



FOOD STANDARDS AGENCY
SUSTAINABLE DEVELOPMENT ACTION PLAN

2009/11

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Foreword

I am delighted to present the Food Standards Agency's Sustainable Development Action Plan for 2009/11 and I am particularly pleased that this plan takes a "One Agency" approach by covering the whole of the Agency including our offices in Scotland, Wales and Northern Ireland as well as the Meat Hygiene Service in York.

We have been working hard to incorporate sustainability into our policy making and we have made significant progress in this area. For example we have completed a key commitment in last year's plan to review our advice on eating fish especially to take into account wider sustainability issues. The results of this review have been the subject of a widespread consultation which has generated a good deal of public interest.

We have also developed a new approach to sustainable development in policy making which was another priority action from last year's plan. This approach was developed in collaboration with our stakeholders and was agreed by our Board in September 2008. Applying the new approach and using lessons learned from the fish advice review, we will be seeking to extend sustainability considerations to all our policy development. This plan highlights some of the policy areas where we can really make a difference in sustainability terms and we will be focussing on these over the next two years.

We have also been making good progress towards Government targets on sustainable operations and for the second year running we have been awarded the maximum five star rating by the Sustainable Development Commission for the sustainability of our estates management at our headquarters building. One of the main challenges for the next two years is how to maintain this level of performance in light of increasing pressure on resources and space. Nevertheless we have continued to set ourselves set ourselves demanding targets in this area.

This is a two year plan which we will be reviewing and refreshing in April 2010. We will be reporting on our first year's progress shortly after.

Tim J Smith
Chief Executive

Introduction

1. The Food Standards Agency is committed to sustainable development principles and to contributing to taking forward the UK Government's and devolved governments' strategic framework for sustainable development "One Future - Different Paths" and the various strategic plans that support it, including the UK Government's Strategy "Securing the Future". As a UK-wide body operating in a devolved area we are committed to working together in order to meet our shared goals. We aim both to run our business sustainably and also to take forward our remit in a sustainable manner. In practice, this means taking sustainable development into account in all of the Food Standards Agency's activities, including in the full range of policy and decision making and in advising consumers. It also affects how we run our business from accommodation to human resource policies. The Agency's position statement on sustainable development is:

The Food Standards Agency's remit is to protect the interests of consumers in relation to food, both now and in the future. In doing so the Agency will take sustainable development into account in all of its activities and policy decisions.

2. The principles of sustainable development, as set out in the Government's Strategy, are:

- living within environmental limits;
- ensuring a strong, healthy and just society;
- achieving a sustainable economy;
- promoting good governance; and
- using sound science responsibly.

3. The Agency sees its greatest opportunity for contributing to the Government's Sustainable Development Strategy "Securing the Future" and the five principles of sustainable development as being in the areas of public health and consumer protection. Our food policies such as reducing saturated fats and salt intake and reducing foodborne disease contribute directly to *ensuring a strong, healthy and just society*.

4. The Food Standards Agency's policies also contribute to the four priorities for immediate action identified in the Government Strategy. These are shown below. More information on how the Agency's work contributes to the Government's strategy is given at Annex I.

- sustainable consumption and production;
- climate change;

- natural resource protection; and
- sustainable communities.

5. This action plan aims to support the shared principles of sustainable development and to contribute directly to “Securing the Future” – see Annex I. It covers the period from 1 April 2009 to 31 March 2011. We will be reviewing/refreshing the plan in April 2010. The plan covers all parts of the Agency, including our offices in Scotland, Wales and Northern Ireland and our executive agency, the Meat Hygiene Service (MHS). It is owned, and its delivery monitored, by the Food Standards Agency’s Executive Management Board (EMB). The action plan has been signed off by the Chief Executive.

Engagement

6. Members of the cross Agency Sustainable Development Steering Group and the Agency’s Sustainable Development Network have been consulted in the drafting of this plan and wider staff engagement has been encouraged via our intranet site and staff magazine. External stakeholders have been consulted via an informal consultation and publicity on our website.

Priorities

7. In developing our fourth (2009/11) action plan and determining priorities for the year ahead we aim to build on the successes of our previous SDAPs and address weaknesses identified by the Sustainable Development Commission (SDC) in its 2007 SDAP progress report and its 2008 Sustainable Development in Government (SDIG) report. For example the need for a travel policy and to carbon offset our air travel.

8. We have also considered the Agency’s specific requirements such as the need to embed the Agency’s new approach to sustainable development in policy making and the desirability of sharing the new approach with other Government departments (OGDs). These priorities have been determined by the Agency’s Sustainable Development Steering Group and endorsed by the EMB. The sustainable development priorities for the Agency are:

- contributing to the Government’s Sustainable Development Strategy;
- embedding the Agency’s new approach to sustainability in policy making through guidance, training and other awareness raising activities;
- monitoring the effectiveness of our implementation of the new approach;

- taking forward actions arising from the Cabinet Office's "Food Matters" report such as food waste and integrated food advice to consumers.
- showing sustainability initiative within Government;
- publish a sustainable travel policy; and
- carbon-offset our air travel.

Policy

Policy and decision making

9. It is through building sustainability considerations into our policy making that the Agency can make the greatest impact on sustainable development and in helping to deliver the Government's Sustainable Development Strategy. We therefore assess the environmental, social and economic impacts of our policies and actions routinely as part of our decision making process. This is done through impact assessments and sustainability assessments which are required for all new and revised Agency policies or activities. Although all our policies take account of sustainability principles, this plan identifies particular examples which might have greater impacts on sustainability or which might make an especial contribution to the Government's Strategy. These are described, along with the development of the Agency's new approach, in this "Policy" section.

10. To help policy makers, take account of all aspects of sustainable development, we have developed written guidance which is backed up by training, advice and ongoing support as outlined in the "People" section of this plan.

The Agency's Approach to Sustainable Development in Policy Making

11. Through our work to embed sustainable development into Agency policy making, it became apparent that there was a lack of clarity about what "taking sustainable development into account" actually meant. To address this the Agency undertook a process of examination involving staff and stakeholders alike to determine what sustainable development in policy means for the Agency in practice. This process culminated in a clear public declaration of an approach to sustainable development in policy making that commits the Agency to sustainable policies. This was agreed by the Board in September 2008 and is now being embedded in policy making. Key aspects of the approach are:

- In deciding what risk management action or policy option to take, it is important to consider the full range of potential impacts – environmental, social and economic.
- In deciding between policy options where there are environmental, economic and social impacts, in line with our statutory remit we will attach greater significance to the social impacts on food safety and dietary health, whilst working to minimise negative impacts in all areas of sustainability.
- We will take greater responsibility for any remaining negative impacts of our policy – either directly or indirectly (through working with other Government Departments and organisations)
- Recognition of the need for greater partnership working with Government departments and others.

12. In adopting the approach the Agency is undertaking to choose the most sustainable policy option consistent with our remit. Only in exceptional circumstances will we not do so. In these cases the reasons will be clearly communicated and every effort made to minimise the resulting negative impacts.

Collaboration with WRAP and Defra on waste food

13. The Agency is working with WRAP (Waste Resources Action Programme) and Defra to look at ways to reduce food waste. A major WRAP study published in 2008 showed that UK households produce 4.1 million tonnes of avoidable food waste every year, equating to £10.2 billion.

14. The wider WRAP project covers many aspects that impact on food waste, including things such as packaging development for increased shelf life, optimising storage conditions, and tips about meal planning and using up leftovers. The main area in which the Agency is involved in relation to date marking. Most prepacked food is required to carry a date mark, either a 'use by' date or a 'best before' date. 'Use by' dates relate to safety and food should not be consumed beyond this date. 'Best before' dates are related to quality and food will normally be safe to eat beyond this date

15. WRAP research showed that consumers dispose of 810, 000 tonnes of the food because it is past its date mark, with 440,000 of that being past its 'use by' date and 370,000 being past its 'best before' date. A contributory factor in this appears to be consumer understanding of and confidence in date marks. The Agency will therefore be working with WRAP and others to improve consumer knowledge. Other aspect of the Agency's work will be to review guidance to industry on the setting of 'use by' dates and to seek clarifications to European legislation.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|---|--|--|----------------------------------|
| <p>Work with WRAP and others to improve the application of date marking and consumer understanding.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Include information on date marking in Food Safety Week (15 – 21 June 2009). ❖ Hold stakeholder meeting to review the Agency's guidance to industry on 'use by' dates by October 2009. <p>Seek clarification of date marking requirements in the proposed European Food Information Regulation. Issues to be raised by April 2009 as part of ongoing negotiation. (Completed)</p> | <p>Industry application of date marking is consistent and ensures food safety while minimising food waste.</p> <p>Consumer understanding of and confidence in date marking is improved.</p> | <p>FSH&M and COMs (Food Safety Week)</p> <p>LSA (Guidance and European Negotiation)</p> <p>ST (Coordination)</p> | <p>All 5 principles, sustainable production and consumption and natural resource protection.</p> | <p>Food safety</p> <p>Choice</p> |

Integrated Advice to Consumers

16. The Cabinet Office's Food Matters report was published in July 2008. One of the key actions recommended in that report was for the Government to bring 'together, for the first time, integrated information and advice for consumers on the impacts of food on health and the environment'. The Food Standards Agency has been undertaking a scoping project regarding options for taking this recommendation forward. This work has included assessing the range of information available across Government, undertaking consumer research to gauge interests and needs, and analysing options for how an integrated website could best be constructed. The outcome of this exploratory work is a recommendation to expand the Agency's well respected *eatwell* site to provide information on environmental impacts and other aspects of sustainability. This would be integral to the existing information on *eatwell* about food safety and nutrition and would include other information from OGDs relevant to food.

17. The IAC project has the potential to provide significant information to consumers in an accessible way and to contribute to sustainable consumption. It is a cross Government action and requires cross Government support.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---------------------------------|-----------------|-----------|---------------------|----------------------|
| To explore and take forward the | Contribution to | Nutrition | All 5 | Food |

| | | | | |
|--|--|--|---|---|
| <p>recommendation to set up an integrated source of advice for consumers.</p> <p><i>Milestones/targets</i></p> <ul style="list-style-type: none"> ❖ Develop a business case for agreement by Government Departments by April 2009. (Completed). ❖ Website to be operational 18 months from Departmental agreement of finances and appointment of relevant staff. | <p>more sustainable food consumption through better informed consumers, although we acknowledge that there are other influences.</p> | | <p>principles</p> <p>Sustainable production and consumption and healthy society priorities.</p> | <p>safety, healthy eating and choice.</p> |
|--|--|--|---|---|

SACN Iron and Health report

18. In 2001, SACN began a review of the dietary intakes of iron in its various forms and the impact of different dietary patterns on the nutritional health status of the population. The draft report includes evidence to suggest that high red and processed meat intakes increase the risk of colorectal cancer. However, as red meat is a major source of iron in the UK population, any recommendation to reduce red and processed meat could result in an increase in the proportion of the population failing to meet the lower reference nutrient intake (LRNI) and reference nutrient intake (RNI) for iron. SACN have therefore included some modelling work on iron status and intakes in their report. The draft report has been issued for consultation on its scientific content. Any action or dietary advice from the Agency relating to red meat consumption resulting from the SACN review could have wider sustainability impacts, both positive and negative, for example on climate change, landscape and rural communities, and these will be considered as part of our policy development in this area.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|--|---|------------------|---|--|
| <p>Consider wider sustainability impacts when developing any Agency policy on meat consumption in response to the SACN review.</p> <p><i>Milestones/targets</i></p> <ul style="list-style-type: none"> ❖ Issue draft SACN report for consultation by July 2009.(Complete) | <p>Contribution to more sustainable food consumption.</p> | <p>Nutrition</p> | <p>All 5 principles</p> <p>Sustainable production and consumption</p> | <p>Food safety and healthy eating.</p> |

Non-phthalate containing gaskets

19. Phthalates are problematic environmental pollutants because of their widespread occurrence, toxicity and endocrine disruption properties. The Food Standards Agency has been working with the European Commission to

adjust the migration levels of certain plasticisers to allow lid gasket manufacturers to use these substances rather than substances from the phthalates group. A derogation allowed business operators to use alternatives to phthalate compounds as plasticisers in lid gaskets that seal food in re-sealable jars containing oily or fatty foodstuffs. It also permitted higher than normal, but safe, levels of migration of these alternative plasticisers. This derogation ended on 30 April 2009. From 1 May 2009 businesses have been using alternative technology to enable non-phthalate containing gaskets to be used with these foodstuffs that will conform to the normal rules that apply to the migration of the chemical constituents of the plasticised gaskets. This will eliminate another pathway of direct human exposure to these compounds through foodstuffs and eliminate another potential source of them getting into the environment through waste disposal.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|--|--|-------|---|----------------------|
| <p>Amending European legislation to allow lid gasket manufacturers to use certain plasticisers instead of substances from the phthalates group.</p> <p>Milestones/targets</p> <p>❖ New rules on migration levels to become effective on 1 May 2009. (Completed)</p> | Reduce environmental pollution whilst maintaining consumer safety. | IPCRM | Ensuring a strong, healthy and just society; living within environmental limits; sustainable production and consumption | Food safety. |

Recycling of food contact plastics

20. The Food Standards Agency has been working on the development and adoption of a European Regulation on the recycling of food contact plastics. The aim has been to reduce food packaging waste whilst maintaining consumer safety. We have also worked closely with the DEFRA funded body, Waste Resources Action Programme (WRAP) and businesses to develop recycling facilities for food contact plastics. Pump priming investment by WRAP will lead to new business operators in the UK applying for the authorisation of recycling processes for food contact plastics for further food contact use. Applications for authorisation will be lodged with this Agency in time for lodging with the European Food Safety Authority by their deadline for first batch applications of 20 November 2009.

| Action | Outcome | Lead | Link to SD Strategy | FSA Strategy |
|---|---|-------|--|--------------|
| Encourage the development of recycling processes for food contact plastics by working with WRAP and businesses. | Reduce the amount of waste plastic going to landfill whilst maintaining | IPCRM | Climate change; strong, healthy and just society; living | Food Safety |

| | | | | |
|---|------------------|--|--|--|
| <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ First batch of applications for authorisation of recycling processes to be lodged with EFSA by 20 November 2009. | consumer safety. | | within environmental limits; and sustainable production and consumption. | |
|---|------------------|--|--|--|

Meat Official Controls

21. The Agency has an ambitious aim to move to more risk based and proportionate official controls for ensuring the safety of meat not only in the UK but wider within the European Union and internationally. This represents a major undertaking by the Agency to maintain and improve consumer protection whilst reducing burdens on businesses and enforcement authorities and is likely to take a number of years to complete. If successful, this project has the potential to yield significant sustainability benefits including on public health, animal welfare, trade and costs to businesses and enforcement authorities. This project is at a very early stage but should make considerable progress over the next two years.

| Action | Outcome | Lead | Link to SD Strategy | FSA Strategy |
|---|---|--|---|--------------|
| <p>Develop more risk based, proportionate official controls on meat.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Project proposals to EMB by May 2009. (Completed) ❖ Establish Programme Board by June 2009 | Maintain/improve public health protection whilst reducing burdens on businesses, enforcement authorities and encouraging trade. | Food hygiene legislation, strategy and partnership | Potentially –all 5 principles Sustainable production and consumption | Food safety |

Climate Change, Food Security and Sustainable Food

22. The Agency is examining its policy in relation to climate change with the aim of developing a deeper understanding of how climate change will impact on the Agency's ability to deliver on its vision of safe and healthy eating for all. We have recently commissioned a systematic review of climate change and food. This review will highlight any gaps in our evidence base in this area as well as inform us of the body of work that already exists and direct us to opportunities for collaboration on relevant work that is already being conducted. This review is still in the early stages of the commissioning process and a contract was awarded in June 2009. The work is envisaged to

start soon after this. Its progress will be monitored by the Agency's overarching General Advisory Committee on Science.

23. The Agency's Chief Scientist, Dr Andrew Wadge, is a member of the Government's Chief Scientific Advisors Group and its sub group on climate change and food security.

24. The Agency is participating in a number of cross Government collaborative initiatives aimed at improving food security and the sustainability of the food chain including the Sustainable and Secure Food System project and the Foresight Global Food and Farming Futures Project. The former project arose from the Food Matters Report and its aim is to produce a statement or vision that describes what Government, stakeholders in the food chain and the public understand a sustainable food system will look like in 2030. This project is likely to conclude in autumn 2009. The Agency is also represented on the related steering group which is developing a set of sustainable and secure food indicators which will report in July 2009. The Global Food and Farming Futures Project is taking a long term, global look at the food system and aims to answer the question "How can a global population of nine billion all be fed healthily and sustainably?" The Agency is represented on the Project Advisory Group. The findings from this project are expected to be launched in October 2010.

| Action | Outcome | Lead | Link to SD Strategy | FSA Strategy |
|--|---|------------------------|--|--|
| Produce an action plan on the Agency's response to climate change. Milestones/targets ❖ Award contract for the climate change systematic review by June 2009. (Completed) ❖ Complete review by March 2010. | Better understanding of, and ability to deal with, how climate change will impact on the Agency's objectives. | Chief Scientist's Team | Climate change Strong, healthy and just society | Food safety Eating for health Choice |

People

25. The Agency's policy on sustainable development has been updated in light of the new statement of approach. The new approach enables staff to make a clearer judgement on positive and negative impacts and how to manage them. To embed this new approach with staff, we are undertaking a wide range of awareness raising activities including posters on the new approach, an update in the in-house magazine (Feedback) and a refreshed section on our intranet site. The MHS is also updating its intranet site. Staff

are also attending training seminars to reinforce the importance of sustainability in policy making featuring worked policy examples and the demonstration of Defra's 'stretching the web' tool which is being introduced to the Agency for the first time. Guidance on applying the new approach has been developed and is being advertised at the seminars and is also available on our intranet site. In the longer term we aim to adapt this tool to make it more tailored to the Agency's priorities.

26. A short guide to sustainable development is being produced for the induction pack for new staff and the Sustainability Team has input into the development of the internal policy making training course to ensure that sustainable development is included appropriately. More general awareness raising measures include lunchtime seminars and a sustainability exhibition. This will concentrate on all the effects of climate change and how the impacts affect the Agency and its policies. Many other events are going to be taking place through 2009/10 for staff awareness and improvement.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|-----------------------------------|----------------------------------|--|---|
| <p>Develop and implement staff awareness raising and training programme for 2009/10.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Develop and agree a short guide to 'Sustainability in the FSA' for FSA/MHS induction pack by 30 April 2009. (Completed) ❖ Complete sustainability in policy training seminars for staff, including those based in Scotland, Wales, Northern Ireland and Meat Hygiene Service by 30 April 2009. (Completed). ❖ Hold an exhibition on the effects of climate change and wider food security issues on Agency policies by 30 June 2009 | <p>More sustainable policies.</p> | <p>Sustainability Team. (ST)</p> | <p>All 5 principles and potentially all 4 priorities</p> | <p>How we deliver (processes & capability that underpin delivery of the Strategic aims of safety, health and choice).</p> |

Sustainability Initiative and Direction

Within the Agency

27. A cross-Agency steering group, the Sustainable Development Steering Group (SDSG) was set up in July 2007 for an initial period of two years to provide leadership and direction on sustainability in the Agency. The SDSG reports directly to the Executive Management Board (EMB). The role of SDSG

will be reviewed and a decision made on its future by the end of 2009. The Sustainable Development Network (SDN) has continued to meet on a regular basis and have been used for sharing best practice; testing staff training presentations and for discussing awareness raising and future plans. The Group is now ready for a re-refresh so the sustainability team will be advertising and looking for new members for the SDN in the near future.

Within Government

28. The Agency is also seeking to encourage sustainability more widely within Government by sharing examples of best practice in estates management that have led to its five star rating in the past two SOGE assessments and particularly by sharing its new approach to sustainability in policy making with OGDs

| Action | Outcome | Lead | Link to SD Strategy | FSA Strategy |
|--|--|------|---------------------|--|
| Review the role of the SDSG Milestones/targets ❖ EMB to discuss and decide on future of SDSG by the end of 2009. | Ensure adequate leadership on sustainability within the Agency. | EMB | All 5 principles | How we deliver. (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |
| Publicising and sharing the Agency's new approach to sustainability in policy making. Milestones/targets ❖ Contribute directly to Govnet public sector training course on "Understanding Sustainability" on 7 May 2009. (Completed) ❖ Present the Agency's new approach to the cross-Government Sustainable Development Policy Working Group by 30 September 2009. | Improving understanding and application of sustainable development in policy making across Government. | ST | All 5 principles | |

Working with Communities

Work of the Regional Presence Unit (RPU)

29. The Agency's regional staff in the Regional Presence Unit (RPU) engage with a diverse range of partners and organisations such as local authorities, other Government Departments, Primary Care Trusts, business groups and the third sector to influence key processes such as Local Area Agreements and their respective delivery strategies, local food and health delivery plans and Sustainable Community Strategies.

30. The RPU works with many partners to promote wellbeing through healthy, balanced lifestyles; healthy homes and workplaces and in doing so provide the support for local agencies to promote supportive and inclusive communities. An example of this planned for the coming year is RPU – South West working with Department of Health South West, the Strategic Health Authority, Health and Safety Executive, public sector organisations and business groups to carry out a workplace health audit. The information gathered will be used to determine suitable interventions to promote wellbeing at work. Another example is work with the Guinness Trust, a housing association with over 100,000 residents in its care. Work is scheduled for next year to provide guidance on the formulation of a food policy and how to effectively deliver the aims of the policy to its residents.

31. The RPU is also engaged in seeking the public's view for example, on consumer expectations in the delivery of safe food and healthy eating by discussion with up to 40 members of the public in the North West, East Midlands, South East and South West regional offices during April and May. These stakeholder views will feed into the development of the Agency's strategic plan for 2010-15.

| Action | Outcome | Lead | Link to SD Strategy | FSA Strategy |
|---|---|------------|--|--|
| <p>Carryout workplace health audit in collaboration with DH and other delivery partners.</p> <p>Milestones/targets</p> <p>❖ Present results of audit to co-ordinating group and agree further actions by May 2009. (Complete)</p> | <p>Promote wellbeing through healthy workplaces.</p> | <p>RPU</p> | <p>Strong, healthy and just society.</p> <p>Sustainable communities.</p> | <p>How we deliver</p> <p>(processes & capability that underpin delivery of the Strategic aims of safety, health and choice).</p> |
| <p>Seek the public's view on consumer expectations re the delivery of safe food & healthy eating.</p> <p>Milestones/targets</p> <p>❖ Hold discussions with public in 4 regional offices in April and May 2009. (Partly complete)</p> | <p>Views to inform Agency's food safety and healthy eating agendas.</p> | <p>RPU</p> | <p>Strong, healthy and just society.</p> <p>Good governance,</p> | |

32. The HHEAPS Initiative (Hygiene, Healthy Eating and Activity in Primary Schools) has been developed by FSA Scotland as a resource for schools to raise children's awareness of the benefits of food hygiene, healthy eating and physical activity. Pupils complete six hygiene and healthy eating classroom activities which are linked with physical activity sessions. The resource includes a Mission Book for each pupil, a Teacher's Guide for each teacher and Prompt Cards for each coach. This package links the physical and classroom activities and reinforces the hygiene and healthy eating messages.

33. The HHEAPS initiative was launched in 2006 and to date 24,000 pupils in 800 schools have completed the programme. 2009-10 will see a continuation of existing partnerships and development of a Special Educational Needs resource and also a pilot with Tennis Scotland.

34. Similar schemes are taking place in England.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|---|------|--|----------------------|
| Continue and expand the HHEAPS initiative. <i>Milestones/targets</i> ❖ Develop Special Education Needs resource by March 2010, ❖ Undertake a pilot with Tennis Scotland by March 2009. | Improve the health of children in Scotland. | FSAS | Strong, healthy & just society, Sustainable communities. | Eating for Health |

Volunteering and Charity

35. The staff of the Food Standards Agency raise money for a variety of charities on a voluntary basis and this will continue over the two years covered by this plan. Our staff are also encouraged to volunteer for work on local community projects. For example, in 2009 the Sustainability and Better Regulation Teams plan to devote a day's voluntary work to the London Wildlife Trust. This trust aims to protect London's wildlife and wild spaces, engaging London's diverse communities through access to nature reserves, campaigning, volunteering and education.

36. FSA Scotland is in the process of initiating a small volunteering pilot with Aberdeen Foyer, who work with vulnerable young people and CFINE (Community Food Initiatives North East), a charity that aims to improve health and well being and contribute to regeneration in disadvantaged communities. FSAS recognise the positive impact volunteering can have, not only on the community but also for the skills gained by the volunteers themselves and it was agreed that staff should be actively encouraged to volunteer to help out in a local community initiative. The aim of the pilot is to demonstrate the

positive outcomes of volunteering and to promote these to all staff within FSAS.

37. The MHS have had a Volunteering Policy in place since 2005 whereby staff are entitled to one day's special leave with pay in a 12 month period to take part in voluntary work within the local community (subject to the requirements of the business).

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|--|--|------|---|---|
| Take part in voluntary work. Milestones/targets | | | | |
| ❖ A day's voluntary work for the London Wildlife Trust by December 2009. | Enhance London's environment and improve facilities for London's communities. | ST | Living within environmental limits. Sustainable communities. | How we deliver. (processes & capability that underpin delivery of the Strategic aims of safety, health and choice) |
| ❖ Complete the volunteering pilot with Aberdeen Foyer by December 2009. | Improve the health of the young and disadvantaged in the North East of Scotland. | FSAS | Strong, healthy & just society, Sustainable communities. | |
| ❖ MHS to raise the profile of the volunteering policy by end July 2009. | To encourage the support of local sustainability initiatives and to support the local community. | MHS | | |

Operations

Accommodation

38. The Government's framework for Sustainable Operations on the Government Estate (SOG E) sets out targets for Government Departments relating to various aspects of estates management including carbon emissions, waste, water usage etc. The Agency was awarded a 5 star (out of 5) rating for SOGE performance in the 2007/08 Sustainable Development in Government (SDiG) Report. We were one of only five Government departments to achieve this. The SDC will be highlighting that carbon emissions from our offices were 22.5% lower than the 2001/02 baseline and that 61% of our waste is being recycled, exceeding Government targets.

39. Our main priority is to maintain this high level performance over the next two years. However, we face challenges arising from sub-letting two

floors of our headquarters building, Aviation House, from August 2009, increasing the overall number of staff in the building. Our aim is to minimise the impact of greater number of people occupying the building on utilities consumption. Aviation House has been given a Display Energy Certificate (DEC) rating of 'G' - the least energy efficient rating possible but this rating to a large extent reflects the design and construction constraints of the building. The Display Energy Certificate shows the energy performance of a building based on actual energy consumption as recorded over the last three years. All of the initiatives mentioned in the table below are designed to both improve our DEC rating whilst maintaining our high level performance in the SOGE league table. Our offices in Scotland, Wales and Northern Ireland are even more constrained in what can be achieved as they all occupy spaces within larger, multi-occupancy buildings.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|------------------------------------|-----------|--|--|
| <p>Gas We will be reducing the temperature by 1 degree to 22 degrees.</p> <p>Milestones/Targets</p> <p>❖ To reduce gas consumption in Aviation House by 1% by March 2011 compared to March 2009.</p> | Reducing overall carbon emissions. | ST & ISFD | Climate change and living within environmental limits. | How we deliver. (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |
| <p>Electricity We will be carrying out a Lighting Survey of AVH, with the aim of dealing with snagging issues (telephone booths etc), possibly introducing lower wattage bulbs and reducing the motion activated lighting to 7 minutes (from 10).</p> <p>We will be procuring timers for all of our Multi Functional Devices (MFDs).</p> <p>We will be encouraging staff to switch off their PCs and monitors when they leave the building by having a poster campaign and carrying out an audit and reporting results.</p> <p>Milestones/targets</p> <p>❖ To reduce electric consumption in Aviation House by 1% by March 2011</p> | Reducing overall carbon emissions. | ST & ISFD | Climate change and living within environmental limits. | |

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|--|--|---|---|--|
| <p>compared to March 2009.</p> <p>Water We will be replacing all of our Water Dispensers which have become old, with more energy efficient Water Coolers.</p> <p><i>Milestones/targets</i></p> <ul style="list-style-type: none"> ❖ To reduce water per capita in Aviation House by 2% by March 2011 compared to March 2009. <p>Waste & recycling We will be introducing 2 Waste Compactors on-site which will reduce the number of visits to collect the recyclable waste.</p> <p>We will be recycling our Food Waste.</p> <p><i>Milestones/targets</i></p> <ul style="list-style-type: none"> ❖ To reduce waste in Aviation House by 2% by March 2011 compared to March 2009. ❖ To maintain recycling levels in Aviation House for 2009/11 so that we continue to exceed government targets | <p>Reducing overall water consumption and energy consumption</p> <p>Ensuring less waste goes to landfill as well as reducing emissions from transport.</p> | <p>ST & ISFD</p> <p>ST & ISFD</p> | <p>Natural resource protection.</p> <p>Living within environmental limits.</p> <p>Climate change. Living within environmental limits.</p> | |
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FSA Scotland (FSAS)

40. Having already achieved an impressive reduction of 9% from 2008 to 2009, our office in Aberdeen is continuing its drive to reduce electricity consumption by installing energy efficient light bulbs throughout the office and looking at the feasibility of motion sensors for common areas like the kitchen, toilets and meeting rooms.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|--|--|-------------|--|--|
| <p>Installing energy efficient light bulbs and considering the feasibility of fitting motion sensors in common areas.</p> <p><i>Milestones/targets</i></p> <ul style="list-style-type: none"> ❖ To reduce electricity | <p>Reducing overall carbon emissions</p> | <p>FSAS</p> | <p>Climate change and living within environmental limits</p> | <p>How we deliver. (processes & capability that underpin delivery of the</p> |

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|---|--|--|--|---|
| consumption in FSAS by 3% by March 2010 compared to March 2009. | | | | Strategic aims of safety, health and choice). |
|---|--|--|--|---|

FSA Northern Ireland (FSA (NI))

41. FSANI will conduct a review of the stationery stock items with a view to actively consider sustainable alternative products. We aim to reduce overall carbon emissions by reducing both gas and electric consumption. We will also reduce waste levels by increasing recycling.

| Action | Outcome | Lead | Link to SD strategy | Northern Ireland strategic objective |
|--|--|--------|--|---|
| <p>Reduce energy consumption and waste.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ To reduce gas consumption in FSANI by 1% annually until 2010 ❖ To reduce electric consumption in FSANI by 1% annually until 2010 ❖ To reduce waste volume by 10% annually until 2010 ❖ To recycle 40% of all waste annually until 2010 | <p>Reduce overall carbon emissions.</p> <p>Reduce overall waste.</p> | FSA NI | <p>Climate change and natural resource protection.</p> <p>Climate change and living within environmental limits.</p> | Reduce greenhouse gas emissions, principally by promoting energy efficiency and the use of renewables |

FSA Wales

Recycling has been prioritised by FSA Wales.

| Action | Outcome | Lead | Link to SD strategy | Link to FSA Strategy |
|--|---------------------------------|------|--|---|
| Increase recycling. Milestones/targets <ul style="list-style-type: none"> ❖ Recycle 100% of office paper during 2009/10. ❖ Recycle 60% of staff kitchen waste during 2009/10. | Less waste going to landfill. | FSAW | Climate change. Living within environmental limits. | How we deliver. (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |
| Install timer switches in certain areas of FSAW Office. Milestones/targets <ul style="list-style-type: none"> ❖ Install timer switches by 31 March 2010. | Reduce overall carbon emissions | FSAW | Climate change. Living within environmental limits | |

Meat Hygiene Service (MHS)

42. In June 2008, the MHS returned to Foss House in York following the refurbishment of the building. Shared with Defra, the building is now a 'green' building designed to achieve high standards of environmental and sustainability performance. The MHS fully supports the energy efficient technologies in the building and supports the extensive waste recycling activity.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|------------------------------------|------|---|---|
| Electricity The MHS is currently working with Defra's Sustainable Workplace Management facilities team (established 1 April 09) to identify electricity usage by the MHS. High efficiency lighting with zoned and absence controls are already in use. Many of our peripherals automatically shut off when not in use. However, the MHS will look for ways to reduce consumption. Milestones/targets <ul style="list-style-type: none"> ❖ To determine whether MHS electricity usage can be separated from the office | Reducing overall carbon emissions. | MHS | Climate change and natural resource protection. | How we deliver. (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |

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|--|---|--|--|--|
| <p>area shared with Defra. If so, the MHS commits to reducing electric consumption by 1% by March 2011.</p> <ul style="list-style-type: none"> ❖ We will encourage staff to switch off their monitors and other equipment when they leave the building by having a publicity campaign. To be completed by end March 2010. | | | | |
| <p>Water The MHS operates in a building which adopts a rainwater harvesting system.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ We will promote the system and encourage staff to conserve water by way of a poster and intranet campaign. To be completed by end March 2010. | Reducing overall water consumption | | | |
| <p>Waste & recycling The MHS currently takes part in a comprehensive waste recycling scheme, recycling paper, cans, glass, cardboard and organic matter.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ To determine whether MHS waste analysis can be separated from the office area shared with Defra. If so, the MHS commits to reducing waste to landfill by 1% by end March 2011. ❖ We will promote the recycling facility to all staff by way of a poster, email and intranet campaign. To be completed by end March 2011. | Reducing overall waste levels, increasing recycling and ensuring less waste goes to landfill. | | | |

Travel and carbon-offsetting

43. Developing a sustainable travel plan was identified as a priority by the SDSG following criticisms from the Sustainable Development Commission (SDC), which identified the Agency as making insufficient progress in this area. Whilst the Agency does have existing travel policies, what is lacking is an integrated, sustainable approach.

44. A draft travel plan has now been prepared. The plan focuses on sustainability issues although it also includes a brief outline of, and links to, other rules on travel such as value for money and expense claims. The aim of the plan is to reduce overall carbon emissions from travel by reducing the amount of travel undertaken and, where travel is unavoidable, encouraging the use of more environmentally sustainable options. A further, longer term, objective is to offset any remaining carbon emissions. It covers both business and home to work travel, although it focuses primarily on official travel. It will apply to all Agency staff across the UK, including the MHS and the Boards of the Agency and the MHS.

45. Outside of the travel plan. The purchase and use of pool bikes is actively being explored by members of our Regional Presence Unit in their respective Government Offices.

46. The Agency is aiming to offset all business travel related carbon emissions. This process started from April 2009 with the offsetting of all air travel. The position will be reviewed in April 2010 and consideration given to offsetting other forms of travel.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|----------------------------------|------|---|--|
| Publish the Agency travel plan. Milestones/targets ❖ Discussion paper on travel plan to EMB for approval by September 2009 ❖ Publish travel plan by November 2009. | Reduce overall carbon emissions. | ST | Climate change, living within environmental limits and natural resource protection. | How we deliver. (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |
| Offset all air travel carbon emissions. Milestones/targets ❖ Discussion paper on carbon offsetting to EMB for approval by April 2009. (Completed) ❖ Join the Government Carbon Offsetting Fund II (GCOF II) by June 2009. ❖ Review carbon offsetting of air travel and make recommendations for offsetting in 2010/11 by April 2010. | Reduce overall carbon emissions. | ST | Climate change, living within environmental limits and natural resource protection. | |

FSA Scotland

47. FSAS has contributed to the development of the Agency-wide sustainable travel plan. In addition, having succeeded in increasing the level of video conferencing by 29% from March 2008 to March 2009 by the

provision of more video conference suites, FSAS intends this to result in a corresponding decrease in business travel. A new monitoring process has been introduced to note when a video conferencing has been used instead of making a journey. FSAS plans to monitor these figures over the next two years.

FSA Northern Ireland

| Action | Outcome | Lead | Link to SD Strategy | FSA Strategy |
|---|-------------------------------------|--------|---------------------|----------------|
| Reduce air travel from Belfast office by publicising and actively encouraging use of video conference facilities. Milestones/targets ❖ To reduce carbon emissions per capita (flights) by 20% annually until 2010 ❖ To increase the use of video conference facilities by 10% annually until 2010 | Reduce carbon emissions from travel | FSA NI | Climate change | How we deliver |

FSA Wales

48. FSAW has contributed to the development of the Agency-wide travel plan and is planning to promote the use of video conferencing over travelling for business purposes over the coming year.

| Action | Outcome | Lead | Link to SD strategy | Link to FSA Strategy |
|---|----------------------------------|------|--|---|
| Promoting the use of video conferencing. Milestones/Targets ❖ Increase the rate of use of VC by a further 5% from the March 2009 level by March 2010 | Reduce overall carbon emissions. | FSAW | Climate change. Living within environmental limits. | How we deliver. (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |

Meat Hygiene Service

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|--|-----------------------|------|---------------------|----------------------|
| The MHS will promote the use of tele and video conferencing. | Reduce overall carbon | MHS | Climate | How we deliver. |

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|--|-------------------|--|---|--|
| <p>Milestones/Targets</p> <ul style="list-style-type: none"> ❖ The MHS will run a campaign to promote the use of teleconferencing and video conferencing. To be completed by end March 2011. <p>The MHS has successfully run the Government's Cycle scheme initiative for the past few years.</p> <ul style="list-style-type: none"> ❖ The MHS will further promote the scheme to staff by way of an intranet campaign by end March 2011. | <p>emissions.</p> | | <p>change, living within environmental limits and natural resource protection .</p> | <p>(processes & capability that underpin delivery of the Strategic aims of safety, health and choice).</p> |
|--|-------------------|--|---|--|

Procurement

Policy, strategy and communications

49. A revised policy on sustainable procurement is being drafted to help us meet our needs for goods, services, research, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the Agency, but also to society and the economy, whilst minimising damage to the environment. This policy and its implementation plan will support both the Agency's new Procurement Strategy and its SDAP. The Agency is using the Sustainable Procurement Task Force's Flexible Framework to ensure that our procurement management and processes contribute to the delivery of SOGE operational targets. The Framework is divided into five areas: people; policy strategy & communications; procurement process; engaging suppliers and measurements & results. Levels of achievement against each area are graded from 1 to 5 with level one being the foundation level and five being the leaders' level. The Agency judges that it has achieved level 3 for policy strategy and communications. Our aim is to consolidate this over the next year.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|---|-------------|--------------------------------------|---|
| <p>Draft an Agency sustainable procurement policy and implementation plan.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Draft policy and plan by November 2009. ❖ Monitor progress of implementation plan on a monthly basis and address any issues. | <p>Meet our needs for goods and services in a sustainable way and meet SDAP & SOGE targets.</p> | Procurement | Sustainable production & consumption | <p>How we deliver (processes & capability that underpin delivery of the Strategic aims of safety, health and choice).</p> |

People

50. The Agency currently assesses itself at level 3 of the flexible framework for this area and our aim for 2009/11 is to consolidate this achievement. We will review progress and, if necessary, revise this target in April 2010. Procurement staff, the majority of whom are qualified procurement professionals, attend conferences and undertake relevant training and reading to keep abreast of sustainable procurement developments. An Agency Sustainable Procurement champion has been identified and we plan to include sustainability in job descriptions for all new procurement vacancies as well as including sustainable procurement objectives in the work objectives of all the Procurement Team. A skills audit for procurement staff is also planned along with the introduction of business partnering to enable more effective knowledge and skills transfer from the Procurement Team to other Agency staff engaged in procurement activities and provision of support throughout.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|--|-------------|--------------------------------------|---|
| <p>Include sustainable procurement in work objectives for the Procurement Team and carry out skills audit to identify and remedy skills gaps.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Sustainable Procurement to be included in work objectives by September 2009 ❖ Skills audit to be completed by December 2009 <p>Introduce business partnering approach in order to enable knowledge transfer to all Agency staff involved in</p> | <p>The skills and understanding to facilitate more sustainable procurement.</p> <p>The skills to facilitate more</p> | Procurement | Sustainable production & consumption | <p>How we deliver (processes & capability that underpin delivery of the Strategic aims of safety, health and choice).</p> |

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|--|-------------------------|--|--|--|
| procurement activities and support. | sustainable procurement | | | |
| <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Introduce business partnering approach when the new Procurement Team is operational | | | | |

Process

51. The Agency is currently at level 2 of the flexible framework in this area. We have carried out some analysis of spend in order to better target our procurement activities and have promoted the use of corporate contracts/frameworks. These corporate contracts have already taken account of sustainability criteria including the Quick Wins standards. There is some procurement guidance and templates on the intranet, but these need to be reviewed and revised for relevancy. We aim to consolidate at level 2 over the coming year. We will learn from exemplars like OGC's Centre of Expertise in Sustainable Procurement (CESP) as well as developing wider networks with procurement counterparts in other government bodies to share experiences and possibly collaborate. The Procurement Team will be taking on a more active role in overall contract management and so will be reviewing and evaluating its portfolio of existing longer term and corporate contracts to ensure that these provide value for money and a sustainable solution for the Agency.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|---|-------------|--------------------------------------|--|
| <p>Develop networks with procurement colleagues in OGDs and especially within CESP.</p> <ul style="list-style-type: none"> ❖ Some contacts to be made by December 2009. <p>Update rules and guidance on our intranet site and relevant procurement documents clearly detailing sustainability advice and its integration into procurement exercises.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Draft revised procurement guidance and update other procurement documents by January 2010. <p>Evaluate longer term contracts to ensure sustainability.</p> | <p>Better understanding and knowledge leading to more sustainable procurement.</p> <p>Sustainable procurement</p> | Procurement | Sustainable production & consumption | How we deliver (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |

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|---|--|--|--|--|
| <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Start rolling programme of review of longer terms contracts by December 2009 | | | | |
|---|--|--|--|--|

Engaging suppliers

52. The Agency is at level 2 of the framework in relation to engaging suppliers and we aim to consolidate this. Procurement has undertaken some suppliers' spend analysis specifically for sustainability e.g. targeting certain suppliers whose work has a negative sustainability impact. Primarily, these areas have already been addressed by directing staff to use the corporate contracts. Procurement plans to take a more active role in overall contract management to harness better working relationships with key suppliers and to push for improvements in sustainability from the supplier on longer term contracts. Procurement will draft a sourcing strategy to identify ways of sourcing suppliers to satisfy the Agency's requirements in a sustainable way on relevant contracts. All suppliers, regardless of size, can embrace sustainability and smaller suppliers can be encouraged to take proportional measures.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|---|-------------------------|-------------|--------------------------------------|--|
| <p>Establish a supplier engagement programme to facilitate dialogue with suppliers who can have an impact on sustainability and other procurement targets.</p> <ul style="list-style-type: none"> ❖ Supplier engagement programme to be in operation by January 2010. <p>Draft a sourcing strategy to seek out suppliers with strong sustainability ethos.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Draft sourcing strategy by March 2010. | Sustainable procurement | Procurement | Sustainable production & consumption | How we deliver (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |

Measurement and Results

53. The Agency is at level 2 in this area and we aim to consolidate. Sustainability targets were set for each Division/office based on the Sustainability issues applicable to their own contracts and activity e.g. Travel mileage, use of video conferencing etc and those generic areas e.g.

stationery, identified in the Quick Wins document. It is our intention that all relevant new contracts will include a condition regarding performance against sustainability targets and, as developments in sustainability mean more sustainable options come to market, contracts will be regularly reviewed to ensure continuous improvement and risk mitigation. Procurement will devise a risk/impact assessment (IA) model to ensure consistency in approach for all procurements.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
|--|-------------------------|-------------|--------------------------------------|--|
| <p>Procurement to audit/monitor new contracts to ensure sustainability performance condition accomplished.</p> <p>Develop a risk/IA model capable of use in most procurements.</p> <p>Milestones/targets</p> <ul style="list-style-type: none"> ❖ Develop model by October 2009. | Sustainable procurement | Procurement | Sustainable production & consumption | How we deliver (processes & capability that underpin delivery of the Strategic aims of safety, health and choice). |

Information and Communication Technology

54. The Agency's commitment to sustainability and specific targets in our sustainable development action plan are directly supported by our IT Strategy particularly when it comes to reducing carbon emissions and the use of energy. For example the recently introduced flat screen TFT, (Thin Film Transistor liquid crystal display), monitors use less than half the electricity of the older CRT, (Cathode Ray Tube), monitors that they have replaced. As we replace the computers on our IT estate we are leasing new computers rather than purchasing them. These new computers are more energy efficient than the ones that they will be replacing. For example, the new computers use only 82.2W of energy on load compared to 200W for those being replaced. This represents a saving of 117.8W of power per member of staff or 4.24kW for a 36 hour week. The Computer replacement programme will be an on going project that looks toward replacing one third of our estate every 3 years. This is an ideal and is obviously affected by budgetary constraints.

55. The Agency has moved over to the use of Multi Function Devices (MFD's) for printing and photocopying. 208 bulk and desk top printers have been replaced by just 18 MFDs with associated savings in energy, carbon emissions and other consumables such as toner. The aim is that, when fully operational, MFDs will replace our existing photocopiers, fax machines and scanners as well. The Fax and Scanning functionality of these devices will be investigated and reported on by May 2009.

56. The MHS has also made two significant reductions in power usage. Relocation provided the opportunity to invest in virtual server technology. This now means that 30 physical servers have become just two with the rest being changed to virtual servers. This equates to 28 less physical servers, at the time of relocating, consuming power and generating heat that has to be cooled. Currently the MHS runs on 40 virtual servers, meaning, through the use of new technologies, an ongoing substantial reduction in power usage (approximately 40%). More recently, the MHS' IT department has completed a refresh of the equipment in plants, replacing the power hungry laptops (50 watts) and desktops (30 watts) with low energy Chip PC's (3 watts).

57. Currently, MHS IT is running a project to precisely monitor server power usage with a view to further reducing the MHS's impact on the environment.

58. The IT strategy also helps with our commitments to waste reduction and increased recycling. Old IT equipment is disposed of using a company which has a zero landfill policy and disposes of equipment in full accordance with current WEEE, (Waste Electrical and Electronic Equipment), regulations. However, equipment removed from the Agency is first tested and if usable is resold with the Agency getting most of the proceeds.

59. Working from home reduces the amount of carbon emissions associated with home to work travel, helps to reduce crowding on roads and transport facilities and provides the staff concerned with greater flexibility. To facilitate home-working, the Agency's IT department has designed a system to make secure home-working and remote working possible using 3G, Broadband and wired network for when working in the office. In addition to Laptop Computers, Blackberry's are offered as an alternative as they are small, portable and offer a viable alternative to secure remote working, with email and a mobile phone in one device, eliminating the need for both a mobile phone and laptop. There have recently been changes in the way that RWT laptops are allocated, with the Agency having done away with the process of allocating a certain number of laptops to each division to a process of allocation by merit. It is intended that at some time in the foreseeable future that IT will be looking at putting in place a policy which will mean that staff will be given the option of having either an RWT Laptop with a Docking Station, where appropriate, or a Desktop PC, but not both, so as to prevent the doubling up of equipment which will reduce the overall amount of IT equipment needed and with it our IT related carbon footprint.

| Action | Outcome | Lead | Link to SD Strategy | Link to FSA Strategy |
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| <p>Replacing current IT equipment with more energy efficient models.</p> <p><i>Milestones/targets</i></p> <ul style="list-style-type: none"> ❖ Replace one third of the IT estate (as at 1 April 2009) by 30 March 2010. | <p>Reducing overall energy use and carbon emissions.</p> | <p>Information Services and Facilities Management Division (ISFD)</p> | <p>Climate Change and living within environmental limits.</p> | <p>How we deliver.</p> <p>(processes & capability that underpin delivery of the Strategic aims of safety, health and choice).</p> |
| <p>Replace existing photocopiers, fax machines and scanners with MFDs.</p> <p><i>Milestones/targets</i></p> <ul style="list-style-type: none"> ❖ The Fax and Scanning functionality of these devices will be investigated and reported on by May 2009. (Completed) | <p>Reducing overall energy use and carbon emissions.</p> | <p>ISFD</p> | <p>Climate Change and living within environmental limits.</p> | |
| <p>Project to monitor server power usage to identify further reductions.</p> <p><i>Milestones/targets</i></p> <ul style="list-style-type: none"> ❖ To complete monitoring project by March 2010 | <p>Reducing overall energy use and carbon emissions</p> | <p>MHS</p> | <p>Climate Change and living within environmental limits.</p> | |

Monitoring, Review & Reporting

60. This is a two year rolling plan but it will be updated on an annual basis. The Sustainable Development Steering Group (SDSG) will monitor the delivery of the SDAP and will report to the Executive Management Board (EMB) on a six monthly basis. The SDAP will be reviewed six monthly by the Sustainability Team and an oral update will be provided at SDSG meetings. Progress against certain key targets in the SDAP will also be monitored and reported on a quarterly basis to the Executive Management Board via the Agency's Performance Management report. The Agency's progress against the first year of the two year SDAP will be reported on our website by June 2010.

61. The Sustainability Team are now carrying out quantitative and qualitative checks on impact assessments and Board papers. The results of these checks are reported regularly to the SDSG and the EMB. The first report was provided in April 2009. In addition to this watchdog role, the Team also provide an advisory role for Agency colleagues to help in completing

sustainability assessments. The overall aim of this is to embed sustainable development into policy making. This will enable us to influence the policy making process at an early stage and help to ensure that the sustainability principles are considered from the outset.

| Action | Outcome | Lead | Link to SD strategy | Link to FSA Strategy |
|---|---|---|-------------------------|---|
| <p>To monitor and report progress against this action plan.</p> <ul style="list-style-type: none"> ❖ Report progress against this action plan quarterly at the SDSG meetings. ❖ Report progress against the first year of this two year SDAP on our website by 30 June 2010, second year by 30 June 2011. | <p>Ensure that the principles of sustainable development are embedded into the Agency's work.</p> | <p>Labelling, Standards and Allergy division.</p> | <p>All 5 principles</p> | <p>How we deliver.</p> <p>(processes & capability that help deliver the strategic aims of safety, health and choice).</p> |
| <p>To provide an advisory role and a watchdog function to embed sustainable development into policy making.</p> <ul style="list-style-type: none"> ❖ Report results of qualitative and quantitative checks on IAs and Board Papers quarterly. First report to be reported at April 2009 SDSG meeting. (Completed) | <p>Ensure that the principles of sustainable development are embedded into the Agency's work.</p> | <p>Labelling, Standards and Allergy division.</p> | <p>All 5 principles</p> | <p>How we deliver.</p> <p>(processes & capability that help deliver the strategic aims of safety, health and choice).</p> |

Food Standards Agency's Contribution to Securing the Future

Introduction

The UK Government issued its latest Sustainable Development Strategy, 'Securing the Future' in March 2005. This Strategy sets out the Government's vision of sustainable development to 2020. The Strategy commits the Government to integrating sustainability principles in all of its activities and policies.

The principles of sustainable development, as set out in the Government's Strategy, are:

- living within environmental limits;
- ensuring a strong, healthy and just society;
- achieving a sustainable economy;
- promoting good governance ; and
- using sound science responsibly.

The Strategy also highlights four areas for priority action, climate change, sustainable communities, sustainable consumption and production and natural resource protection.

The Agency and Securing the Future

The Agency has undertaken to put sustainable development at the heart of our business in order to contribute to the UK Government's and devolved Governments' strategic framework for sustainable development, 'One Future - Different Paths', and the various strategic plans that support it, including the UK Government's Strategy, 'Securing the Future'. We will take sustainable development into account in all of our activities and policy decisions and have committed to sustainable policy making. We contribute to and support 'Securing the Future' in the following ways.

Taking forward our remit

The Agency was set up to protect public health from risks which may arise in connection with the consumption of food, and otherwise to protect the interests of consumers in relation to food. We adopted the purpose, 'Safe Food and Healthy Eating for All' in 2007, as it encapsulates our desire to concentrate efforts where we can have most impact on improving public health. The Agency sees taking this purpose forward as being our greatest

opportunity for contributing to the Government's sustainable development strategy, including contributing to the 4 priority areas.

Priority: Climate Change: We will contribute by ensuring that our policies minimise any potential negative impacts on climate change and also by considering and acting on, potential areas where climate change might impact on existing Agency policies. We also contribute through the way that we run our business, including by reducing our consumption of energy, and our developing travel and carbon offsetting policies.

Priority: Sustainable Communities: Our core remit to protect consumers by improving food safety and nutrition directly contributes significantly to this Government priority. This is the area in which the Agency makes the greatest contribution to the Government priorities. Our internal policies, such as encouraging voluntary work and supporting flexible working for staff also contribute.

Priority: Sustainable Consumption and Production: The Agency contributes by ensuring that our policies minimise any potential negative impacts and build in benefits where possible. Agency policies and advice will impact on consumer choices. Our own internal policies on resource use also make a contribution.

Priority: Natural Resource Protection: In taking forward our core remit we need to ensure that our actions minimise any negative impacts on resource use, or environmental protection, and that we build in benefits where possible. Our own internal policies on minimising resource use, waste and recycling also make a contribution.

Sustainability assessments

It is important that any policy or action designed to contribute to any of the 4 Government priorities is as sustainable as possible and respects all of the Government's sustainable development principles. Sustainability assessments are therefore of key importance.

By embedding sustainability into our policy making we can make a significant impact not only on ensuring a strong, healthy and just society but also on the principles of living within environmental limits and achieving a sustainable economy. We assess the environmental, natural resource, social and economic impacts of our policies and actions routinely as part of our decision making process. This is done through sustainability assessments (whether as part of the impact assessment process or as a standalone exercise) which are required for all new and revised Agency policies or activities.

Sustainability assessments are a vital tool for good policy making by maximising the positive, and reducing the negative, impacts of our actions. These are being embedded in our policy making via a programme of capacity building which includes training for policy makers and guidance to staff. This is underpinned by monitoring and reporting measures to ensure sustainability principles are being incorporated correctly into policies.

Scientific evidence

The principle of using sound science responsibly is fundamental to how the Agency operates. We give impartial advice on food safety and healthy eating based on the best available scientific evidence. We ensure that we have interpreted the science correctly through scientific governance procedures. These include the appointment of a Chief Scientist and the use of a science checklist for presentations and papers setting out proposals for new or revised Agency policy or advice.

Governance

Stakeholder participation in policy making, particularly seeking out the views of “hard to hear” groups, is another fundamental tenet of the Agency and is already deeply ingrained in our values and procedures. By continuing with this approach we are directly promoting effective, participative systems of governance.

April 2009

Summary of actions and milestones

Policies

1. Work with WRAP and others to improve the application of date marking and consumer understanding.

Milestones/targets

- ❖ Include information on date marking in Food Safety Week (15 – 21 June 2009).
- ❖ Hold stakeholder meeting to review the Agency's guidance to industry on 'use by' dates by October 2009.
- ❖ Seek clarification of date marking requirements in the proposed European Food Information Regulation. Issues to be raised by April 2009 as part of ongoing negotiation. (Completed)

2. To explore and take forward the recommendation to set up an integrated source of advice for consumers.

Milestones/targets

- ❖ Develop a business case for agreement by Government Departments by April 2009. (Completed).
- ❖ Website to be operational 18 months from Departmental agreement of finances and appointment of relevant staff.

3. Consider wider sustainability impacts when developing any Agency policy on meat consumption in response to the SACN review.

Milestones/targets

- ❖ Issue by SACN report for consultation by July 2009.

Amending European legislation to allow lid gasket manufacturers to use certain plasticisers instead of substances from the phthalates group.

Milestones/targets

- ❖ New rules on migration levels to become effective on 1 May 2009. (Completed)

4. Encourage the development of recycling processes for food contact

plastics by working with WRAP and businesses.

Milestones/targets

- ❖ First batch of applications for authorisation of recycling processes to be lodged with EFSA by 20 November 2009.

5. Develop more risk based, proportionate official controls on meat.

Milestones/targets

- ❖ Project proposals to EMB by May 2009. (Completed)
- ❖ Establish Programme Board by June 2009

6. Produce an action plan on the Agency's response to climate change.

Milestones/targets

- ❖ Award contract for the climate change systematic review by June 2009. (Completed)
- ❖ Complete review by March 2010.

People

7. Develop and implement staff awareness raising and training programme for 2009/10.

Milestones/targets

- ❖ Develop and agree a short guide to 'Sustainability in the FSA' for FSA/MHS induction pack by 30 April 2009. (Completed)
- ❖ Complete sustainability in policy training seminars for staff, including those based in Scotland, Wales, Northern Ireland and Meat Hygiene Service by 30 April 2009. (Completed).
- ❖ Hold an exhibition on the effects of climate change and wider food security issues on Agency policies by 30 June 2009

8. Review the role of the SDSG

Milestones/targets

- ❖ EMB to discuss and decide on future of SDSG by the end of 2009.

Publicising and sharing the Agency's new approach to sustainability in policy making.

Milestones/targets

- ❖ Contribute directly to Govnet public sector training course on "Understanding Sustainability" on 7 May 2009. (Completed)
- ❖ Present the Agency's new approach to the cross-Government Sustainable Development Policy Working Group by 30 September 2009.

9. Carryout workplace health audit in collaboration with DH and other delivery partners.

Milestones/targets

- ❖ Present results of audit to co-ordinating group and agree further actions by May 2009.

Seek the public's view on consumer expectations re the delivery of safe food & healthy eating.

Milestones/targets

- ❖ Hold discussions with public in 4 regional offices in April and May 2009.

10. Continue and expand the HHEAPS initiative.

Milestones/targets

- ❖ Develop Special Education Needs resource by March 2010,
- ❖ Undertake a pilot with Tennis Scotland by March 2009.

11. Take part in voluntary work.

Milestones/targets

- ❖ A day's voluntary work by several members of the Better Regulation & Sustainability Team for the London Wildlife Trust by December 2009.
- ❖ Complete the volunteering pilot with Aberdeen Foyer by December 2009.
- ❖ MHS to raise the profile of the volunteering policy by end July 2009.

Accommodation

**AVH
Gas**

12. We will be reducing the temperature by 1 degree to 22 degrees.

Milestones/Targets

- ❖ To reduce gas consumption in Aviation House by 1% by March 2011 compared to March 2009.

Electricity

13. We will be carrying out a Lighting Survey of AVH, with the aim of dealing with snagging issues (telephone booths etc), possibly introducing lower wattage bulbs and reducing the motion activated lighting to 7 minutes (from 10).

14. We will be procuring timers for all of our Multi Functional Devices (MFDs).

15. We will be encouraging staff to switch off their PCs and monitors when they leave the building by having a poster campaign and carrying out an audit and reporting results.

Milestones/targets

- ❖ To reduce electric consumption in Aviation House by 1% by March 2011 compared to March 2009.

Water

16. We will be replacing all of our Water Dispensers which have become old, with more energy efficient Water Coolers.

Milestones/targets

- ❖ To reduce water per capita in Aviation House by 2% by March 2011 compared to March 2009.

Waste & recycling

17. We will be introducing 2 Waste Compactors on-site which will reduce the number of visits to collect the recyclable waste.

18. We will be recycling our Food Waste.

Milestones/targets

- ❖ To reduce waste in Aviation House by 2% by March 2011 compared to March 2009.
- ❖ To maintain recycling levels in Aviation House for 2009/11 so that we continue to exceed government targets

FSA Scotland

19. Installing energy efficient light bulbs and considering the feasibility of fitting motion sensors in common areas.

Milestones/targets

- ❖ To reduce electricity consumption in FSAS by 3% by March 2010

compared to March 2009.

FSA NI

20. Reduce energy consumption and waste.

Milestones/targets

- ❖ To reduce gas consumption in FSANI by 1% annually until 2010
- ❖ To reduce electric consumption in FSANI by 1% annually until 2010
- ❖ To reduce waste volume by 10% annually until 2010

To recycle 40% of all waste annually until 2010

FSA Wales

21. Increase recycling.

Milestones/targets

- ❖ Recycle 100% of office paper during 2009/10.
- ❖ Recycle 60% of staff kitchen waste during 2009/10.

22. Install timer switches in certain areas of FSAW Office.

Milestones/targets

- ❖ Install timer switches by 31 March 2010.

MHS

Electricity

23. The MHS is currently working with Defra's Sustainable Workplace Management facilities team (established 1 April 09) to identify electricity usage by the MHS. High efficiency lighting with zoned and absence controls are already in use. Many of our peripherals automatically shut off when not in use. However, the MHS will look for ways to reduce consumption.

Milestones/targets

- ❖ To determine whether MHS electricity usage can be separated from the office area shared with Defra. If so, the MHS commits to reducing electric consumption by 1% by March 2011.
- ❖ We will encourage staff to switch off their monitors and other equipment when they leave the building by having a publicity campaign. To be completed by end March 2010.

Water

24. The MHS operates in a building which adopts a rainwater harvesting system.

Milestones/targets

- ❖ We will promote the system and encourage staff to conserve water by way of a poster and intranet campaign. To be completed by end March 2010.

Waste & recycling

25. The MHS currently takes part in a comprehensive waste recycling scheme, recycling paper, cans, glass, cardboard and organic matter.

Milestones/targets

- ❖ To determine whether MHS waste analysis can be separated from the office area shared with Defra. If so, the MHS commits to reducing waste to landfill by 1% by end March 2011.
- ❖ We will promote the recycling facility to all staff by way of a poster, email and intranet campaign. To be completed by end March 2011.

Travel

26. Encourage sustainable travel by publishing an Agency travel plan.

Milestones/targets

- ❖ Discussion paper on travel plan to EMB for approval by September 2009
- ❖ Publish travel plan by November 2009.

27. Offset all air travel carbon emissions.

Milestones/targets

- ❖ Discussion paper on carbon offsetting to EMB for approval by April 2009. (Completed)
- ❖ Join the Government Carbon Offsetting Fund II (GCOF II) by June 2009.
- ❖ Review carbon offsetting of air travel and make recommendations for offsetting in 2010/11 by April 2010.

28. Reduce air travel from Belfast office by publicising and actively encouraging use of video conference facilities.

Milestones/targets

- ❖ To reduce carbon emissions per capita (flights) by 20% annually until 2010
- ❖ To increase the use of video conference facilities by 10% annually until 2010

29. Promoting the use of video conferencing in FSA Wales

Milestones/Targets

- ❖ Increase the rate of use of VC by a further 5% from the March 2009

level by March 2010

30. The MHS will promote the use of tele and video conferencing.

Milestones/Targets

- ❖ The MHS will run a campaign to promote the use of teleconferencing and video conferencing. To be completed by end March 2011.

31. Continue to run the Government's Cycle scheme initiative.

- ❖ Further promote the scheme to staff by way of an intranet campaign by end March 2011.

Procurement

32. Draft an Agency sustainable procurement policy and implementation plan.

Milestones/targets

- ❖ Draft policy and plan by November 2009.
- ❖ Monitor progress of implementation plan on a monthly basis and address any issues.

33. Include sustainable procurement in work objectives for the Procurement Team and carry out skills audit to identify and remedy skills gaps.

Milestones/targets

- ❖ Sustainable Procurement to be included in work objectives by September 2009
- ❖ Skills audit to be completed by December 2009

34. Introduce business partnering approach in order to enable knowledge transfer to all Agency staff involved in procurement activities and support.

Milestones/targets

- ❖ Introduce business partnering approach when the new Procurement Team is operational

35. Develop networks with procurement colleagues in OGDs and especially within CESP.

- ❖ Some contacts to be made by December 2009.

36. Update rules and guidance on our intranet site and relevant procurement documents clearly detailing sustainability advice and its integration into procurement exercises.

Milestones/targets

- ❖ Draft revised procurement guidance and update other procurement documents by January 2010.

37. Evaluate longer term contracts to ensure sustainability.

Milestones/targets

- ❖ Start rolling programme of review of longer terms contracts by December 2009

38. Establish a supplier engagement programme to facilitate dialogue with suppliers who can have an impact on sustainability and other procurement targets.

- ❖ Supplier engagement programme to be in operation by January 2010.

39. Draft a sourcing strategy to seek out suppliers with strong sustainability ethos.

Milestones/targets

- ❖ Draft sourcing strategy by March 2010.

40. Procurement to audit/monitor new contracts to ensure sustainability performance condition accomplished.

41. Develop a risk/IA model capable of use in most procurements.

Milestones/targets

- ❖ Develop model by October 2009.

ICT

42. Replacing current IT equipment with more energy efficient models.

Milestones/targets

- ❖ Replace one third of the IT estate (as at 1 April 2009) by 30 March 2010.

43. Replace existing photocopiers, fax machines and scanners with MFDs.

Milestones/targets

- ❖ The Fax and Scanning functionality of these devices will be investigated and reported on by May 2009. (Completed)

44. Project to monitor server power usage in MHS to identify further reductions.

Milestones/targets

- ❖ To complete monitoring project by March 2010

Monitoring, Review & Reporting

45. To monitor and report progress against this action plan.

- ❖ Report progress against this action plan quarterly at the SDSG

meetings.

- ❖ Report progress against the first year of this two year SDAP on our website by 30 June 2010, second year by 30 June 2011.

46. Provide an advisory role and a watchdog function to embed sustainable development into policy making.

- ❖ Report results of qualitative and quantitative checks on IAs and Board Papers quarterly. First report to be reported at April 2009 SDSG meeting. (Completed)