

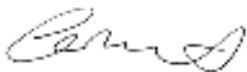
SUSTAINABLE DEVELOPMENT ACTION PLAN 2006*Joint statement from the PH Minister and the Permanent Secretary*

The Department of Health is pleased to present its first Sustainable Development (SD) Action Plan*.

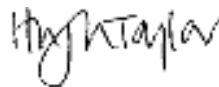
The UK's Sustainable Development Strategy (UK SDS) *Securing the Future*¹, identified under its 5 guiding principles, 4 priority areas for action. Already a number of existing Department of Health policies contribute to SD; our health focus on **communities** (eg. action on health inequalities), our health focus on the **environment** (eg. encouraging choice of good food, and enjoyment of an active lifestyle) and our health focus on the **economy** (eg. recognising the link between poverty and ill health).

The Department of Health is pleased to commit to this agenda for the long term; to address choices now that we hope will provide some protection for future generations. The Department is working with its own staff and the communities in which they work to start to put its own house in order, to face the facts of a changing climate, depleting resources, and loss of green space and biodiversity. We know that we can do better to live within environmental limits. We know we can also do more to contribute to a strong, healthy and just society, and we are developing ways to take this forward. We are responding to the SD challenge by recognising that our world of work and the staff we employ have a considerable contribution to make, and we can make a start by leading by example.

Many people are already contributing to developing this approach, but now, with our first SD Action Plan, we would like to involve everyone.



Caroline Flint MP
Public Health Minister



Hugh Taylor
Acting Permanent Secretary

1 Our vision

The goal of Sustainable Development (SD) is to enable all people throughout the world to satisfy their basic needs and to enjoy a better quality of life without compromising the quality of life of future generations.

Health is a key component of Sustainable Development. One of the 5 key guiding principles of SD is Ensuring a Strong, Healthy and Just Society; aiming to meet the diverse needs of all people in existing and future communities, promoting personal wellbeing, social cohesion and inclusion, and creating equal opportunity for all¹.

Health – "expected healthy years of life" – is also one of the top 20 UK Government Sustainable Development indicators², and is already one of the main strategic aims of the Department of Health.

* This action plan covers the main Government Department only

¹ Securing the Future, delivering UK Sustainable Development Strategy, March 2005

² One Future - different paths: The UK's shared framework for sustainable development, March 2005

The Department of Health will take forward its SD Action Plan on two fronts, by focusing on operational issues within the Department, and by developing activities to ensure DH policies are appraised against SD principles.

This DH SD action plan is a dynamic document; it includes a commitment by DH to monitor progress and to keep activities under review. DH will strengthen the plan as it progresses.

2 Scope of the DH SD Action Plan

This plan covers activity for the core department in Sustainable Development. DH works closely with the Sustainable Development Commission and other colleagues to support NHS activities such as development of the Good Corporate Citizenship toolkit, launched in February 2006 (see further information in section 6).

Of the Department's Executive agencies; the NHS Purchasing & Supply Agency has produced its own commitments to Sustainable Development (see further information in section 4.1.2 below); the Medicines and Healthcare products Regulatory Agency (MHRA) will focus on this area over the coming months with a view to producing their own action plan during 2006.

This action plan seeks to give an oversight of how the Department's health policies contribute to the 5 key guiding principles of Sustainable Development. It also identifies a broad range of existing work and focuses in particular on a number of priority areas considered necessary for further development during 2006. Information on these areas is provided at section 4.1 and a detailed plan to address them is included in the Annex.

This action plan also clarifies the mechanisms for taking forward the actions identified including communication processes, and commits the Department to building sustainable practices into its daily business.

3 Benefits of SD for the Department of Health

3.1 DH as a Good Corporate Citizen

The Department of Health wishes to lead by example in the area of SD, demonstrating its activities as a good corporate citizen. Even being a relatively small government department, with a staff quota of 2245 (as at 1 February 2006), there is considerable scope to demonstrate improvement in sustainability.

Being a good corporate citizen will enhance the Department's working environment and its surroundings as we address issues of waste, energy use, and water consumption etc. It will support our community both within the Department as a business and in the places its staff work as we address sustainably the issues of recruitment, staff development, opportunities for active travel, food and drink quality and its availability during the working day etc.

Building SD thinking into the Department's day to day activities will therefore not only contribute to achieving the UK's shared SD priorities but also contribute to the Department of Health's operations and to developing strengthened health policy.

3.2 SD influencing DH policy development

In addition to operational improvement there are also potential policy gains for DH by developing activities to ensure DH policies are appraised against SD principles. SD can particularly contribute to reducing inequalities and to improving quality of life as well as provide a valuable framework for developing new policies.

3.3 Department of Health Public Service Agreement (PSA) targets

In achieving particular PSA targets on ‘Improving the health of the population’, and in reducing health inequalities, we can also particularly contribute to the SD guiding principle of ‘Ensuring a Strong, Healthy and Just Society’:

Department of Health PSA targets
Improve the health of the population. By 2010 increase life expectancy at birth in England to 78.6 years for men and to 82.5 years for women. Substantially reduce mortality rates by 2010 from (1) heart disease and stroke and related diseases (2) cancer and (3) suicide and undetermined injury
Reduce health inequalities by 10% by 2010 as measured by (a) Infant mortality (b) Life expectancy at birth
Tackle the underlying determinants of health and health inequalities by (a) Reducing smoking rates and prevalence, (b) Obesity in children and adults with DfES and DCMS, (c) Teenage pregnancy reducing under 18 conception rate by 05% by 2010 jointly with DfES

4 Key areas of SD action and how Department of Health activity relates to the 5 SD key guiding principles

The Department of Health has a number of key policy commitments to the UK SD Strategy, which although they may not be necessarily ‘badged’ Sustainable Development, clearly link with the 5 key SD guiding principles of “Ensuring a Strong, Healthy and Just society”, “Living within Environmental Limits”, as well as “Using Sound Science Responsibly”; “Promoting Good Governance” and “Achieving a Sustainable Economy”:

- **Health Impact Assessment** – a proactive tool used by the NHS and Department of Health to ensure that other partners’ policies and activities take account of the health impact. In addition we respond as appropriate to requests to ensure that the health impact is considered across policy in other government departments.
- **(Jointly with DWP) the Work and Wellbeing Strategy**
This includes new actions which aim to break the link between ill health and inactivity; advance prevention of ill health and injury; encourage good management of occupational health; and improve the possibilities for people to recover from illness whilst at work. Development and follow-up work is planned for 2006.
- **Food & Health Action Plan** – a *Choosing Health* commitment to coordinate action towards improving health through diet and nutrition. With effect from August 2005 a Working Group for Delivery was set up to oversee and guide the delivery of FAHAP commitments.

4.1 Key priorities for action in this SD Action Plan

In relation to the *Framework for Sustainable Development on the Government Estate*³, DH has identified a number of key areas for development – Travel & Transport, Procurement, and Social and Community impacts. We also contribute to the development of the Good Corporate Citizenship programme which contributes to a sustainable environment; a sustainable economy, and to developing and maintaining sustainable communities.

4.1.1 DH Travel and Transport (for details and time scales, see Annex Section 1.1)

³ The *Framework for Sustainable Development on the Government Estate* consists of targets covering performance in the areas of transport, water, waste, energy, procurement, Estates Management, Biodiversity, and Social.

The overall DH objective for travel & transport is to enable a modal shift from travelling in cars to active travel. There are goals to reduce use of non-renewable fuel and to introduce carbon offsetting – Government targets for reducing CO₂ emissions include offsetting the emissions generated by business air travel by investing in energy efficiency/energy renewable programmes to offset the carbon emissions with the aim of reducing the overall climate change effect of the flight.

Operational objectives specific to DH Travel & Transport are:

- to identify whether there is a need for a DH Transport Plan, ensuring that the perspective of DH Regional staff is included in any review of travel and transport issues
- to reduce unnecessary business journeys (targets include developing video conferencing as a possible substitute for journeys; and to review the need for the DH London shuttle bus by reviewing usage and priority needs)
- to reduce the environmental impact of transport used (targets include switching to renewable fuels for DH vehicles; using more train, tube or bus journeys in preference to air or car; and reducing taxi and private car use for business mileage); DH is meeting its commitment to obtain air travel mileage in order to help calculate the related carbon dioxide emissions
- to provide support for staff to make active and more sustainable travel choices (targets include encouraging staff to purchase a season ticket for public transport travel to work; developing the IT support for home working staff; reviewing the offer of loans to purchase cycles in line with Inland Revenue guidance; encouraging car-sharing arrangements and reviewing the provision of preferential car parking for multiple-occupancy vehicles; continuing to increase cycle racks in accordance with demand, and planning of estate refurbishment to take account of sustainable active travel eg. possibly developing indicators on shower provision). In Leeds DH will investigate Leeds City Council's car-sharing scheme and if appropriate will encourage staff to use it along with a review of Sustainable Transport (for Quarry House via links with the Department for Work and Pensions, to include car parking)
- to reduce transport cost (targets include reviewing the DH travel agent activities to ensure lowest cost journeys are being provided; and reducing taxi use for business).

At a policy level DH policy development already identifies a need for Transport Plans. The *Choosing Activity* action plan includes initiatives and actions with partners across government for people, communities, local government, voluntary agencies and businesses to encourage active lifestyles, increasing physical activity, and sustainable methods of travel such as cycling and walking.

4.1.2 Procurement policy in DH (for details and time scales, see Annex section 1.2)

DH's objectives for procurement are:

- to ensure DH contracts/contractors reflect sound SD policies
- to ensure operational staff involved in purchasing are better informed about DH policy on SD.

Proposed actions on the first point include: reconsidering the SD performance of contractors; adopting the PASA environmental policy so that suppliers products are manufactured, delivered, used and managed at end-of-life in an environmentally responsible manner; embedding questions/requirements on SD in the Expression of Interest (EOI) questionnaire; adapting PASA Supplier Environmental Questionnaire (SEQ) for use in DH to enable suppliers to promote their environmental performance; and developing Fair Trade beverage purchasing for hospitality as the normal default in procurement.

Proposed actions on the second point include: developing a mechanism to regularly update Delphi pages; revising the DH desk guide to procurement to include advice on SD;

embedding in our supplier database (Vista) information on the SD credentials of suppliers, and consulting the Vista Support Team on how it can support SD in procurement; developing models to ensure robust internal procurement policies for procurement under the EC threshold. In addition, all Business Managers responsible for procurement should undergo procurement training to include SD principles. We will also explore options for training in SD procurement for non-full time (ie. occasional) procurers including support from the National School for Government.

DH developing Procurement targets with the NHS

DH continues to set stretching targets for sustainable procurement through the National Action Plan for Sustainable Procurement, which is being taken forward by the NHS Purchasing and Supply Agency (NHS PASA) and supported by Department of Health's own procurement staff.

NHS PASA published its draft Sustainable Purchasing Strategy on 1 December 2005. The draft strategy is currently out for consultation, and will be finalised following the release of the National Sustainable Procurement Action Plan in April 2006.

4.1.3 DH Social and Community SD Action – further details in Annex section 1.3

The DH social and community policy objectives are:

- to address inequalities (eg. operational targets include for each workforce to reflect its local community and thus demonstrate active local community engagement as well as best practice)
- to build SD into human resources policy
- to address employee health issues including working hours
- to develop a volunteering policy and more community volunteering.

At an operational level in-depth work is continuing on Social & Community aspects of the DH SD action plan, to enable the workforce to reflect its local community and thus demonstrate active local community engagement as well as best practice; to build SD into DH human resources policy; to address employee health issues including working hours; and to develop a volunteering policy and thence more community volunteering by staff.

Actions include: embedding SD in the DH Diversity Strategy; building links with schools (giving opportunities for work experience etc); to promote the public sector and civil service as an employer to build diversity in workforce, particularly in deprived areas in Leeds and around the Elephant & Castle; considering implications of the Treasury coherence agenda; building into induction and e-induction SD principles; stating the rights and responsibilities of staff as good corporate citizens and in maintaining office safety; creating an employee health section on Delphi linked to themes in Choosing Health White paper; updating DH Volunteering policy in line with other government departments; also checking, through the appropriate mechanism, how the Professional Skills for Government training programme can support SD principles.

4.2 DH Sustainable Operations

DH is committed to improving the operational environmental performance of its estate, focusing on the areas where we can make the most positive impact. Like all other Government Departments, our aim is to achieve the targets contained in the *Framework for Sustainable Development on the Government Estate*³. We have made good progress in a number of areas:

Water. Where we have reduced our consumption per person per year across our London HQ estate from an average of 10.12m³ in 2001/2, to an average of 6.56 in 2004/5. This exceeds the Framework target of 7.7m³ per person per year.

Waste. A new cleaning contract came into operation in February 2005. The contractor is required to work with the Department to maximise the amount of waste that is recycled. In 2004/5 62% of our waste was recycled. This places us in third place amongst Central Government Departments.

Energy. We have reduced the overall energy consumption for our estate by 10% since 1999/00. In addition, since 2001/2 we have purchased at least 43% of our electricity from renewable sources. In 2004/5 100% of the electricity purchased for our London HQ estate was "green". Further initiatives are planned for 2006 to increase the Department's energy efficiency.

There are areas where our progress against the Framework has not been so strong, and we intend to use this Action Plan as a vehicle for improving our performance. In particular, we will be looking to establish clear lines of responsibility for delivering the Framework targets, and the resources required. In addition we have recognised the need for input from across the department into our Travel and Transport policies. By including Travel & Transport in our Action Plan we hope to kick start this process. We are also working to ensure that our any construction or refurbishment work that takes place on our estate meets the highest environmental standards.

5 Engaging DH staff and stakeholders and putting in place systems to ensure delivery of the action plan

5.1 The DH SD Forum steering the delivery of the SD Action plan

The SD Forum has grown from the SD Action Plan Working Group, originally established to develop the SD Action Plan. It involves the Department's Health Inequalities Unit, Human Resources, Finance, Policy Hub, Regional Team(s), Procurement, Estates & Facilities, and Business Services teams.

The SD Forum will monitor progress on the action plan and take action to mitigate the risk element. It will be responsible for overseeing the communication plan and make an annual report to the Departmental Management Board on SD progress.

5.2 Action to take forward SD and policy development in the Department of Health

The Directorate of Policy and Strategy will take forward action to include the SD principles in DH policy development. During 2006/7 detailed action will be developed to ensure SD is included in policy appraisal and to develop appropriate training tools for staff in this area.

The Department continues to develop its links with others across government working on sustainable development (such as the SD Programme Board and Sustainable Operations Board and their sub-committees) and more widely. PS(PH) is a member of the Ministerial Committee on Energy and the Environment Sub-Committee on Sustainable Development [EE(SD)].

5.3 Communication and ensuring SD in the Department of Health is owned by all parts of the organisations and the individuals within them, including training staff in SD

Objectives for the Department around communication in SD are:

- to develop an SD Communication Plan by July 2006
- to raise awareness of SD and reach all members of staff by end 2007

The SD action plan will involve actions for teams and individuals. Steps are being taken to develop staff knowledge and capacity in SD at all levels, through training and induction. Regular staff updates are planned through the staff intranet (Delphi), for which the CHIP Departmental briefing will be key. Further initiatives include new column inches of SD communication appearing in news output such as *Link* magazine and on relevant web sites owned by DH. This will help raise awareness and enable the department to celebrate progress. There are further initiatives planned

to raise awareness and prompt action during 2006, such as a communications programme, and a Departmental SD Fair.

6 Sustainable Development in the NHS

The Department of Health has contributed to the development of the Good Corporate Citizen self-assessment toolkit which was launched in February 2006.

The Department, through the NHS Estates and Facilities Division, is committed to embedding sustainable practices in the NHS and continues to help NHS Trusts deliver on sustainability, provide a better environment, to increase efficiency, save money and to generally become good corporate citizens.

Best practice guidance and support to the NHS, provided by NHS Estates includes:

- *New Environmental Strategy for the NHS*
- *Sustainable Development in the NHS – guidance*
- *NHS Environmental Assessment Tool* - software which was the result of a joint funded project by NHS Estates and DTI
- *Transport Management and Car parking – guidance*

7 DH Monitoring, Evaluation and Accountability

7.1 Reporting on SD in Department of Health

The SD Forum will be responsible for overseeing the delivery of the SD Action Plan, including communication issues, and will ensure that the Department reports on progress as appropriate (see above in section 5.1).

In addition the Department's Annual Report will provide an update on progress on our key contributions both in policy and operations. The Department's performance will continue to be included in the annual SD in Government (SDIG) report and the SD section of DH's website will continue to be maintained and updated on a regular basis.

7.2 DH Business Planning and SD

We will endeavour to reflect appropriately a commitment to SD principles and objectives into the business planning process during 06/07 and thereafter.

The Action Plan, approved jointly by the Department's Sustainable Development Minister and Permanent Secretary, has been signed off by the Departmental Management Board, to demonstrate corporate ownership across all of the Department's Business Groups. The overall objective being that SD becomes an integral part of business.

Department of Health
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DEPARTMENT OF HEALTH SUSTAINABLE DEVELOPMENT ACTION PLAN

1.1 TRAVEL & TRANSPORT

The overall objectives for DH travel and transport are: to reduce unnecessary business journeys; to reduce the environmental impact of transport used (e.g. train in preference to air or car); to provide support for staff to make more active and more sustainable travel choices getting to and from work; to reduce travel costs. DH will also review whether a DH Transport Plan is needed.

1.1 TRAVEL & TRANSPORT							
Initiative	SD Benefit/ Indicator	Health Benefit	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	To develop reporting mechanism/ high level commitment	Time frame
Shuttle bus – review of usage and type of vehicle	<ul style="list-style-type: none"> ▪ Reduction in greenhouse gas emissions ▪ DH transport costs 	Increases personal safety of staff and enables stress free travel	<p>(i) London – The shuttle service serves Richmond House, New Kings Beam House, Wellington House and Skipton House. It runs in 20 minutes intervals from RH to SKH and vice versa from 9:03am to 6:14pm.</p> <p>(ii) Leeds – The shuttle service operates between Quarry House and Leeds Central Train Station at 30 intervals. There are 3 runs to QH (4 on Mondays) between 8:15am and 9:15am (10am on Mondays). There are 4 runs to the Station between 16:30 and 18:00</p> <p>(iii) No electrically powered/dual fuel vehicles in operation in DH</p>	<ul style="list-style-type: none"> ▪ (1) Review of service provided by Arriva taking place – both type of vehicle and journeys taken are being included to identify ways to reduce fuel use and increase use of renewable energy sources ▪ (2) Consider replacing/ supplementing shuttle bus with electrically powered/ dual fuel vehicles ▪ (3) Consider smaller buses with smaller engine sizes ▪ (4) Concentrate shuttle use to buildings with greatest need. ▪ (5) Consider alternative fuel use ▪ (6) Sustainable Transport review of Leeds (QH) through links with DWP to include car parking 	<p>(1-5) Feed into review of Arriva service, incorporating sustainable development principles</p> <p>(6) DWP</p>	(1-5) Review ends March 06. Will report to GBTs or SLT for decision	<p>(1-5) June 06</p> <p>(6) Ongoing liaison with DWP</p>
Video Conferencing as	<ul style="list-style-type: none"> ▪ Reduction in greenhouse 	Increased wellbeing	Usage has increased. There were 12 new VC facilities opened in 2004-5, and an	<ul style="list-style-type: none"> ▪ (1) Capture usage data to set baseline of VC use ▪ (2) Continue to review usage 	<p>(1) CSC</p> <p>(2) BSU</p>		<p>(1) Ongoing</p> <p>(2) April 06</p>

1.1 TRAVEL & TRANSPORT							
Initiative	SD Benefit/ Indicator	Health Benefit	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	To develop reporting mechanism/ high level commitment	Time frame
Carbon offsetting Business Air Travel	<ul style="list-style-type: none"> Carbon dioxide emissions 		Already collecting data on air miles for carbon offsetting purposes		FCm Travel Solutions	SDiG report	January 2006
Home working	<ul style="list-style-type: none"> Reduction in greenhouse gas emissions 	Travelling time and stress reduced however need to consider measures to avoid adverse social issues	There are 10 home workers (6 in S&Q; 2 in S&BD; 2 in HSCD). However staff with remote OIS access can work flexibly between home and office.	<ul style="list-style-type: none"> (1) Consider more flexible/intermittent/ad hoc arrangement for staff to work from home (2) Review with IT how to support staff to work from home 	HR IT Services		(1) and (2) December 2006
Individual Cycling	<ul style="list-style-type: none"> Reduction in greenhouse gas emissions Social justice Environmental quality 	Contributes to healthier lifestyle of staff Physical Activity increases wellbeing	(i)Unused car parking spaces are being replaced by cycle racks in London (ii)Showers are available in both London sites and Quarry House (QH in sports hall only) (iii)Interest free loans available up to £500 for buying bicycles (iv)DH can purchase bicycles for staff to have on lease and purchase at a later date. (v)Cycling allowance has been increased.	<ul style="list-style-type: none"> (1) Review necessity for a DH Transport Plan (2) Continue to increase cycle racks in accordance with demand (3) Future estate refurbishment to take account of sustainable active travel eg. possibly developing indicators on shower provision (4) Review position on loans to purchase cycles in line with Inland Revenue guidance 	Through DH Transport Plan Business Services HR	(1) Via Finance & Investment directorate (3) Refurb of Wellington House	(1) October 2006 to coincide with the date of commencement of new OGC framework contract for hire/lease cars (2) Ongoing action (3) Refurb to be completed Feb 06 (4) October 2006

1.1 TRAVEL & TRANSPORT							
Initiative	SD Benefit/ Indicator	Health Benefit	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	To develop reporting mechanism/ high level commitment	Time frame
Individual Reduction of single occupancy for commuting	▪ Reduction in greenhouse gas emissions	Social and psychological	(i) Mileage allowance increase payable for passenger(s)	<ul style="list-style-type: none"> ▪ (1) Encourage car-sharing arrangements and review provision of preferential car parking for multiple- occupancy vehicles ▪ (2) DH to investigate Leeds City Council a car-sharing scheme and encourage use if appropriate ▪ (3) Review Quarry House shuttle bus provision see above 	1) Incorporate into DH Transport Plan	(1) Engage GBTs and/or corporate HR/Finance	(1) June 06
					(2) BSU		(2) June 06
					(3) DWP	(3) Responsibility lies with DWP- DH will discuss with them	(3) Ongoing liaison with DWP

1.2 PROCUREMENT

DH objectives for procurement are: to ensure DH contracts/ contractors reflect sound SD policies; ensure staff involved in purchasing are better informed about DH policy on SD; to develop Fair Trade purchasing as the normal default in beverage procurement.

NB Section 2.2 of this action plan covers actions on procurement policy in the Department of Health only. NHS procurement is handled by the NHS Purchasing & Supply Agency (NHS PASA).

1.2 PROCUREMENT*						
Initiative	SD Benefit/ Indicator	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	To develop reporting mechanism	Timeframe
Support to teams and individuals in procuring	Good procurement guidance covering SD	Delphi already provides advice and links to websites but these need	<ul style="list-style-type: none"> ▪ (1) Management mechanism being developed for updating Delphi pages systematically 	Staff through training	Seek feedback from PPAU to agree on a	(1) Current/on-going (2) March 06

1.2 PROCUREMENT*						
Initiative	SD Benefit/ Indicator	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	To develop reporting mechanism	Timeframe
	<p>Ensuring contracts/ contractors reflect sound SD policies</p> <p>Staff involved in purchasing will be better informed about DH policy on SD</p>	<p>reviewing</p> <p>PASA – Procurement Policy Advisory Unit (PPAU) continue to provide support to contracts over EC threshold (£93,898)</p> <p>All staff involved in purchasing in DH need some training on SD</p>	<ul style="list-style-type: none"> ▪ (2) DH desk guide to procurement to include advice on SD ▪ (3) Link to DEFRA and other websites on the DH website needs updating ▪ (4) For procurement under EC threshold, develop models to ensure robust internal procurement policies and tie to Group Business Team (GBT) support (see below) ▪ (5) Options for training non-FT procurers needs to be explored including National School for Government SD support for non-FT purchasers ▪ (6) All Business Managers responsible for procurement to undergo procurement training which shall include SD principles 	Consult Nat School for Govt re SD training	solution for maintaining information on Delphi.	<p>(3 & 4) June 06</p> <p>(5) March 06</p> <p>(6) July 06</p>
External suppliers and contractors	More suppliers able to meet the DH SD policy	<p>Suppliers asked to provide basic details of own SD policy</p> <p>DH has no Supplier Environmental Questionnaire (SEQ) for use</p>	<ul style="list-style-type: none"> ▪ (1) Reconsider level of SD requirement in contractors ▪ (2) Embed in VISTA whether suppliers have been SD proofed ▪ (2) VISTA needs a list of SD-proofed suppliers/contractors ▪ (3) EOI questionnaire to have SD questions /requirements embedded in it ▪ (4) Adopt PASA environmental policy so that suppliers products are manufactured, delivered, used and managed at end-of- 	Consult SD Lead in PASA, and agreement by PPAU Consult Vista Support Team	Consult PPAU and other teams within DH	<p>(1) June 06</p> <p>(2) December 06</p> <p>(3) June 06</p> <p>(4) June 06</p>

1.2 PROCUREMENT*						
Initiative	SD Benefit/ Indicator	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	To develop reporting mechanism	Timeframe
			<p>life in an environmentally responsible manner</p> <ul style="list-style-type: none"> ▪ (5) PASA SEQ could be adapted and used in DH to enable suppliers to promote their environmental performance 			(5) June 06
Support in procurement from other departments/teams within DH		Finance – review input to SD in procurement GBTs – each GBT should have a procurement adviser (“champion”) for its business unit	<ul style="list-style-type: none"> ▪ (1) Vista Support Team to be consulted on how it can support SD in procurement ▪ (2) Check requirement for and provision of GBT procurement rep. Review role of GBT procurement champion and sustainability of role with the aim of supporting the procurement process ▪ (3) Consult the CD to explore what action DH is committed to with regard to SD policy and to reflect it in its Procurement Strategy paper ▪ (4) Considering the Defra Toolkit when published and explore the suitability of using this toolkit for DH procurement. Consult DH Estates and Facilities on the suitability of their toolkit 	Consult Vista Support Team	To be developed and reported through the SD Forum	(1) December 06
		Commercial Directorate (CD) to advise on its commitment to an SD policy		GBTs		(2) December 06
		Defra to publish toolkit to enable SD procurement		Commercial Directorate procurement function		(3) May 06
				DH Estates & Facilities		(4) March 06
Fair Trade		International inter-governmental organisation encourages Fair Trade tea and coffee purchase by implementing an “automatic default” so that staff had to request non	<ul style="list-style-type: none"> ▪ Explore with DEFRA prospect and mechanism of introducing automatic ‘Fair Trade’ default in DH 	Obtain Departmental Management Board agreement	Through SD Forum	December 06

1.2 PROCUREMENT*						
Initiative	SD Benefit/ Indicator	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	To develop reporting mechanism	Timeframe
		Fair Trade beverages				

1.3 SOCIAL & COMMUNITY IMPACTS

The DH social and community objectives are: to address inequalities; to build SD into human resources policy; to address employee health issues including working hours; to develop a volunteering policy and more community volunteering.

1.3 SOCIAL & COMMUNITY IMPACTS							
Initiative	SD Benefit/ Indicator	Health Benefit	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	Reporting mechanism/ high level commitment	Time frame
Workforce – to reflect local community	Community Engagement/ Diversity		<ul style="list-style-type: none"> Embedded in HR policy across the NHS. In DH workforce in London is representative but Diversity profiling of existing employees indicates very low black and ethnic minority representation in Leeds at all levels compared with local demographic census data 	<ul style="list-style-type: none"> Action in progress needed on Leeds profile. Project with Cecile Day (chair of ethnic minority working group) to develop action plan. DH set higher standards than Cabinet Office baseline on the 10-point action plan on Diversity, which will set out how DH will work towards a more diverse workforce by 2008 	Equality Groups Cabinet Office Number of interdependent workstreams across DH	Strategy to be agreed by CMC/DMB as part of Diversity strategy. Plan will be peer reviewed by other champions	October 2006
Volunteering policy	Community Engagement		<ul style="list-style-type: none"> DH Volunteering policy not in line with OGDs and in need of review Need to consider Treasury coherence agenda 	<ul style="list-style-type: none"> Commitment to review policy as part of HR policy development review in February 2006 	Cabinet Office to consider coherence aspects	Signed off by DH strategy board	December 2006

1.3 SOCIAL & COMMUNITY IMPACTS							
Initiative	SD Benefit/ Indicator	Health Benefit	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	Reporting mechanism/ high level commitment	Time frame
Employee Health/Long hours culture in DH	Community engagement Good employer and best practice	Work/life balance	<ul style="list-style-type: none"> Due to be an employee health section on Delphi – will be linked to themes in Choosing Health White paper 	<ul style="list-style-type: none"> Employee health portal being developed further to address health and wellbeing of the DH workforce New maximising attendance proposals will flag up support for managers to enable early intervention Staff events in London and Leeds to focus on “Choosing Health” interventions– will include healthy eating, increasing physical activity, stress management, health promotion. Review of pro-active Occupational Health service to support health. 	All Staff – following listening exercise Intention to obtain feedback on this at SD fair in 2006	CMC has agreed employee health package and maximising attendance proposals Initiatives will be agreed by Departmental Management Board	All October 2006
Building SD into DH HR policy	Good employer and best practice		<ul style="list-style-type: none"> Rights and responsibilities of staff – staff to be good corporate citizens Maintaining office safety built into induction 	<ul style="list-style-type: none"> SD principles will be built into staff induction (and e-induction) Check what way Professional Skills for Government could support SD principles Ask DEFRA for advice in enabling SD to be built into mainstream business 	Staff through induction	Agreed by HR strategy board	All December 2006
Diversity/Build	Community		<ul style="list-style-type: none"> Work already started on 	<ul style="list-style-type: none"> Embed SD in Diversity 			All October

1.3 SOCIAL & COMMUNITY IMPACTS							
Initiative	SD Benefit/ Indicator	Health Benefit	Current position	Development actions to contribute to the commitments in the SD Strategy	Engaging stakeholders	Reporting mechanism/ high level commitment	Time frame
DH links with schools	engagement		employer strategies to improve diversity in Quarry House	Strategy <ul style="list-style-type: none"> ▪ Build links with schools to promote public sector and civil service as an employer to build diversity in workforce, particularly in deprived areas in Leeds and around the Elephant & Castle. 	Community through engagement		2006