATIONS - Concentrating on the Sustainable Operations on the Government Estate (SOG) targets viz carbon emissions, waste, water etc and prioritising those areas that will contribute to the longer-term goals.
- PROCUREMENT - Through a better understanding of the impact of the purchase of goods and services and an improved awareness of the work undertaken on such matters as the "Quick Wins" guides.
- PEOPLE - Through improving the understanding of all staff, and the capability of those more closely involved e.g the SD Focus Group, with the ultimate aim that all individuals are able to recognise the benefits of a SD approach, both within and outside of work.

12. Annex A sets out the Governmental targets, and VCA's actions and priorities to take forward our 2008-09 SDAP. Against this background we should not lose sight that good progress has been made in a significant number of areas as highlighted in the 2007-08 Plan; a progress report has been produced and is available to all staff on the Agency's Intranet showing the current position. As shown, our Plan concentrates on those areas, which we feel are likely to be the Agency's biggest contributors to the SD Strategy.

13. In carrying out our operations, we will comply with all relevant statutory requirements. We will seek to reduce the environmental impact arising from the management of our estate, by applying, the commitments and targets set by the revised framework or equivalent vehicle. In addition, we chair the Vehicle Technology Forum on behalf of SSDL, working with DfT Policy leads, other DfT Agencies and the Chief Scientific Advisors Unit. This group shares knowledge, understanding and experience of emerging Vehicle Technologies for best effect and value. In this respect, the Agency networks internally and externally with specialist and professional organisations on the implementation of our aims and objectives within the overall DfT objectives. Additionally, the delivery of our services to clients worldwide presents a further opportunity to raise the profile of the SD Strategy aiming at the production of cleaner, safer vehicles.



14. By applying the key principles of SD, as outlined in this plan, there will be potential benefits to the working environment, the Agency's reputation, as well as cost savings, through a more integrated approach to delivery and procurement.

Chris Border  
Central Services Manager

May 2008

PRIORITY AREA	TARGETS	VCA ACTIONS/PRIORITIES	TARGET DATE	OWNER
<b>CLIMATE CHANGE &amp; ENERGY</b>	<b>CARBON EMISSIONS FROM OFFICES</b>			
	<p>1. Reduce Carbon emissions by 12.5% by 2010-11, relative to the 1999/2000 levels.</p> <p>2. Reduce carbon emissions by 30% by 2020, relative to 1999/2000 levels.</p> <p>Note: Baseline year for DfT is 2002/03.</p>	<ul style="list-style-type: none"> <li>Undertake energy audits at Bristol HQ and VCA MC to:               <ol style="list-style-type: none"> <li>Establish good practice: and</li> <li>Take forward recommendations by external consultants.</li> </ol> </li> <li>Improve the collection of data using British Standards methodology.</li> <li>Improve staff awareness of the need to reduce energy consumption through Intranet Forum, Team Briefings and by appointing 'local' champions.</li> </ul>	<p>1 October 2008</p> <p>1 July 2008</p> <p>1 July 2008</p>	<p>CAAS</p> <p>CAAS/SD Group</p> <p>CAAS/SD Focus Group</p>

PRIORITY AREA	TARGETS	VCA ACTIONS/PRIORITIES	TARGET DATE	OWNER
	<b>CARBON EMISSIONS FROM ROAD VEHICLES</b>			
	3. Reduce carbon emissions from road vehicles used for VCA operations by 15% by 2010/11 relative to 2005/2006 levels.	• Complete VCA Travel Plan, and make available to all staff through the Intranet.	1 July 2008	CAAS
		• Assess travel Survey (March 2008) information and make recommendations to Head of Central Services for MB consideration.	1 June 2008	CAAS
		• To further publicise the recently introduced Cycle to Work Scheme to encourage greater usage.	1 June 2008	CAAS
		• To provide statistics on the use of Agency Pool Cars and CO <sub>2</sub> to the Head of Central Services.	Quarterly	CAAS
	4. To raise awareness of carbon emissions and contribute towards the information available in the public domain.	• To collate and publish information on fuel consumption and carbon emissions (Fuel Consumption Booklet) and provision of in-showroom information on VCA's website.	1 June 2008	Business Development Branch
		• To conduct in-service testing of vehicles to improve road safety/ environmental standards and report accordingly.	Ongoing (Core Business)	Product Development & Enforcement Branch
		• To test new vehicles in accordance with the EC Type Approval Scheme, to help improve noise and emissions standards, also road safety.	Ongoing (Core Business)	UK Operations Branch

PRIORITY AREA	TARGETS	VCA ACTIONS/PRIORITIES	TARGET DATE	OWNER
	<b>CARBON NEUTRAL</b>			
	5. VCA's estate to be carbon neutral by 2012.  To reduce carbon emissions from our office estate by at least 12.5% relative to 1999/2000 levels.	<ul style="list-style-type: none"> <li>To take forward the recommendations of the sustainability audits as shown in 1 above aimed at increasing energy efficiency.</li> </ul>	1 October 2008	CAAS/SD Group
	<b>ENERGY EFFICIENCY</b>			
	6. To increase energy efficiency per m <sup>2</sup> by 15% by 2010, relative to 1999/2000 levels.  7. To increase energy efficiency per m <sup>2</sup> by 30% by 2020, relative to 1999/2000 levels.  Note: Baseline year for DfT is 2002/03.	<ul style="list-style-type: none"> <li>To take forward recommendations of the sustainability audits as shown in 1 above aimed at increasing energy efficiency.</li> </ul>	1 October 2008	CAAS /SD Group

PRIORITY AREA	TARGETS	VCA ACTIONS/PRIORITIES	TARGET DATE	OWNER
SUSTAINABLE CONSUMPTION & PRODUCTION	<b>WASTE ARISING</b>			
	8. To reduce waste arisings by 5% by 2010, relative to the 2004/2005 levels.	<ul style="list-style-type: none"> <li>Reduce Agency Waste by 2% over 2004/05 levels through awareness campaign and improved collection of data.</li> </ul>	1 April 2009	CAAS/SD Group
	<b>RECYCLING</b>			
	9. To increase recycling figures to 40% of waste arisings by 2010.	<ul style="list-style-type: none"> <li>Take forward SD Focus Group recommendations on recycling good practice, with the aim of producing staff literature (simple guidance note).</li> </ul>	1 July 2008	SD Group
		<ul style="list-style-type: none"> <li>To contact local Councils to explore ways of reducing the level of waste, building on the above initiative.</li> </ul>	1 July 2008	CAAS/SD Group
		Following the above initiatives, to increase our recycling figures to 15% of our waste over 2004/05 levels.	1 April 2009	CAAS/SD Group

PRIORITY AREA	TARGETS	VCA ACTIONS/PRIORITIES	TARGET DATE	OWNER
NATURAL RESOURCE PROTECTION				
	WATER CONSUMPTION			
	10. To reduce water consumption by 25% on the office and non-office estate by 2020, relative to 2004/2005 levels.	<ul style="list-style-type: none"> <li>To seek specialist advice (in hand) with a view to reducing water consumption by 3% over 2004/05 levels.</li> </ul>	1 April 2009	CAAS