

Maritime and Coastguard Agency



Sustainable Development Action Plan

2009/10 - 2011/12



Safer Lives, Safer Ships, Cleaner Seas

Introduction

I am pleased to introduce the third Maritime and Coastguard Agency (MCA) Sustainable Development Action Plan which will cover three years, from 2009/10 to 2011/12.

The Plan represents our proactive approach to the integration of sustainable development throughout our organisational activities.

We have a long and proud history of working to protect people and the environment, as well as the economic benefits of our coastline and shipping. We recognise, therefore, that we have an important role to play in enhancing sustainability within the United Kingdom.



Our vision is to be a world class organisation, committed to preventing loss of life, continuously improving maritime safety and protecting the marine environment.

Safer Lives, Safer Ships, Cleaner Seas

We believe our vision is central to our approach to sustainable development, and whilst working towards that vision, we will address our activities and procurement processes, and the management of our estates, our people and our communities, to ensure we are applying best practice.

This Action Plan has been developed through a collaborative approach within the Agency, recognising the important role of our wide-ranging activities. We have used the Plan to highlight some of our progress to date and – importantly – to signpost our priorities for future action.

We are looking forward to working together to achieve our ambitious targets, and to monitoring and reporting on our progress on an annual basis.

A handwritten signature in blue ink that reads "Peter Cardy". The signature is written in a cursive, flowing style.

Peter Cardy

Chief Executive

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MCA and Sustainable Development

As its overarching responsibility in the UK, the MCA develops and implements the Government's maritime safety policy. In this remit, though, it has many roles including (for example) co-ordinating search and rescue at sea through Her Majesty's Coastguard, and checking that ships meet UK and international safety rules.

The MCA is aware that sustainable development is integrally linked not only to its business activities, but also to the management of its estates, procurement processes and people. It also understands the symbiotic relationship that exists between sustainability and these four priority areas, whereby each is dependent on the success of the other.

For example, the MCA recognises that as part of its business activities, it has a strong and influential relationship with:

- the environment** being actively involved with the development, implementation and enforcement of maritime environmental policy, and preventing coastal pollution;
- society** producing regulation and standards to protect the wellbeing of seafarers, and assisting all users of the maritime environment by providing safety information or an emergency response if required; and,
- the economy** procuring sustainably, enabling the shipping industry (97% of the UK's trade is delivered by sea), and providing services that encourage tourism and recreational activities.

The risks inherent to failing to embrace sustainable development are also extremely clear to us. We understand that if we do not seek to maximise opportunities in effectively managing our impacts on the environment, society and the economy, the long-term impacts will be felt not only within the MCA, but in the local communities with whom we work, and - potentially - on a much wider scale.

With national guidance and frameworks established to support government departments and executive agencies in the development of Sustainable Development Action Plans (SDAP), this document comprises MCA's benchmark for communicating its commitment, as a responsible business, to the sustainability agenda.



Among many other roles, the MCA is responsible for developing and implementing the Government's maritime safety policy

Background and Process

Background

Through the UK Government Sustainable Development Strategy 'Securing the Future' (March 2005), the role of Government departments and their executive agencies in driving forward the sustainable development agenda are clearly highlighted. Ultimately, these organisations are responsible for developing actions and mechanisms that will successfully deliver sustainable development at 'ground level', and thus progress national commitments that will benefit the environmental, society and the economy within the UK and beyond.

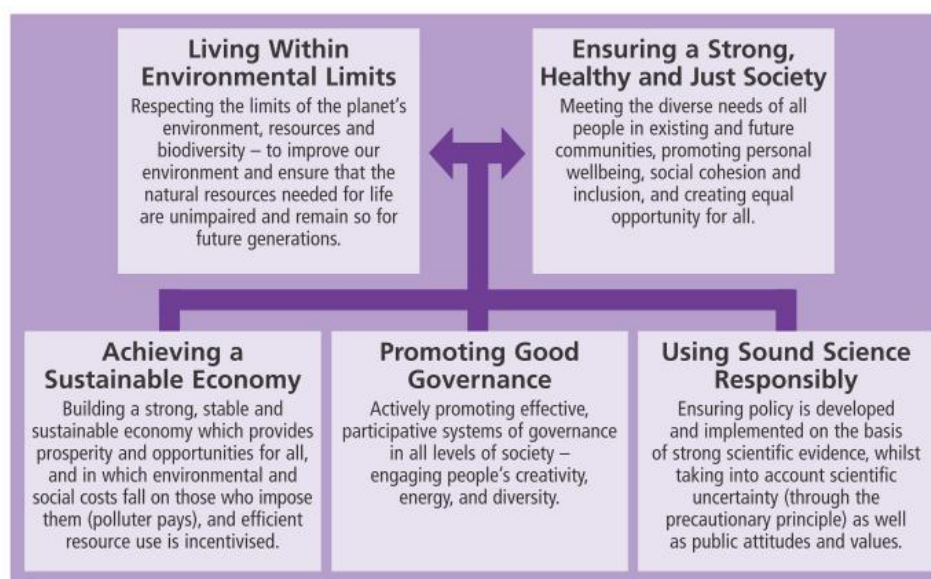


The MCA seeks to drive forward the sustainability agenda, to ensure a secure future for UK communities

To ensure the public sector leads by example and provides a consistent framework against which sustainable development can be managed, Securing the Future requires all central government departments and their executive agencies to produce Sustainable Development Action Plans. These Actions Plans are to be developed in accordance with Securing the Future's four priorities for action (bulleted) and five guiding principles (below):

- Sustainable Production and Consumption
- Climate Change and Energy
- Natural Resource Protection and Environmental Enhancement
- Sustainable Communities

Securing the Future's five guiding principles are intended to be the foundation of policy-making across the UK government. These five principles are described in the following diagram:





The MCA works to meet annual Sustainable Operations on the Government Estate (SOGE) targets

Supporting these four priorities and five principles, the Government launched a set of new targets for performance on the Government Estate in June 2006. These targets are known as Sustainable Operations on the Government Estate (SOGE) and have, in addition to other sustainability targets, been incorporated as part of this Plan within 'Estates Management'.

In conjunction with the development of SOGE targets, Government also launched 'Procuring the Future' (June 2006) which comprises a Sustainable Procurement National Action Plan. Through the same four priorities established in Securing the Future, Procuring the Future sets out Government's vision for using procurement mechanisms to support the sustainability agenda, and drive 'value-for-money' into actions adopted by Government departments and executive agencies. To further this work, Procuring the Future was followed in March 2007 by a specific package of actions – also a part of

the UK Government Sustainable Procurement Action Plan.

Responding to these national priorities, principles and recommendations for action, the Department for Transport (DfT) and its seven agencies have produced individual action plans which set out their commitments and strategy for implementing sustainable development. Further detail on the process that the MDA has used to develop and implement its Sustainable Development Action Plan in accordance with the national action plans can be found in the 'Process' section of this document.

Links to all the individual plans developed by the DfT and its seven agencies can be located on the DfT's website at: <http://www.dft.gov.uk/about/howthedftworks/sda/>.

As part of its Sustainable development action plan, and demonstrating its high-level commitment to the national sustainability agenda, the MCA maintains a Sustainable Development Operations Policy; this can be found overleaf.

Maritime and Coastguard Agency

Sustainable Development Operations Policy

In my role as Chief Executive I am accountable for ensuring that the MCA endorses and adheres to the UK Government Sustainable Development Strategy. This Policy Statement applies throughout the Agency and I draw this to the attention of all staff. It reflects the importance that we all must place on balancing the needs of the economy, the environment and society.

We are all committed to reducing, on a cost-effective basis, the environmental impact of our operations and will conduct our own activities and operations to reflect best environmental practice.

We will also identify and reduce the sustainable risk associated with the goods and services we buy. Our procurement activity will reflect best sustainability practice and we will implement a programme of measures designed to improve our sustainable procurement capability and identify and address areas of high risk and impact.

In particular, we will:

- Comply with all relevant sustainability legislation, regulation and other requirements;
- Review our activities and operations to identify sustainability aspects and risks and prioritise action to address the impacts of these;
- Monitor, review, and report against performance and progress against Government targets (see MCA's Sustainable Development Action Plan);
- Raise awareness of sustainable operations amongst our employees through specific training, performance information, and publication of this policy; Implement environmental management systems to pursue sustainability, continual improvement and the prevention of pollution. We will keep these systems under review to assess their robustness and ensure their continuing fitness for purpose.



Peter Cardy

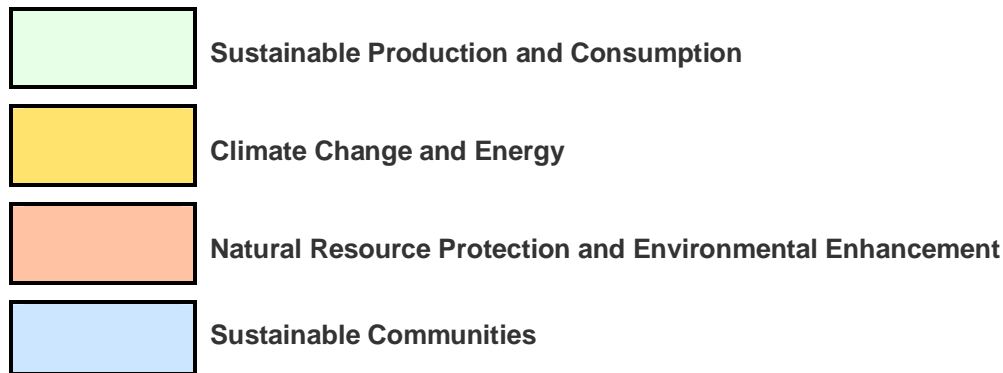
Chief Executive

Process

Development and Implementation

Our Action Plan has been developed not only on the basis of the national policy background, but through consultation with MCA members of staff from across the full range of activities and services we provide. The activities we undertake day-to-day include the development of policy, the management of our estate (operations), the procurement of goods and services, and the processes we adopt to support our staff and wider communities.

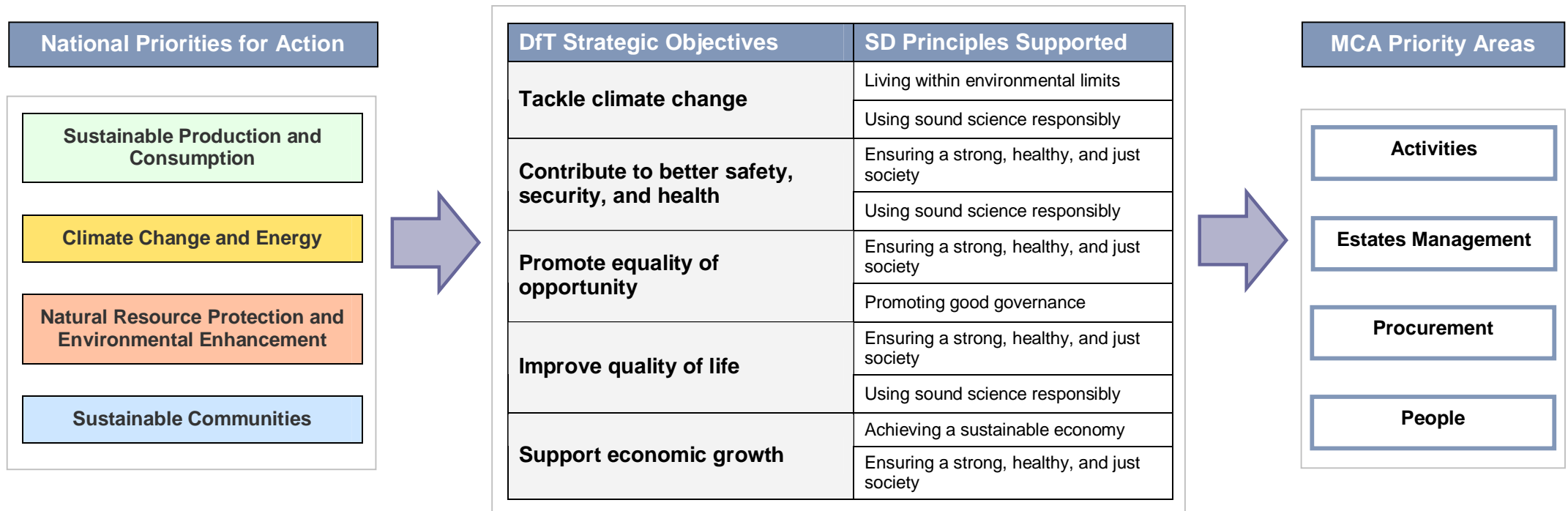
By including all our activities in the development of our Action Plan, we seek to demonstrate that we are valuably contributing to national sustainable development commitments at all levels throughout the Agency. For example, in each of our Action Plan Progress Matrices, we have included colour references to make clear the links between national sustainability priorities for action and our own. Also, by measuring and monitoring our performance and successes, we will be able to clearly demonstrate how the MCA is making a positive difference to the environment, society and the economy.



Through our internal consultation processes we have secured support, consensus and leadership on our approach to sustainable development from our own staff. In challenging senior representatives of our staff to find ways to push forward our contributions to sustainable development, we have also identified specific roles and responsibilities to effectively deliver these commitments. MCA roles and responsibilities for delivery of targets can be found listed with each matrix in this document; in this, we will ensure it is clearly understood which department(s) and/or individual(s) has been tasked with meeting our sustainable development goals.

As an Executive Agency of the DfT, we have also taken into account the DfT Sustainable Development Action Plan in the production of our own. We have done this by ensuring the delivery of our actions take into account and incorporate the 'key ethics' of both the DfT's five Strategic Objectives and the UK Sustainable Development Strategy's core principles (see overleaf).

Linking National Priorities for Action, DfT Strategic Objectives, and the MCA SDAP



Four Priority Areas for Action

In the development of this Action Plan, we have identified four priority areas for action within the services we provide. Against each of these areas, we have set targets that are SMART (**S**pecific, **M**easurable, **A**ccountable, **R**ealistic, **T**ime-related) and will be measuring, monitoring, evaluating and reporting performance against these on an ongoing basis. MCA sustainable development targets have been established against the following four priority areas:

- **Activities** – unique operations we undertake at the Agency, including the development of policy
- **Estates Management** – activities associated with the management of our estates, including the application of SOGE targets
- **Procurement** – management of our procurement processes and mechanisms, including application of Government objectives
- **People** – our interactions with staff and the communities within which we work.



We engage, communicate with and train our staff to help us meet the targets we establish across the organisation

Engagement, Communication & Training

In order to achieve our targets, it will be necessary to manage a range of activities throughout MCA, some of which will involve consolidating our existing successes, and some of which will be developed to compliment or enhance the wide range of activities we undertake. It will also be critical to ensure the ongoing engagement with, communication to and training of our staff and stakeholders.

Engagement with our staff and stakeholders will be identified and driven by our Sustainable Development Manager, in accordance with representatives from each functional area of the MCA. Communications will include emails, poster-campaigns, team meetings, advertisement, presentations and educational seminars, as appropriate. To help develop our SDAP, responses, ideas and queries from those engaged will be welcomed, and directed to the Sustainable Development Manager at: jonathan.goodman@mcga.gov.uk. 360° feedback will be given to keep everyone at the MCA informed of the progress we are making against the commitments we have made.

Training will be identified as early as possible to ensure that our staff and volunteers have the knowledge and capabilities not only to meet our sustainable development objectives and targets, but to ensure that our vision (**Safer Lives, Safer Ships, Cleaner Seas**) is upheld.

To ensure the ongoing success of our engagement, communication and training programmes, we will review each significant scheme adopted, and create a 'lessons learned' file to identify both accomplishments and opportunities to improve.

Lessons learned will inform the MCA's approach to engagement in the future, and make more effective its role in education and contributing to the national sustainable development agenda.



We work to uphold our vision of Safer Lives, Safer Ships, Cleaner Seas

Monitoring, Reporting and Evaluation

We will measure and monitor performance against our SDAP objectives and targets on an ongoing basis. The reporting of progress against key targets will be managed centrally by the Sustainable Development Manager, who will rely on the provision of information and data from internal stakeholders who will also make up an 'MCA Sustainable Development Group'.

The MCA Sustainable Development Group members are senior staff representatives from disciplines spanning the Agency's full set of internal and external operations; many of these individuals have direct responsibility for delivery sustainability targets. Currently, the following members have been assigned to champion sustainable development within the MCA, report on progress against targets, and take part in regular Group sessions whereby best practice sustainable solutions can be discussed and shared:

Head of MCA Estate	- Margaret Kowalewska
Sustainable Development Manager	- Jonathan Goodman
Talent and Diversity Manager	- Geoff Boyd
HR Business Partner	- Matthew Briggs
Business Planner	- Matthew Keddlity
Learning & Development Manager	- Charlie Payne
Search & Rescue Standards Officer	- Roly McKie
Procurement Manager	- Cheryl Hadnutt
Environmental Policy Specialist	- Edmund Hughes
Environmental Scientist Advisor	- Neil Chapman
Head of ICT Infrastructure	- Mark Stockwell

Sustainability information collected by these individuals, their colleagues and others will be held by the Sustainable Development Manager, and communicated to both internal and external stakeholders, wherever appropriate. Positive stories will be as much a part of communications as 'areas for improvement', to reflect the MCA's open and honest dialogue with relevant stakeholders. Feedback and comments on the SDAP and other relevant communications will be welcomed.

The relative progress of different departments in meeting targets will be discussed as part of the MCA Sustainable Development Group sessions, and opportunities for improvement agreed by consensus. The SDAP will be an evolving document, and will be updated annually by the Sustainable Development Manager and the MCA Sustainable Development Group, in accordance with the collected views of other stakeholders.

The MCA's sustainable development performance will be evaluated on an annual basis. In this, the MCA Sustainable Development Group will act as a Governance Team and input to the evaluation process. We aim to facilitate a transparent approach across our full range of priority areas, and identify lessons learnt for future years.

Each year, we will use the SDAP to highlight our performance and progress, and incorporate relevant information into a more detailed Performance Report that we will publish on our external website.



We will measure and monitor our performance on an ongoing basis, and report findings to our stakeholders

Activities

Our Unique Activities

The MCA is actively involved in the development, implementation and enforcement of maritime environmental policy. In fact, one of the major responsibilities of the Agency's Environmental Quality Branch is the development of UK legislation, policy and guidance relating to the marine environment. Additionally, the Branch is involved in the production of EU and international initiatives and their transposition into UK law. The overall aim of this work is to promote clean and safe seas through environmentally sustainable shipping.

In addition to our role in developing environmental policy, we manage and facilitate a range of other activities. For example, we provide training and certification to ensure a safe working environment at sea. We also provide education in protecting coastal leisure and our seashores, and we undertake inspections to ensure shipping and cargo is legal, safe and clean. We also support 19 Maritime Coastguard Rescue Centres in responding to emergencies involving both people and environmental pollution.



The MCA manages and facilitates a range of activities, including training, certification and emergency response

Our actions

Secretary of State's Representative

The SOSREP role was a new post in 1999; it was created as part of the Government's response to Lord Donaldson's review of salvage and intervention and their command and control. On behalf of the Secretary of State for the Department for Transport (DfT) he is tasked to oversee, control and if necessary to intervene and exercise "ultimate command and control", acting in the overriding interest of the United Kingdom in salvage operations within UK waters involving vessels or fixed platforms where there is significant risk of pollution. Adoption of this principle represents an international first for the UK.

Oil pollution prevention

The Maritime and Coastguard Agency (MCA) is the competent UK authority that responds to pollution from shipping and offshore installations. The MCA is regularly called upon to react to a wide range of maritime incidents and have developed a comprehensive response procedure to deal with any emergency at sea that causes pollution, or threatens to cause pollution. The "National Contingency Plan for Marine Pollution from Shipping and Offshore Installations" (NCP), was published in January 2000 and sets out revised command and control procedures for incident response following Lord Donaldson's Review of Salvage and Intervention and their Command and Control. These procedures have built-in thresholds to allow for flexibility of response to different degrees of incident.

SDAP Progress Matrix: Activities

	Sustainable Production and Consumption
	Climate Change and Energy
	Natural Resource Protection and Environmental Enhancement
	Sustainable Communities

Objectives	Annual Targets			Responsibility	Progress
	Year 1 (2009/10)	Year 2 (2010/11)	Year 3 (2011/12)		
To effectively manage and reduce our impacts on climate change	Develop and communicate a training package to 100% of staff in relation to web and video conferencing	Implement web and video-conferencing facilities at the MCA HQ and in 100% of Regional Offices	Implement web and video-conferencing facilities in 100% of MRCCs	Estates Manager ICT Manager	Annual Sustainable Development Progress Report
	Undertake 4 campaigns across the MCA aimed at promoting alternatives to single occupancy car use e.g. car sharing days Ride to work promotions to be undertaken at least once per quarter Uptake of campaigns to be monitored, and results published within MCA Quantity of carbon saved annually published and future improvement targets established	Establish targets for improving upon successes of previous campaigns?	Establish targets for improving upon successes of previous campaigns?	Sustainable Development Manager Sustainable Development Regional Champions	Annual Sustainable Development Progress Report Annual Travel Plan Review
	Undertake an annual survey of staff based at offices with Travel Plans aimed at measuring performance against targets and reporting feedback from staff				
	Restrict hire of vehicles to 1.4 litre capacity cars for standard hires Communicate changes to 100% of MCA staff, and ensure hire process is amended to reflect new requirements	Develop staff incentives for use of public transport whilst on business Measure and monitor uptake of incentivisation scheme, and publish results in Annual Sustainable Development Progress Report	Implement system for quantifiably demonstrating carbon savings made through measures implemented in Years 1 and 2	Sustainable Development Manager Coastal Resources	Annual Sustainable Development Progress Report
	Expansion and continued promotion of the WhizzGo car club scheme at HQ Quantify annual carbon savings made through WhizzGo green travel plans, and publish results			Sustainable Development Manager	Annual Sustainable Development Progress Report Annual Travel Plan Review
To reduce both our waste arisings and the resultant impacts on UK landfill sites	Develop and deliver an education programme to all MCA staff re effective hazardous and electrical waste disposal requirements	TBC - review and amend	TBC- review and amend if necessary monitor and measure success through feedback	Sustainable Development Manager L&D Branch	Annual Sustainable Development Progress Report
	Develop and communicate an MCA Waste Strategy to all MCA staff	Monitor and review success	TBC - review and amend	Sustainable Development Manager	
	Introduce mandatory waste returns for all MCA buildings down to Sector Base level Waste return data to be analysed and priority areas for improvement identified and communicated to MCA Regional Managers	Waste arisings to be reduced by 2% by comparison with MCA 2009/10 levels	Waste arisings to be reduced by 4% by comparison with MCA 2009/10 levels		
	Expand the successful recycling scheme at HQ and Training Centre out to all Regional Business Offices and MRCC Buildings	Monitor and measure recycling volumes in accordance with waste data returns Analyse, evaluate and communicate data Establish improvement targets for 2011/12, in accordance with mandatory waste return data	TBC - review and amend		
	Work with OGC and DfT to establish a nationwide contracts for waste management				

Estates Management

Enhancing the Sustainability of Estates Management

The MCA's total estate amounts to 1,074,905m² (which includes an Airfield in Lee On Solent Hampshire, which comprises 106 hectares of land). The Agency's headquarters is located in central Southampton within a modern leased office block which - at 6,226m² - represents the largest building within our portfolio. The three regional offices are located at Aberdeen, Beverley and Swansea, with a Training Centre at Highcliffe, Dorset. It should be stressed that the majority of the estate is required to support HM Coastguard who co-ordinate Search And Rescue (SAR) through its network of 19 Maritime Rescue Co-ordination Centres (MRCCs), plus 64 Sector Bases CG Rescue Stations. We also currently have 119 remote radio sites located throughout the UK.



Our estates are located throughout the UK and comprise just over 1Mm² of property

We have a number of Grade II Listed Buildings within our estate and a number of buildings located within Areas of Conservation and Outstanding Natural Beauty (AONB). The MCA works in conjunction with the relevant authorities and organisations to ensure minimum environmental impact at these sites.

MCA SOGE Targets

As stated previously, Government Departments have a significant contribution to make to sustainable development, not just through their policies and services, but through all the support activities that go on every day. Decisions about energy, water and waste management, and the goods and services departments buy, all say a great deal about the Government's commitment to sustainable development. As an Executive Agency of the Department for Transport, the Agency is committed to meeting and where possible exceeding all of the targets set out under SOGE.

Our actions

Smart metering

In line with our Sustainable Development Action Plan (SDAP) published in 2008 the Agency committed to the installation of Automated Meter Reading Equipment (AMR) across all of its sites which use electricity. The agency tasked its appointed energy audit company Team Energy to undertake a feasibility study to first establish if AMR was a viable option for the Agency and if so what type of metering was recommended and basic costs. A full costing report was also produced which looked at costs and available suppliers and it was then recommended that the Agency installed 30 meters at its biggest sites. Following this successful trial the Agency has now begun a full installation project across the remainder of its Estate it is hoped that this will be completed by March 2009 with full benefits being realised within a 2-3 year period.

SDAP Progress Matrix: Estates Management

	Sustainable Production and Consumption
	Climate Change and Energy
	Natural Resource Protection and Environmental Enhancement
	Sustainable Communities

Objectives	Annual Targets			Responsibility	Progress
	Year 1 (2009/10)	Year 2 (2010/11)	Year 3 (2011/12)		
To effectively manage and reduce our impacts on climate change	Undertake an energy saving campaign with Senior Management support 100% of office accommodation to be heated to a maximum of 21°C 100% of office accommodation heats hot water to Health & Safety requirements only	Ensure 100% of estates have Automated Meter Readings installed to improve monitoring and recording of energy consumption Consumption data collected, trends plotted, high-energy users identified in quarterly report	SMART targets developed for energy reduction in line with UK Government Strategy	Sustainable Development Manager	TBC quarterly and via Annual Sustainable Development Progress Report
	Sign up to Carbon Trust's Energy Efficiency Programme (EEP) Develop and publish report on business implications of EEP	Deliver 1 campaign to promote work undertaken in accordance with EEP. Collect, analyse and report on feedback from MCA employees and staff.	Deliver 1 campaign to promote work undertaken in accordance with EEP. Collect, analyse and report on feedback from MCA employees and staff.	Regional Sustainable Development Champions	TBC via Annual Sustainable Development Progress Report
To ensure that helicopters and marine craft are 'best in class' for environmental performance	Undertake annual reviews of existing vehicles, and assess current environmental performance in accordance with best available environmental technologies Develop annual reports to demonstrate environmental performance against objective			Coastal Resources Manager Sustainable Development Manager	TBC via Annual Sustainable Development Progress Report
To protect natural resources and ensure we manage the impacts from our estates on the environment	Develop records of 100% of statutory designations (e.g. SSSIs or AONBs) either on or adjacent to MCA properties and land Identify 'current target conditions' for each site and establish requirements to ensure 'UK Government Strategy expected target conditions' are met by end of 2010	Undertake impact assessment on the development of local Biodiversity Action Plans (BAPs) for MCA properties identified as being 'at ongoing risk' or 'highly sensitive'. Develop draft BAPs for priority sites.	Implement BAPs at priority sites and provide training for those who have responsibilities in natural resource protection, as required. Communicate implementation of BAPs to MCA nationwide.		TBC via Annual Sustainable Development Progress Report
	Undertake a water saving campaign with Senior Management support Establish baseline figures for water consumption across the MCA estate	Ensure 100% of estates have Automated Meter Readings installed to improve monitoring and recording of water consumption Consumption data collected, trends plotted, high-water users identified	SMART targets developed for water reduction in line with UK Government Strategy requirements	Sustainable Development Manager Regional Estates Managers	
To ensure the development or refurbishment of our estates meets best environmental practice	Implement requirement to achieve BREEAM good (or better) in 100% of new building and £200K+ refurbishments in MCA specifications Communicate new requirements to all relevant staff Develop programme for internal training of MCA staff as BREEAM assessors	Ensure at least 3 MCA employees are fully trained BREEAM assessors	Ensure at least 6 MCA employees are fully trained BREEAM assessors		TBC in individual report for all new and refurbished buildings
To ensure we manage our significant impacts on the environment in accordance with accepted best practice	Develop and implement an EMS throughout the MCA Estate, communicate requirements to staff and provide training, as necessary			Sustainable Development Manager Regional Estates Managers	TBC via Annual Sustainable Development Progress Report

Procurement

Sustainable Procurement is...

...buying goods, works and services with consideration of the effects the MCA has on the environment, the wider economy and local communities. The MCA is committed to operating in accordance with best practice in sustainable procurement, and our sustainable procurement policy commits us to:

- Complying with all relevant sustainability regulation and other requirements;
- Undertaking a programme of training for procurement staff;
- Raising awareness of sustainable procurement across the Agency through specific training, information and publicity;
- Developing an action plan to improve our capability against which we will monitor and review progress;
- Reviewing our procurement activity to identify sustainability risk and impacts, prioritising these and developing measures to address them; and,
- Ensuring that our suppliers and contractors are encouraged to reduce the sustainable impact of the goods and services they provide.



The MCA considers the sustainability impacts associated with the wide range of goods and services it procures

In the last year we have made progress in the training of procurement staff and in identifying priority areas for attention. The upcoming year will see us working closely with the DfT and its agencies to reduce our sustainability impact in priority areas and updating our internal procurement guidance to give greater emphasis to sustainability in every contract we have.

Targets for the financial years 2010/11 and 2011/12 have also been agreed, however as a member of the Department for Transport, the MCA is committed to compliance with DfT policies on sustainability issues, and while we do not anticipate any major shift in focus, specific targets are subject to change to reflect Departmental priorities.

Our actions

Recent work in relation to sustainable procurement has focused on the identification of priority areas to work on – those items purchased that have the greatest impact on sustainability. A list of priority areas has been drawn up with the Department for Transport, and the MCA has taken responsibility for reducing the sustainability impact in four major areas of spend. A guidance note has been produced for each area, highlighting where sustainability gains might be made, and these will inform action plans to take forward the Sustainable Procurement Policy goal to prioritise areas of sustainability risk and develop measures to address them.

SDAP Progress Matrix: Procurement

	Sustainable Production and Consumption
	Climate Change and Energy
	Natural Resource Protection and Environmental Enhancement
	Sustainable Communities

Objectives	Targets			Responsibility	Progress
	Year 1 (2009/10)	Year 2 (2010/11)	Year 3 (2011/12)		
<p>Raise awareness of sustainable procurement requirements across the Agency?</p> <p>Raise awareness of sustainable procurement across the Agency through specific training, information and publicity</p>	Develop sustainable procurement guidance document for procurement teams	Identify key contract managers throughout the Agency and ensure that they are trained in the principles of sustainable professional tendering and contract management	Train key contract managers in the principles of sustainable procurement	Sustainable Development Manager Procurement Manager (Cheryl Hadnutt) Contracts Team	TBC via Annual Sustainable Development Progress Report
	Raise awareness in all relevant staff through internal channels of the sustainable procurement policy and guidance		Ensure that sustainability becomes a standard element of all key tendering and contract management processes		
	Provide training to procurement team on measuring and reporting sustainability gains				
	Develop a means of disseminating procurement best practice across the Agency				
<p>Ensure we have a realistic and effective method of measuring our capability for delivering sustainable procurement?</p> <p>Develop a sustainable procurement action plan to improve our capability against which we will monitor and review progress</p>	Prioritise areas for action on sustainable procurement and develop work packages and targets in consultation with relevant stakeholders	Put the action plan into practice, monitor improvements in sustainability and report to the Department for Transport	Review progress against the action plan and revise targets	Sustainable Development Manager Procurement Manager (Cheryl Hadnutt) Contracts Team	TBC via Annual Sustainable Development Progress Report
	Produce a measurement method that can be used to quantify and report improvements in sustainable procurement		Monitor progress against the new targets and report to the Department for Transport		
	Develop a baseline performance level from which to improve, for identified priority areas				

Objectives	Targets			Responsibility	Progress
	Year 1 (2009/10)	Year 2 (2010/11)	Year 3 (2011/12)		
Ensure we have a realistic and effective method of measuring our capability for delivering sustainable procurement	Review our procurement activity to identify sustainability risks and impacts, prioritise these and develop measures to address them	Put the Action Plans into practice to develop measurable, ongoing improvements in sustainability Report improvements to the Department for Transport	Review progress against and modify the original Action Plan targets, with the aim of making a positive contribution to sustainability where possible	Sustainable Development Manager Procurement Manager (Cheryl Hadnutt) Contracts Team	TBC via Annual Sustainable Development Progress Report
	Produce Action Plans for the identified priority areas in consultation with Contract Managers, end users, suppliers and other stakeholders				
	Produce a sustainability risk assessment tool for use as part of the tendering process or high value or high risk contracts				
	Develop a baseline performance level from which to improve				
Reduce the sustainability impacts of goods and services the Agency purchases Ensure that our suppliers and contractors are encouraged to reduce the sustainable impact of the goods and services they provide	Review the Agency's procurement process to ensure tenderers are aware of our requirements in relation to sustainability HOW?	Introduce quarterly 'Meet the Buyer' sessions, to include provision of information to all suppliers and potential suppliers on the MCA's sustainability goals and requirements Undertake research in key supply markets to determine whether the Agency is currently purchasing the most sustainable products or services available Publish results in a procurement report	Introduce sustainability into contract management processes Introduce a vendor rating system to include assessment of a supplier's contribution to sustainability	Sustainable Development Manager Procurement Manager (Cheryl Hadnutt) Contracts Team	TBC via Annual Sustainable Development Progress Report
	Produce a Procurement page on the MCA external website, including a section on sustainable procurement				
	Produce targets for reducing the sustainability impacts of key contracts in consultation with suppliers, contract managers and other relevant stakeholders				

People

Our Staff and the Communities within which we Work



The communities in which we work are an integral part of our organisation, and as such, we seek to invest in both staff and society

The MCA is a responsible employer because it values all its employees and volunteers for what they bring as individuals and as part of the bigger MCA team.

For example, we provide our employees with access to Occupational Health and Employees Support Programmes to help maintain their physical and emotional well being. We are also an Investor in People (IiP) organisation which promotes training and development of all staff both on and off the job, and actively supports the attainment of professional skills outside of the work place, both financially and with time.

We also aim to provide our employees with a benefits package (both financial and non financial) which supports a 'work-life' balance. On top of the standard package we also provide generous pension, annual leave, special leave and flexible working packages.

Our actions

The Maritime and Coastguard Agency contributes to local communities by supporting and valuing its Coastguard Rescue Officers, who are volunteers that represent the public face of the Agency. We arrange for an on going medical programme to ensure that they are fit to carry out their valuable role and provide counselling and support should the worst happen and emotional support be needed. We also provide Criminal Records Bureau checks to protect both our volunteers and the communities in which they serve.

SDAP Progress Matrix: People

	Sustainable Production and Consumption
	Climate Change and Energy
	Natural Resource Protection and Environmental Enhancement
	Sustainable Communities

Objective	Targets			Responsibility	Progress
	Year 1 (2009/10)	Year 2 (2010/11)	Year 3 (2011/12)		
To foster a safe and healthy workforce	Provide 1/3 of Coastguard Rescue Officers (plus all new entrants) with a medical upon joining and then every 3 years or at dates agreed with Occupational health until they leave the service			HR Business Partner Projects	TBC via Annual Sustainable Development Progress Report
	Calculate uptake of Occupational Health Service for 2009/2010 Identify regional differences in uptake, and establish priorities for action to improve figures	Undertake 3 nationwide campaigns to promote the Occupational Health Service Increase uptake by 10% in 2010/2011 by comparison with 2009/2010 figures	Undertake 3 nationwide campaigns to promote Occupational Health Service Increase uptake by 10% in 2011/2012 by comparison with 2010/2011 figures	HR Business Partner Operations	TBC via Annual Sustainable Development Progress Report
To support our staff as they work within our local communities	Provide Criminal Record Bureau (CRB) checks on at least 1/3 of CROs (including new entrants) Repeat CRB checks for all CROs every 3 years			HR Business Partner Projects	TBC via Annual Sustainable Development Progress Report
To encourage diversity within the MCA workforce	Provide all of our salaried employees access to a childcare voucher scheme to enable them to save money on provision of childcare			Head of Workforce Planning	TBC via Annual Sustainable Development Progress Report
To encourage interaction and involvement from all areas of the community	Undertake a policy impact assessment on introducing a Welsh Language scheme Ensure priorities for action are identified	Introduce pilot Welsh Language scheme which meets all current legislative requirements and needs of MCA and Welsh speaking community Report successes / opportunities for improvement in preparation for implementation of full scheme	Ensure the effects of transferring transactional functions to the DfT Shared Service Centre in Swansea are reviewed as part of an impact assessment on the scheme Ensure feedback from impact assessment is fed back into the introduction of a nationwide Welsh Language Scheme	Head of Talent Management and Diversity	TBC via Annual Sustainable Development Progress Report
To provide MCA staff with support and assistance throughout their working and home lives	Calculate uptake of Employee Assistance Programme for 2009/2010 Identify regional differences in uptake, and establish priorities for action to improve figures	Undertake 3 nationwide campaigns to promote the EAP Increase uptake by 10% in 2010/2011 by comparison with 2009/2010 figures	Undertake 3 nationwide campaigns to promote EAP Increase uptake by 10% in 2011/2012 by comparison with 2010/2011 figures	HR Business Partner Operations	TBC via Annual Sustainable Development Progress Report
To encourage education and further personal development of our staff	Calculate MCA employee uptake of further education and personal development programmes as a result of financial assistance scheme	Undertake 3 nationwide campaigns to promote the Financial Assistance Programme Increase uptake by 10% in 2010/2011 by comparison with 2009/2010 figures	Undertake 3 nationwide campaigns to promote Financial Assistance Programme Increase uptake by 10% in 2011/2012 by comparison with 2010/2011 figures	Head of Learning & Development	TBC via Annual Sustainable Development Progress Report
To promote good environmental practice in our staff and reduce our carbon emissions	Undertake 2 nationwide campaigns to encourage employees and volunteers to 'car-share' when travelling to training courses away from their home station Calculate number of car shares per training course by MCA employees and staff Calculate carbon savings made through car-chare scheme	Undertake 2 nationwide campaigns to promote the Car Sharing Increase uptake by 10% in 2010/2011 by comparison with 2009/2010 figures Calculate carbon savings made through car-chare scheme	Undertake 2 nationwide campaigns to promote the Car Sharing Increase uptake by 10% in 2011/2012 by comparison with 2010/2011 figures Calculate carbon savings made through car-chare scheme	Head of Learning and Development	TBC via Annual Sustainable Development Progress Report

Summary

The MCA's Sustainable Development Action Plan has been developed to communicate our commitment to the national sustainability agenda, and to describe how we will contribute to the environmental, social and economic priorities for action set at this level.

Our SDAP has been generated in conjunction with representatives from across our organisation, to ensure that it is a product informed by and (therefore) relevant to all MCA staff. We have also committed to continue to engage with our staff and stakeholders, to ensure progress made against objectives and targets is known, and roles and responsibilities in 'driving forward' are understood.



Our SDAP has been developed to demonstrate how we will contribute to the national sustainability agenda in accordance with our vision, and to ensure our commitments are understood

The MCA recognises that this Action Plan is a 'live document' which will evolve and adapt as time goes on. This flexibility will to ensure that our approach to the management and promotion of sustainable development is aligned with our wider corporate plan, and the requirements of the DfT.

Through our Annual SDAP Progress Report, we will communicate both our success stories and any areas upon which we need to concentrate our focus. Through our quarterly reports, we will report on energy and water consumption, and highlight areas of best practice that all our staff can implement to reduce our impacts on sustainability.

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