



Sustainability Report

2008-9



Sustainability Report Maritime & Coastguard Agency
(MCA) 2008-9

Introduction

At The Maritime & Coastguard Agency (MCA) we recognise the need to develop our organisation in a sustainable manner. Our approach acknowledges that there are physical limits to the resources of the Earth, both in terms of generating materials and absorbing wastes, and that any organisational activity exceeding these limits is, by definition, unsustainable in the medium to long-term.

The MCA Sustainability Report 2009-9 is the second report on the performance of the Agency in terms of Sustainability and follows the publication of our second Sustainable Development Action Plan in June 2008.

The Report presents a balanced view of the Agency's social, ethical and environmental performance, celebrates our achievements so far and sets out longer term targets and goals.



Foreword

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 program 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



Our Role



The Maritime and Coastguard Agency (MCA) works within the Department for Transport on the development and implementation of the Government's maritime safety strategies. Operationally, we provide a 24-hour maritime search and rescue service, check the safety of ships and work to prevent pollution of our coasts, or take action to minimise any pollution that does occur. We also manage the registration and quality of ships on the United Kingdom Shipping Register, and provide services for seafarers. Also, one of our outcomes is to enhance the safety record of the Red Ensign Group Fleet.

We are putting continued effort into prevention work and a measure of our success is when accidents do not happen, or where we intervene to minimise their impact.

Our Coastguard Rescue Co-ordination Centres operate around the clock and use the latest communications technology to respond to any incidents on the coast or at sea. We hear of incidents via the 999 service, over maritime radio, or through the automated distress alerting equipment used by ships, some of which uses satellite technology. We can draw on a full range of rescue resources, including our own helicopters and those of the RN and RAF, RNLI lifeboats, and our voluntary Coastguard Rescue Teams. In a pollution incident, we have our own emergency tugs, strategically placed along the UK coast.

We manage the UK Shipping Register and our technical surveying staff undertake regular, detailed surveys of UK ships. We also inspect foreign registered ships visiting UK ports and we can detain unsafe ships.



Embedding Sustainability

The Agency is fully committed to implementing and embedding the Government Strategy on Sustainable Development (SD). In line with this the Agency is required to produce and review its SDAP. The 2008-9 SDAP was fully assessed in October 2008 by the Sustainable Development Commission (SDC) the Government's Advisor and independent watchdog on SD

Their assessment indicated room for improvement in particular the MCA SDAP should set out how the Agency plans to fully embed all of the principles and priorities relating to SD within all of its operational activities.

The MCA has now published its new three year SDAP covering the period 2009/10 to 2010/11. SDC comments on the first draft have been fully reflected within the new document which has been updated to include a clear and compelling business case for supporting the national sustainability agenda. Furthermore, by securing input and commitment from a wide range of representatives within the MCA, the SDAP now reflects a range of clear sustainability objectives and SMART targets. These objectives and targets have been developed not only to ensure they are readily achievable in the current/forecast financial climate, but so that they contribute directly to both the MCA as an organisation, and to national priorities for action. The final draft of the SDAP was approved by the DfT Senior Management on 16 March 2009,

The Sustainable Development Working Group (SDWG) that has been formed within the Agency for the purpose of developing the new SDAP will meet with the SD Manager every six months to update and communicate progress towards the set targets in each area. This information will then be communicated to the Senior Management Team and the Executive Board. Terms of Reference for these meetings have been published and are contained within Annex A of this report.

As the targets within the 2008-9 SDAP are predominately Estate Management focused, progress towards these has been recorded and published within this report. These targets are all based on the Sustainable Operations on the Government Estates (SOGES), set targets details of which can be obtained from the DEFRA website.



Progress

The following table illustrates progress made towards published targets during 2008-9 and in addition indicates any planned worked going forward:

Colour Key:	Target Met/completed	Target Underway/ongoing	Target Not achieved
--------------------	-----------------------------	--------------------------------	----------------------------

Target	MCA Proposed Action	Progress	Target Met?	Planned Action going forward	Responsible
Carbon Emissions from offices	Heat offices to a maximum of 21C	All Offices within the Estate are now heated to a suitable temp for the surrounding environment never exceeding 21C		Ongoing review of energy consumption across the estate.	Site Manager
	Ensure that water is heated in accordance with H&S requirements	Point of use boilers are regularly checked to ensure maximum efficiencies .		Regular service checks	Site Manager
	Introduce quarterly utility readings at all sites to assist in the development of baseline consumption figures and benchmark property performance	Quarterly readings now taken at all sites to ensure accurate billing.		Ongoing programme for the installation of SMART Meters across the estate. In addition ongoing programme to bring all electricity supplies under one contract	Regions, Estates
	Consider the purchase of renewable electricity at smaller sites	Ongoing project to incorporate the entire estate energy supplies onto an OGC contract.		Complete Project within next year.	SD Manager, Regional Managers

Target	MCA Proposed Action	Progress	Target Met?	Planned Action going forward	Responsible
	Undertake a switch it off campaign throughout the estate with high level management support	The MCA participated in the CIBSE 100 Hour Carbon Campaign 2008		Participate in the 2009 scheme.	SD Manager, Regional Managers
	Introduce a policy of timing switches on shared office machinery and electrical equipment	Timing Switches introduced at major sites		Look at other sites for potential energy savings	SD Manager Estates,
Carbon Emissions from Road Vehicles	Training and the active promotion of video conferencing and telephone conferencing and the use of webcams	Video Conferencing and Telephone conferencing still at trial stage		Re-Market across the Agency and look to extend networks and awareness amongst staff.	SD Manager ICT
	Introduce Travel Plans at Spring Place, Cardiff and Aberdeen	Travel Plans now implemented at all three sites.		Review all Travel Plans during 2009.	SD Manager, Regional Managers
	Introduce mains fed drinking water systems to reduce bottle delivers where feasible	Mains fed water introduced at all sites were water is deemed fit for consumption.		Investigate the various options for any remaining sites.	Regions, Estates
	Promote MCA Vehicle Policy	MCA Vehicle Policy published and incorporates Sustainability		Compliance ongoing In addition MCA is participating the Green Fleet Review.	Coastal Resources

Target	MCA Proposed Action	Progress	Target Met?	Planned Action going forward	Responsible
	Establish baseline figures for transport used for admin purposes	All mileage is now split between Admin & Operational		Ensure that staff are recording mileage and splitting admin/operational mileage	SD Manager
	Restrict hire vehicles to a maximum of 1.6 litre with the exception of mini buses for business need	This has now been implemented with a target of 1.4 being set for next year.		SD Manager to liaise further with Coastal Resources Manager to ensure the procedure for collecting mileage is more robust and accurate.	Coastal Resources & SD Manager
	Review T&S Allowance to reward staff using lower CO2 rating vehicles	Review has taken place however due to other internal changes within the agency it was agreed to review this gain during 2008.		Review to take place in 2009	SD Manager Finance
	The Agency to investigate putting in place local targets /exchange policy for the reduction of all operational mileage	Green Fleet Review has now been published indicating that technology will be the main driver for reduction.		Ongoing investigation into findings of Green Fleet Review	SD Manager , Coastal Resources Manager

Target	MCA Proposed Action	Progress	Target Met?	Planned Action going forward	Responsible
Waste Arising	Develop an education programme in relation to WEE Directive	Awareness of the WEEE regulations has been raised across the Agency however further communication will be an ongoing priority		Continue to communicate the message about WEE waste and how to deal with it.	SD Manager , Regions
	Analyse waste arising returns from Regional Areas, HQ and Training Centre to benchmark property performance	All waste from HQ and Training Centre is now analysed However there is still some work to do in regards to the smaller sites.		This is an ongoing target and how or if we incorporate the entire estate has to be decided upon in 2008.	Estates, Regional Managers
	Promote double sided printing throughout the estate	This has now been communicated via our ICT Department to all staff. All staff now use double sided printing as default.		Continue to promote paper saving and recycling.	TSD
Recycling	Actively lobby OGC Buying Solutions to negotiate framework agreements for recycling	OGC have been approached on this but at present no solutions exist.		Revisit this during 2008/9 as some solutions using external contractors have been identified as options.	SD Manager

Target	MCA Proposed Action	Progress	Target Met?	Planned Action going forward	Responsible
	Mandatory Recycling returns for all sites	Recycling figures are now being returned for all major sites. A decision on smaller more remote sites will be made during 2008/9		Ongoing during 2009/10 decision to be made on how to record waste for smaller sites.	SD Manager Regional Managers
Bio-diversity	Develop and maintain records of sites where SSSI impacts an adjacent MCA properties and land	Records are up to date		Completed/Ongoing.	Estates,
Water	Establish baseline figures for water consumption across MCA	Water figures have now been baselined. However some properties remain on rated billing and accuracy will be improved through complete metering of the estate.		This target will be completed during 2009.	Estates TEAM
	Implement water meters throughout the estate wherever possible	This project is scheduled for completion over the next two years.		Ongoing	SD Manager, Regions

Target	MCA Proposed Action	Progress	Target Met?	Planned Action going forward	Responsible
Government to Mandate	MCA to sign up to the Carbon Trusts Energy Efficiently Programme	The Agency participated in the Carbon Trusts 100 day reducing carbon campaign as well as this we also had two sets of Assessments undertaken within our Regional Areas.		The Agency will participate in such schemes during 2008/9	SD Manager Estates Regional Managers
	BREEAMS to be a part of all new build projects over 200k	This has now been fully implemented and will be ongoing for projects that exceed 500k in value		Ongoing	Estates
	Sustainable Procurement Policy	Underway and ongoing		SD Manager to liaise further with Finance Team	Finance
	OGC Property Benchmarking Scheme aimed at improving the efficiency and effectiveness of corporate estate management	Ongoing New Software and interface for EPIMS will require this target to be ongoing for 2008/9		Ongoing	Estates
	EMS - Implement an EMS for the entire estate	EMS now published and established throughout MCA estate.		Complete/Embed EMS and communicate more widely and improve aspect identification.	SD Manager

Future Plans

The 3 Year SDAP has now been published and progress will be monitored and reported upon regularly from 2009 with an interim progress report to be published in April 2010.

It is envisaged that with the establishment of the SDWG, improved and continued communication and with the participation of all staff the Agency will start to fully embed SD into all of its Operational Activities.

The Agency has made good progress within the area of Estates Management and Procurement and this will continue with specific projects planned within Estates.

Progress towards the Sustainable Procurement Framework is also on target.

The Agency will document progress within the areas of People and Operations both in terms of existing good practice that relates to the SD Agenda and progress towards the published targets.



Annex A

Terms of Reference for the Sustainable Development Working Group (SDWG)

Composition

Participants

- Sustainable Development Manager
- Head of MCA Estate
- Coastal Resources Manager
- Learning & Development Manager
- Search & Rescue Standards Officer
- Talent & Diversity Manager
- HR Business Partner
- Business Planner
- Procurement Manager
- Environmental Policy Specialist
- Environmental Scientist Advisor

Support

- SDWG Secretary

Dates for meetings will be booked in advance and will take place bi-annually. Personal attendance from above members of staff is a requirement and where commitments prevent, arrangements should be made for deputies to attend.

Purpose and Function of the SDWG

The SDWG is responsible for implementing and embedding the Sustainable Development Strategy within the organisation. The SDWG is also responsible for:

- Setting SMART targets for inclusion within the Sustainable Development Action Plan
- Reporting progress towards the targets as set out in the Sustainable Development Action Plan (SDAP)
- Identifying and documenting areas of best practice
- Communicating and highlighting the principles and priorities of Sustainable Development within all areas of the organisation

Meetings

The SDWG will meet on a bi -annual basis. The programme will be agreed in advance by participants.



SDWG Discussion and Decision

In accordance with the Sustainable Development Strategy and in order to secure the necessary buy in from across the organisation the following will be considered as a minimum at SDWG Meetings.

- agreement and signing of minutes from the previous meeting;
- matters arising from previous SDWG meetings;
- discussion relating to current SDAP and targets;
- progress report from individual participants relating to set targets;
- discuss any necessary amendments changes to set targets;
- discuss communication of the Sustainable Development Strategy to staff and discuss feedback and comments received .

Role of the SDWG Secretary-Papers/Minutes and Actions

Under the direction of the Sustainable Development Manager, the Secretary will manage the development, approval and distribution of papers for each SDWG meeting. The agreed Agenda and related papers will be issued to Members no later than 5 working days prior to each meeting.

The Secretary will produce and distribute a set of agreed action points to attendees and action officers no later than 5 working days after each meeting.

The Secretary will produce and distribute draft minutes to attendees within 10 working days of the meeting, for their consideration and comment.

Comments on draft minutes should be provided to the SDWG Secretary within 10 working days of their issue. Under the direction of the Sustainable Development Manager, the agreed minutes and related papers will be published on the 'Management Groups' pages on the Chief Executive's microsite.

Review

The Sustainable Development Manager can review and revise these Terms of Reference, including the composition of the SDWG at any time, but a review must be carried out at least annually. Once agreed, the Terms of Reference will be re-published on the M-Net as detailed above.

Agreed by the SDWG.