

**SCOTTISH VETERANS HOUSING
ASSOCIATION LIMITED**

SUSTAINABILITY POLICY

June 2011

SUSTAINABILITY POLICY

1.0 INTRODUCTION

1.1 This policy describes our arrangements for developing a sustainability policy and supporting action plans, to comply with the following:

- > the UK Government's proposals entitled 'A Better Quality of Life' — their current strategy for sustainable development;
- > Communities Scotland's Sustainable Development Policy, which sets out the principles Communities Scotland will promote and the sustainability objectives to be met by Registered Social Landlords seeking development funding.

1.2 In the context of this policy, 'sustainability' is defined as:

“The capacity of an organ/sat/on to continue to deliver social,
Economic and environmental value into the long-term future.”

1.3 Our overall aim in pursuing this policy is to make a positive contribution to the quality of life in the areas we are involved in. With regard to new-build developments or modernisation projects, we will seek to meet the need of the present without compromising the ability of

- future generations to meet their own needs/’ (from ‘Our Common Future — Brundtland Commission).

1.4 We will aim to integrate sustainability planning and management into our strategic planning and day-to-day activities including development, housing management, property maintenance, finance and staff training.

1.5 We will also aim to incorporate sustainability planning and management in any wider role activities we undertake for the benefit of our communities, linking sustainability objectives with those designed to empower local communities and improve their quality of life.

1.6 This policy is an initiate statement of our aims. As we develop our experience in and knowledge of sustainability issues we will review and revise this policy as required.

1.7 This policy complies with Communities Scotland's Performance Standard G52.3.

2.0 POLICY STATEMENT

General

2.1 In developing this policy and any supporting Action Plans we will consider the impact we can have in improving the economic, social and environmental circumstances of the wider community within which we work.

- 2.2 We will ensure that all relevant policies and procedures are designed to promote sustainability across our activities, and that our sustainability policy and objectives are linked to and compatible with our broader corporate plans, policies and priorities.
- 2.3 Our sustainability policy and procedures will be based on relevant and comprehensive information, current good practice, internal service reviews and, where appropriate, benchmarking with other organisations.
- 2.4 We will identify the sustainability issues that are most significant in terms of our activities and over which we can be expected to exercise an appropriate level of control and influence. These will include issues relating to the acquisition and development of land, the impact of our activities on the environment, the consumption of energy and water in our properties, the use of materials in new build, modernisation, general repairs and maintenance, and the production of waste.

Initial Review

- 2.5 Our starting point will be an initial review to establish a ‘baseline’ of what we are currently achieving with regard to sustainability issues. The review will utilise the current guidance published by Communities Scotland.

Objectives and Targets

- 2.6 Following the initial review we will set objectives (describing our current priorities) and targets (describing how we will measure our performance against our objectives) relating to specific activities. These objectives and targets will be included in an annual Action Plan. Wherever possible the objectives and targets will be measurable.
- 2.7 Our objectives will include measures relating to:
- > Energy conservation
 - > Resource conservation
 - > Reducing pollution and the use of hazardous substances, primarily in building activities
 - > Waste reduction and recycling
- > provide housing with a good living environment;
 - > enable residents to reduce the running costs of their homes;
 - > avoid building on ‘Greenfield’ sites where the use of redevelopment land is feasible;
 - > reduce the dependence on non-renewable resources;
 - > promote the re-use and recycling of materials;
 - > avoid the use of potentially toxic and environmentally damaging materials and processes;
 - > reduce the use of resources in our daily operations, both within and out with our office.
- 2.9 We will review and revise our objectives and targets we have set at the same time as we produce each year’s Action Plan.

Performance Indicators & Benchmarking

2.10 As part of establishing ways of measuring our progress towards achieving agreed objectives we will select appropriate performance indicators, which will include the current Communities Scotland National Sustainability Indicators. We will ensure that we only choose those indicators that are appropriate, reasonable and realistic at each stage of the process in developing this policy.

The current indicators will be included in each year's Action Plan.

2.11 We will also measure our performance by 'benchmarking' against relevant best practice standards and by comparing our achievements with other similar organisations.

Action Plan

2.12 Following the process of identifying objectives, performance indicators and targets we will produce an Action Plan which will cover the following year and which will include some or all of the following:

- > current objectives, performance indicators and targets;
- > specific actions to achieve an objective or target;
- > the time-frame, where appropriate, within which an action is to be completed;
- > who is responsible for ensuring that each action is completed;
- > any resources required to complete each action.

Consultation

2.13 We will ensure that there is effective internal consultation and feedback regarding the setting and subsequent monitoring of annual objectives and targets.

2.14 Where an aspect of our policy or current Action Plan impacts on others, e.g. Contractors, we will where appropriate invite comment or feedback from those involved as part of the overall monitoring process.

2.15 During the first year of this policy we will implement measures to raise the awareness of both Committee Members and members of staff concerning sustainability issues and the initial Action Plan.

2.16 Following the initial training, subsequent training requirements will be identified both as part of the annual staff appraisal process and as a result of any specific objectives or targets included in future Action Plans.

Resources

2.17 We will identify and seek to provide the facilities and resources we will need to implement this policy and achieve our current objectives and targets. The setting of objectives etc. will be carried out having regard to the availability of the resources required to achieve them, i.e. objectives will not be set if they require a level of resources which we are not able to provide at that time.

3.0 MONITORING AND REVIEW

- 3.1 The Head of Policy & Development has overall responsibility for coordinating the action we will take to implement this policy.
- 3.2 Each Head of Section is responsible for ensuring that their staff implement this policy, so far as it relates to them, and in particular that they contribute as required to achieving specific targets or objectives that may be set in an Action Plan.
- 3.3 The Head of Policy and Development will co-ordinate the production of an annual Action Plan containing specific targets or objectives designed to develop the implementation of this policy, for Management Committee approval', and will report to Committee regularly on progress in achieving the Plan.
- 3.4 The Head of Policy and Development will ensure that this policy is reviewed initially at the end of 1 year and thereafter at least every 5 years. The review, and any resulting changes proposed, will be based both on the practical experience we gain as we develop our knowledge of sustainability issues, and on any internal or external feedback we receive from the actions we take.