

## Continuous Improvement Plan 2016-17

### Continuous Improvement Plan

Work is continuing in relation to the review of the EMS with a view to ensuring continuous improvement. SDO proposes to do the following in the coming year:

- Development of a new Sustainable Development Strategy and Strategic Improvement Plan;
- Increase the number of Environmental Champions – perhaps to include MLAs or Party Support staff; Directors are asked to consider if anyone within their business area would like to volunteer to be an Environmental Champion and advise SDO;
- Roll out environmental training to MLAs and their staff – working with Politics Plus;
- The electric charging point at the rear of the building has been a great success and SDO will continue to raise awareness of its availability to encourage staff to use a more sustainable means of travel;
- Work in partnership with organisations to promote environmental awareness and sustainability in particular the Royal Society for the Protection of Birds NI (RSPBNI) and Sustainable NI;
- SDO would like SMG to consider issuing thermal mugs to all staff and MLAs to encourage them to use fewer disposables. The Assembly currently spends £4,977.60 every 2 months on disposable cups, lids etc. and a potential loyalty scheme is being developed, in conjunction with Support Services, which will see a free coffee following a yet to be determined number of drinks purchased using the thermal mug. This would cost in the region of £2,730 and a paper will be provided to SMG. SDO has raised this proposal with the Environmental Champions and following discussions with their colleagues it would seem that there is a good deal of interest from staff in pursuing this;
- Install a metering system for Building Energy Management System (BEMS) to allow SDO to export information in relation energy use.

**SMG is asked to confirm if they are content to proceed with the proposals as detailed above and if they would like to add anything further to ensure continuous improvement.**

## Continuous Improvements 2017-2018

Work that has taken place to ensure continuous improvement.

- A revised Sustainable Development Strategy has been developed which reflects the environmental ambitions of the NIAC;
- Expansion of the Environmental Champions – additional staff have volunteered, however, due to redeployment Directors are asked to determine if any staff from their business area would like to volunteer;
- SDO continues to issue internal communications to remind building users of the recycling policy. Following the commencement of the new recycling contract in April 2018 a new bin for compostable packaging will be rolled out. This supports key theme 3 of the SDS;
- SDO continues to work in partnership with organisations to promote environmental awareness and sustainability, in particular RSPBNI, the Belfast Food Network and Sustainable NI. This year's Giant Bird Tables are being established in partnership with RSPBNI. This supports SDS key theme 2 and 4;
- SDO joined millions across the world to celebrate WWF's Earth Hour and switched off our lights for one hour. By joining the global celebration, the NIAC took part in a symbolic moment to help put a spotlight on the
- issues facing the planet and to remind us that, together, we have the power to make change happen. This supports SDS key theme 2 and 4;
- SDO has made available thermal mugs for all building users to encourage them to use fewer disposables. A total of 249 have been distributed however upon resumption of normal business additional mugs will be made available for MLAs and redeployed staff. This supports SDS key theme 3;
- Plastic straws have been replaced within the restaurant with paper straws. Our policy will continue to be that straws are not offered; a person will have to ask for a straw. This supports SDS key theme 3;
- SDO participated in this year's BiTC Arena Benchmarking Survey. The results will be released in early November and it is hoped that the NIAC will be able to maintain its Gold status. This supports SDS key themes 1, 2, 3 and 4;
- SDO organised a site visit to the food recycling centre for the Environmental Champions on 23<sup>rd</sup> May to raise awareness of the recycling process. SDO is considering planning another visit with the new waste contractor;
- The DoF has launched an Estate wide survey to determine the views of everyone who uses the Stormont Estate in relation to access and the

overall experience. Included within this survey will be how people travel to and from the Estate. It has been agreed that this information will be shared with SDO to allow us to better understand travel issues within the Estate;

- SDO hosted an Environmental Inter-Parliamentary Meeting at Parliament Buildings for the National Assemblies in August which was very successful. It is hoped that, following this, regular meetings will now take place to allow the Parliaments to benchmark against each other and share best practise. This supports SDS key theme 1;
- SDO met with EU Parliaments to discuss the area of biodiversity and to benchmark against each other. This supports SDS key theme 1;
- SDO is working with the Education Officers to develop a partnership with Eco Schools. It is hoped that this will allow the NIAC to further enhance understanding of the work that the Assembly does in all aspects including sustainable development. This supports the NIAC SDS key theme 3; and
- SDO hosted a cycling event to encourage building users to adopt a more sustainable means of travel. It was very successful with staff having an opportunity to meet suppliers. Another event will be held upon restoration of normal business. This supports SDS key themes 2 and 3.

#### **Awards**

- The NIAC attained Gold status in the Arena Benchmarking survey.
- The NIAC was shortlisted for the 2017 Responsible Business Awards for Environmental Leadership.

| <b>Continuous Improvement Action Plan 2018-19</b>                                 |                                                                  |                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Action</b>                                                                     | <b>Impact</b>                                                    | <b>Progress</b>                                                                                                                                                                               |
| Roll out environmental training to MLAs and Support Staff                         | Increased awareness and compliance with the Environmental Policy | Although not achieved during the period, work is continuing with IS and HR to find a way to roll this out via Teams.                                                                          |
| Increase staff awareness in relation to recycling through internal communications | Increased awareness and compliance with the Environmental Policy | Complete for reporting period. SDO continued to work in partnership with organisations to promote environmental awareness and sustainability, in particular RSPBNI, the Belfast Food Network, |

| Continuous Improvement Action Plan 2018-19                                                                                                                                   |                                                                                                |                                                                                                                                                                                                                                   |
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| Action                                                                                                                                                                       | Impact                                                                                         | Progress                                                                                                                                                                                                                          |
|                                                                                                                                                                              |                                                                                                | SustransNI and Sustainable NI.                                                                                                                                                                                                    |
| Reduce the use of disposables                                                                                                                                                | Improves environmental performance by reducing the amount of waste generated                   | Complete for reporting period. Thermal mugs issued to building users and charge implemented for disposables. ^                                                                                                                    |
| Remove plastic cups from restaurants                                                                                                                                         | Improves environmental performance by reducing the amount of waste generated                   | Completed. ^                                                                                                                                                                                                                      |
| Phase out single use plastics by 2021                                                                                                                                        | Improves environmental performance by reducing the amount of waste generated                   | Work continued during the period with Sodexo and Banner to minimise the use of single use plastics.                                                                                                                               |
| Consider withdrawing still bottled water from sale within Parliament Buildings – provide a sustainable alternative along with free filtered tap water for staff and visitors | Improves environmental performance by reducing the amount of waste generated                   | Consideration was given to withdrawing still bottled water but a suitable sustainable alternative to bottled water has still to be sourced. Free filtered tap water has been provided for staff and visitors in Speaker's Corner. |
| Increase electric car charging points from 2 to 4                                                                                                                            | Encourages sustainable travel and therefore reduces carbon footprint. Helps promote awareness. | Complete – 4 charging points in place.                                                                                                                                                                                            |
| Run 'design an eco-bag' competition with schools with the successful design being sold in the shop                                                                           | Increases engagement with the public and improves environmental performance                    | Due to the hiatus in the Assembly's normal functions for the vast majority of the period, this action was put on hold following discussions with Education Officers.                                                              |
| Install additional metering to monitor energy use                                                                                                                            | Reduces carbon footprint and therefore improves environmental performance                      | Partially completed - some snagging still outstanding.                                                                                                                                                                            |

| Continuous Improvement Action Plan 2018-19                                       |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Action                                                                           | Impact                                                                    | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Further develop a 'Circular Economy' within the Assembly                         | Reduces carbon footprint and therefore improves environmental performance | Complete for reporting period. Hansards and old roman blinds have been donated to charity and work continues to re-purpose items that are no longer required for their original purpose.                                                                                                                                                                                                                                                                                                              |
| Continue with regular meetings with other Parliaments                            | Ensures best practice and allows for benchmarking                         | Complete for reporting period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Have an 'Eco Week' to encourage staff to be more sustainable at work and at home | Reduces carbon footprint and therefore improves environmental performance | This did not progress due to the hiatus at the Assembly. The proposed action did record the hope that it <i>could</i> take place once the Assembly resumed its normal functions. Although subsequent to the reporting period (i.e. from April 2020 onwards as a result of COVID-19), work has taken place with the Communications Office to encourage staff to be more sustainable while working from home. A paper will be presented to SMG in the future for consideration/approval of an Eco Week. |
| Consideration of purchasing an electric 'pool car' for staff use                 | Encourages sustainable travel and reduces carbon footprint                | This was placed on hold and was to be reviewed when normal business resumed at the Assembly. Due to the COVID-19 restrictions, car sharing is no longer an option and will therefore not be taken forward at this time.                                                                                                                                                                                                                                                                               |
| Install bee hives at Parliament Buildings                                        | Increased staff engagement and awareness and                              | Complete for reporting period – a decision is to be taken as to how best                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Continuous Improvement Action Plan 2018-19                    |                                         |                            |
|---------------------------------------------------------------|-----------------------------------------|----------------------------|
| Action                                                        | Impact                                  | Progress                   |
|                                                               | improves the biodiversity of the Estate | to use the honey produced. |
| ^ These have since been reversed due to COVID-19 restrictions |                                         |                            |

## Continuous Improvements 2019-20

Work has continued over the past year to ensure continuous improvement with the following taking place:

- Internal Communications have been issued to remind building users of the electric charging point at the rear of the building and it is hoped that all building users will consider a more sustainable means of travel.
- Building users continue to use disposable containers for food even when eating in the Blue Flax. SDO will be working with Support Services and Sodexo over the coming year to encourage users to 'take time to eat' and sit in the restaurant with colleagues and use crockery.
- SDO will be working with Support Services and Sodexo to try to further eliminate single use plastics in particular finding a compostable alternative to the current take away salad bowl.
- SDO continue to work in partnership with organisations to promote environmental awareness and sustainability, in particular RSPBNi and Sustainable NI. During this reporting year Christine has worked with Sustainable NI to get funding for a 'Conscious Cup' campaign within Northern Ireland similar to that in Ireland. This project has been put on hold until the current restrictions are lifted.
- Thermal mugs have been issued to building users with SDO and Support Services continuing to promote their use. The introduction of a charge for disposable cups within the catering outlets has seen an increase in the number of people using them. It is hoped that this trend will continue and figures will be provided to SMG when available. The current pandemic has had an impact on this as thermal mugs are not being used but it is hoped with the reduced number of building users it will not impact significantly on the waste generated. Reusable cups will be re-introduced at the earliest possible date.
- The Assembly attained a rating of D in 2019 Display Energy Certificate (DEC) for Parliament Buildings. Following extensive replacement and upgrading of the internal lights it is hoped that there will be a further improvement this year.
- Work has taken place this year to install a metering system for the Building Energy Management System (BEMS) to allow SDO to export and analyse information in relation to energy use, commissioning and testing is currently taking place with some minor issues still being resolved.
- BITC Arena Benchmarking Survey results were announced on 25th November and the Assembly attained the Gold quintile, this is the same standard as 2018.
- To encourage staff to recycle, SDO arranged for free compost to be made available to staff made from food collected from Parliament buildings. SDO is currently arranging a site visit for any interested staff to the Riverridge recycling facility. Details will follow when the current restrictions are eased.
- SDO has been trying to further develop a 'Circular Economy' within the Assembly. The aim is to keep resources in use for as long as possible to

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ensure that we can extract the maximum value. An example of this is old copies of Hansards were given to a production company for use as props.

- Corporate Social Responsibility - where staff continue to avail of the volunteering opportunities however the number of staff participating has fallen.
- Christine continues to attend the Environmental Inter-Parliamentary Meetings and chairs a quarterly conference call between the Parliaments to share ideas and best practice.



| Continuous Improvement Action Plan 2020-21                                                                 |                                                                                           |                                                                                                                                                                                                                                                       |
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| Action                                                                                                     | Impact                                                                                    | Progress                                                                                                                                                                                                                                              |
| Expansion of Environmental Champions with proposal to extend the invitation to Party Support staff         | Increase participation/awareness across the Assembly                                      | Invitation issued to Party staff.                                                                                                                                                                                                                     |
| Allow EV car users to park in upper car park on non-siting days                                            | Encourages sustainable travel and reduces carbon footprint                                | The Head of Security has confirmed that this should be placed on hold and considered at a later date.                                                                                                                                                 |
| Work Towards phasing out single use plastics by 2021                                                       | Reduces waste generated and improves environmental performance                            | Ongoing – some single use plastics were re-introduced (e.g. plastic cutlery, wrapping for scones and tray bakes, etc.) due to the current restrictions. However this is being kept under review and this action will be carried forward to next year. |
| Increase awareness of waste streams                                                                        | Improves environmental performance                                                        | Communications continue to be issued to building users ensuring new staff are aware of the recycling arrangements.                                                                                                                                    |
| Design an Eco Bag in conjunction with 'Keep Northern Ireland Beautiful' (KNIB) and the Education Officers. | Improves environmental performance and allows for greater engagement with the Eco Schools | Discussions continued with Education Officers and Support Services but due to COVID restrictions we were unable to progress with it. This action will be carried forward to next year with consideration being given to an online competition.        |
| Make 'Earth Hour' (the last Saturday in March) a designated lighting day                                   | Illustrates the significance the Assembly places on sustainable development               | Raised by Clerk / Chief Executive at Commission meeting for inclusion in Commission's consideration of its Lighting Policy. This is still being considered and will be carried forward to next year.                                                  |

|                                                            |                                                                               |                                                                                                                                                                                                   |
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| Support Awareness days i.e. Veganuary, wildlife week, etc. | Increases staff awareness and can lead to improved environmental performance. | Ongoing – work is continuing with the Communications Office to raise staff awareness                                                                                                              |
| Provision of EV charging in the Lower East car park        | Encourages sustainable travel and reduces carbon footprint                    | The SDO is working with DoF to determine if this is feasible and, if so, the practicalities of it e.g. booking system. A work order has been issued to DoF to see if this work can be progressed. |

| <b>Continuous Improvement Action Plan 2021-22</b>                                                              |                                                                |                                                                                                                                                                                                                                                                        |
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| <b>Action</b>                                                                                                  | <b>Impact</b>                                                  | <b>Progress</b>                                                                                                                                                                                                                                                        |
| Provision of EV charging in the Lower East car park                                                            | Encourages sustainable travel and reduces carbon footprint     | Complete - One charging unit which allows 2 cars to be charged has been installed in the Lower East Car Park.                                                                                                                                                          |
| Continue to 'work towards' phasing out single use plastics.                                                    | Reduces waste generated and improves environmental performance | Complete but continuing—some single use plastics were re-introduced during COVID-19 however these are being phased out slowly (e.q. plastic cutlery, replaced with wooden compostable ones). This is being kept under review and will be carried forward to next year. |
| Replacement of antiquated TV System (IS)                                                                       | Reduces electricity use                                        | The new TVs have been purchased and are on site. The roll out of the new system is underway                                                                                                                                                                            |
| Subject to business need, continue to offer the facility of virtual/hybrid meetings (IS, Communications)       | Incidentally reduces carbon footprint                          | Complete but continuing – where it fully meets the business needs virtual/hybrid meetings are taking place. This will be reviewed and carried forward to next year.                                                                                                    |
| Subject to business need, continue to offer the facility of virtual/hybrid events (ELU & The Speaker's Office) | Incidentally reduces carbon footprint                          | Complete but continuing – where it fully meets the business need this has continued. This will be reviewed and carried forward to next year.                                                                                                                           |
| Website content (Communications)                                                                               | Reduces paper consumption                                      | Working with Communications and CAMS to make more documents available on line,                                                                                                                                                                                         |

| Continuous Improvement Action Plan 2021-22                                                                 |                                                                                           |                                                                                                                                                                                                                                                                 |
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| Action                                                                                                     | Impact                                                                                    | Progress                                                                                                                                                                                                                                                        |
|                                                                                                            |                                                                                           | reducing the need for building users to print off forms. Discussions have taken place with CAMS in relation to the Members' portal and it is hoped that work will continue to make it more accessible.                                                          |
| Provision of low energy broadcasting lights (Communications/ Pi)                                           | Reduces electricity use                                                                   | In progress - work has commenced to determine what is required in the Chamber and committee meeting rooms with work due to commence May/June 2022.                                                                                                              |
| Removal of paper resources (Education Office)                                                              | Reduces paper use                                                                         | Currently, the Education Officers are only using one sheet of A4 paper to create a room sign for each group. This will be carried forward and reviewed each year.                                                                                               |
| Working with partners to educate on improving environmental performance (Education Office)                 | Improves environmental performance                                                        | Complete but continuing – working with Eco Schools, the SDO and the Education Officers are raising awareness of the work that is taking place at the Assembly. This will be carried forward and reviewed each year.                                             |
| Sustainably resourced IS equipment (IS Office)                                                             | Promotes the circular economy                                                             | Complete but continuing – the IS Office has purchased refurbished laptops and BS has purchased refurbished phones. This will be carried forward and reviewed each year.                                                                                         |
| Design an Eco Bag in conjunction with 'Keep Northern Ireland Beautiful' (KNIB) and the Education Officers. | Improves environmental performance and allows for greater engagement with the Eco Schools | In progress – planning work has been finalised and the competition is being launched in September 2022. It was delayed due to the impact of COVID-19 on schools and following advice from Eco schools as to when to launch. Now due to complete in October 2022 |
| Make 'Earth Hour' (the last Saturday in March) a designated lighting                                       | Illustrates the significance the Assembly Commission                                      | Raised by Clerk / Chief Executive at Assembly Commission meeting for inclusion in the consideration                                                                                                                                                             |

| Continuous Improvement Action Plan 2021-22 |                                   |                                                                                                                                                                                                                                                             |
|--------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                                     | Impact                            | Progress                                                                                                                                                                                                                                                    |
| day for Parliament Buildings               | places on sustainable development | of the Special Lighting Policy. The Policy was reviewed in May 2021 however the Commission did not agree to any changes at this time. A request was received from an external organisation and the Assembly Commission participated in the event this year. |

| Continuous Improvement Action Plan 2022-23                                                                                                                                                                                                                                                               |                                                                                                                                                                    |                                                    |
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| The work that was proposed to ensure continuous improvement for 2022-23 and progress against the actions is set out in the table below:                                                                                                                                                                  |                                                                                                                                                                    |                                                    |
| Action                                                                                                                                                                                                                                                                                                   | Impact                                                                                                                                                             | Progress                                           |
| Provision of Electric bike charging in the Lower East car park.<br><br>Approx. cost £3,500.                                                                                                                                                                                                              | Encourages sustainable travel and reduces carbon footprint. More staff and visitors are purchasing e-bikes and this can help encourage more people to consider it. | Complete.                                          |
| Three bespoke volunteering opportunities offered to staff beyond the generic volunteering opportunities.<br><br>Working with the HR and Communications Offices, organise a 'Lets Meet' session to determine what staff would be interested in.<br><br>Costs are included as part of our BITC membership. | Increases staff awareness and encourages staff to volunteer. Ensures 'buy in' as it is in areas that staff have indicated they are interested in.                  | Complete. Note: This will roll into ensuing years. |
| Continue to progress towards phasing out single use plastics.                                                                                                                                                                                                                                            | Reduces waste generated and improves environmental performance.                                                                                                    | Complete. SDO worked with Support Services to      |

| Continuous Improvement Action Plan 2022-23                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                              |
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| Action                                                                                                                                                                                                                                                                                                          | Impact                                                                                                                                                                                                                                                                                           | Progress                                                                                                                                                                                                                                                     |
| <p>Working with Catering provider to ensure single use plastics are removed within Catering outlets in PB.</p> <p>SDO will work with DAERA on their Plastic Reduction action plan.</p> <p>No costs associated with this.</p>                                                                                    |                                                                                                                                                                                                                                                                                                  | <p>extend the number of products that were fully recyclable. Along with the catering provider we encouraged staff to reuse rather than recycle and promoted the Plastic Free week with internal communications. Note: This will roll into ensuing years.</p> |
| <p>Environmental Training for MLAs.</p> <p>SDO will work with CAMS and Climate NI to have a climate awareness-training course for MLAs and their support staff in the new mandate, course is ready and available from ClimateNI as required.</p> <p>The training and certificates will cost approx. £1,000.</p> | Increases awareness.                                                                                                                                                                                                                                                                             | <p>Meeting has taken place with CAMS and Climate NI to discuss options. This will be carried forward into next year.</p>                                                                                                                                     |
| <p>Replacement of antiquated TV system.</p> <p>Although this is already planned and is in the process of being delivered, it represents an environmental improvement for 2022-23.</p> <p>Cost already approved.</p>                                                                                             | <p>Reduces electricity use. TVs can be turned off centrally and it is estimated that the new TVs will use 75% less electricity. The new TVs will have 2 servers as opposed to 4 which will further reduce energy consumption. The old TVs have been offered to charity however, due to their</p> | Complete.                                                                                                                                                                                                                                                    |

| Continuous Improvement Action Plan 2022-23                                                                                                                          |                                                                 |                                                                                                                                                                                                                                                           |
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| The work that was proposed to ensure continuous improvement for 2022-23 and progress against the actions is set out in the table below:                             |                                                                 |                                                                                                                                                                                                                                                           |
| Action                                                                                                                                                              | Impact                                                          | Progress                                                                                                                                                                                                                                                  |
|                                                                                                                                                                     | age, the offer was declined and they will be recycled.          |                                                                                                                                                                                                                                                           |
| Website/AsslSt content – making the website easier to navigate and more user friendly reducing the need to print documents.<br><br>No costs.                        | Reduces paper consumption.                                      | Complete.<br>This has included extending the use of on-line requests, etc. Website documents are now in easy read format negating the requirement to print documents, QR codes are used for staff events.<br><br>Note: This will roll into ensuing years. |
| Replacement of lighting within the Assembly and Senate Chamber.<br><br>Cost already approved.                                                                       | Reduces electricity use.                                        | Assembly Chamber has been completed and the Senate chamber is being carried forward to 2023-24.                                                                                                                                                           |
| Provision of low energy lights – Broadcasting areas including Committee rooms.<br><br>Costs as above.                                                               | Reduces electricity use and improves environmental performance. | Room 21 has been completed and work is due to take place in Room 29 and 30 in 2023-24.                                                                                                                                                                    |
| Working with partners to educate on improving environmental performance and the biodiversity of the Estate. Working with SEMU to maintain Green Flag accreditation. | Improves environmental performance.                             | Complete for this year but will be ongoing. SDO continue to work with DoF, Communities etc.                                                                                                                                                               |



| Continuous Improvement Action Plan 2022-23                                                                                                                                                                                                                                                  |                                                                                                              |                                                                                                                  |
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| Action                                                                                                                                                                                                                                                                                      | Impact                                                                                                       | Progress                                                                                                         |
| No costs.                                                                                                                                                                                                                                                                                   |                                                                                                              |                                                                                                                  |
| Consider the use of reusable cups for new Members and staff to reduce the use of disposables.                                                                                                                                                                                               | Improves environmental performance by reducing waste generated.                                              | Measures will be considered in 2023-24 working in partnership with Aramark to reduce the use of disposable cups. |
| Planting wildflowers at the Stormont bee hives.<br><br>The Environmental Champions will work with DoF to plant wildflowers at the bee hives to celebrate 80 years of the Belfast bee keeping society – this is the society that trained the Stormont bee keepers.<br><br>Approx. cost £100. | Improves environmental performance and raises awareness. An article will be produced for the staff magazine. | Completed for this reporting year but will be kept under review.                                                 |

### Continuous Improvement Action Plan 2023-24

SMT is asked to note the progress made on the 2023-24 Continuous Improvement Plan. Discussions have taken place with relevant business areas to encourage 'buy-in' and help ensure that all aspects of the Assembly Commission's work is reported upon.

| Action                                                                                                                                                                                                                                                                                                                                                                            | Impact                                                                                                                                                            | Measure of Achievement                                                                                                                                                             | Progress                                                                                                                                                                                                                                                                                                                                          |
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| <p>Encourage Volunteering<br/>Advertise three bespoke volunteering opportunities offered to staff beyond the generic volunteering opportunities by February 2024.</p> <p>Working with HR and Communications Offices, to ensure appropriate opportunities are offered that staff would be willing to participate in.</p> <p>Costs are included as part of our BiTC membership.</p> | <p>Increases staff awareness and encourages staff to volunteer. Ensures 'buy in' as it is areas that staff have indicated they are willing to participate in.</p> | <p>The volunteering numbers will be monitored and recorded.</p>                                                                                                                    | <p>Complete.<br/>Six staff members completed a team volunteering day on 26 September 2023 with Assisi Animal Sanctuary. Six members of staff attended the Simon Community Christmas volunteering event on 7 December 2023. A member of staff completed individual volunteering in June/July 2023 (3 days – 1.5 days granted by the Assembly).</p> |
| <p>Phasing out single use plastics.</p> <p>Ensure all take away containers are 100% recyclable or compostable by February 2024.</p> <p>No costs associated with this.</p>                                                                                                                                                                                                         | <p>Reduces waste generated and improves environmental performance.</p>                                                                                            | <p>Monitor the disposables used throughout the year and work with Aramark to ensure they meet the required standard. This will be captured within the waste generated figures.</p> | <p>Complete<br/>All take away containers are recyclable or compostable.</p>                                                                                                                                                                                                                                                                       |

| Action                                                                                                                                                                                                                                                                      | Impact                                                                                                | Measure of Achievement                                                                                                                                                                                                                    | Progress                                                                                                                    |
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| <p>Environmental Training for MLAs.</p> <p>Offer climate awareness-training course for MLAs and their staff.</p> <p>This is to be led by Parliamentary Services.</p> <p>The training and certificates will cost approx. £1,000.</p>                                         | <p>Increases awareness. This has been carried forward from last year.</p>                             | <p>Course feedback.</p>                                                                                                                                                                                                                   | <p>This was not actioned during this reporting period. This action will be reviewed by the Environmental Working Group.</p> |
| <p>Reduce electricity consumption</p> <p>Work with IS who plan to replace the Aportal system with an energy efficient, modern approach to hybrid working whereby there is the ability to power off devices when not in use.</p> <p>Costs TBC however will be met by IS.</p> | <p>Reduces electricity used.</p> <p>I.S. currently working on this and to be in place Q4 2023-24.</p> | <p>The average PC consumes approx. 3.36 kWh/day, 100.8 kWh/month and 1226.4 kWh/year if it is in use for 24 hours per day. As the computers are currently on for 24 hours per day 7 days per week this could be a significant saving.</p> | <p>New devices were not rolled out in 2023-24, this action is being carried forward to 2024-25.</p>                         |
| <p>Reduce electricity consumption.</p> <p>Replace lighting In the Senate Chamber by February 2024.</p> <p>Upgrade the corridor lighting on the third and fourth floors to LEDs by February 2024.</p> <p>Costs included in current budget allocation.</p>                    | <p>Reduces electricity use.</p>                                                                       | <p>Current lightbulbs in Senate are 17,000w, the new lights will be 10,200w. The corridor lights will see us reduce from 22,800w to approximately 5,700w.</p>                                                                             | <p>Work completed. The reduction in kWh has been achieved.</p>                                                              |
| <p>Improve biodiversity within the Stormont Estate.</p> <p>Work with SEMU to maintain Green Flag</p>                                                                                                                                                                        | <p>Improves environmental performance.</p>                                                            | <p>Maintain Green Flag status and Conservation status.</p> <p>Report on number of sessions offered</p>                                                                                                                                    | <p>Green flag status has been maintained and SDO (Sustainable Development</p>                                               |

| Action                                                                                                                                                                                                                                                                                                                              | Impact                                                                 | Measure of Achievement                                                      | Progress                                                                                                                                                                                             |
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| <p>accreditation. We will achieve this by planting trees and wildflowers and 'greening' of the areas around Parliament Buildings – in particular the car parks.</p> <p>Maintain our status as a conservation area for the Native Irish Honeybee.</p> <p>Offer bespoke information/awareness sessions for staff and Eco Schools.</p> |                                                                        | <p>to staff and school groups.</p>                                          | <p>Office) facilitated Green Flag training for KNIB (Keep NI Beautiful) in March 2023.</p> <p>Conservation status maintained.</p> <p>Eight sessions were delivered during this reporting period.</p> |
| <p>Reduce waste generated. Work with catering provider to encourage staff to bring their own cup and other initiatives to reduce the use of disposables.</p>                                                                                                                                                                        | <p>Improves environmental performance by reducing waste generated.</p> | <p>Volume of waste generated will be captured and reported on annually.</p> | <p>Ongoing. Waste has not been reduced given return to normal Assembly business. Action will be removed from 24/25 plan.</p>                                                                         |
| <p>Support Cycle to work Day (3<sup>rd</sup> August this year).</p> <p>Working with HR and Comms to promote the day and provide a healthy snack for anyone who cycles in on the day.</p> <p>Approx. cost £100.</p>                                                                                                                  | <p>Encourages sustainable travel and reduces carbon footprint.</p>     | <p>Report on number of staff who participated in the event.</p>             | <p>Five staff participated in the cycle to work day this year.</p>                                                                                                                                   |
| <p>Encourage sustainable travel.</p> <p>Install a new covered bike shelter in the upper car park by March 2024. Costs Bike shelter – £3,000, to install and make good the area.</p>                                                                                                                                                 | <p>Encourages sustainable travel and reduces carbon footprint.</p>     | <p>Installation of the shelter within this financial year.</p>              | <p>Complete. Bike shelter has been installed and is in use.</p>                                                                                                                                      |

| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Impact                                                                                                                                          | Measure of Achievement                                                | Progress                                                                                                                                                |
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| Relining of car park cost TBC.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |                                                                       |                                                                                                                                                         |
| <p>Reduce waste generated.</p> <p>Following the success of the 'reusable bag' permission is sought to run competition biennially and planning will start this year. Competition will be advertised early 2024 and again in 2026.</p> <p>Approx. £1000.</p>                                                                                                                                                                                                                           | Improves environmental performance and raises awareness with staff illustrating the importance the Assembly places on sustainability.           | Volume of waste generated will be captured and reported on annually.  | Discussions have taken place with Eco Schools and the competition will be launched in September 2024. This action will be carried forward to next year. |
| <p>Install an environmental themed design in the External Search facility by 2024.</p> <p>Work with the Education Office to run a competition to design an environmental themed picture that could be installed on the window in the search facility to disguise the window looking at the retaining wall. This would be aimed at secondary school children.</p> <p>Costs approximately £1,000, this includes the costs for a visit from the winning entries and their families.</p> | Raises awareness of sustainability and encourages public engagement with schools.                                                               | Have a design in place in the Search facility.                        | This action was not taken forward and will be reviewed by the Environmental Working Group.                                                              |
| <p>Sustainable Procurement</p> <p>The Procurement office will work towards embedding social value into contracts where appropriate.</p> <p>No cost.</p>                                                                                                                                                                                                                                                                                                                              | Improves environmental performance and raises awareness with staff. Also illustrates the importance that the Assembly places on sustainability. | The inclusion of the policy within all contracts above the threshold. | New procurement regulations are due to come into effect on 24 February 2025. In preparation for this, the Procurement Office are                        |

| Action                                                                             | Impact                                                                                                                                                                                                                                                                                                                                            | Measure of Achievement                                                           | Progress                                                                                                                                                                                                        |
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|                                                                                    |                                                                                                                                                                                                                                                                                                                                                   |                                                                                  | reviewing all current policies and guidance. The incorporation of social value into contracts is not mandated under new regulations, but it will be considered under the Assembly's revised procurement policy. |
| To publish an annual environmental report on the external website.<br><br>No cost. | Illustrates the Assembly's environmental performance and transparency.                                                                                                                                                                                                                                                                            | Report published online.                                                         | The annual report is being finalised for publishing in June 2024.                                                                                                                                               |
| Set up an Environmental Working Group.                                             | This group, chaired by the Director of Corporate Services will review the Annual Management Review for ISO 14001 and following this an Annual Report will be presented to SMT prior to being published online. This follows the model of what is in place at the Scottish Parliament with cross Directorate buy in ensuring a successful outcome. | Working Group in place by March 2024 with agreed terms of reference established. | Membership of the working group has been agreed and the first meeting is taking place in June 2024.                                                                                                             |

**Key: Green – Complete**  
**Amber – Ongoing/Delayed**  
**Red – Not progresses/Stopped**

| Continuous Improvement Action Plan 2024-25                                                                                                                                                                                                         |
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| SMT is asked to note the progress made on the 2024-25 Continuous Improvement Plan. Discussions took place with relevant business areas to encourage 'buy-in' and help ensure that all aspects of the Assembly Commission's work are reported upon. |

| Continuous Improvement Action Plan 2024-25                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                   |                                                                                      |                                                                                                                                                                                        |
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| Action                                                                                                                                                                                                                                                                                                                                                                           | Impact                                                                                                                                                                                                                            | Measure of Achievement                                                               | Progress                                                                                                                                                                               |
| <p>Encourage Volunteering</p> <p>Advertise three bespoke volunteering opportunities offered to staff beyond the generic volunteering opportunities by February 2025.</p> <p>Working with HR and Communications Offices, to ensure appropriate opportunities are offered that staff would be willing to participate in.</p> <p>Costs are included as part of BiTC membership.</p> | <p>Increases staff awareness and encourages staff to volunteer. Ensures 'buy in' as it is in areas that staff have indicated they are willing to participate in.</p>                                                              | <p>The volunteering numbers will be monitored and recorded.</p>                      | <p>Complete.</p> <p>Two volunteering opportunities for staff to Kilcreggan Urban Farms and Simon Community.</p> <p>Two members of staff took part in individual volunteering days.</p> |
| <p>Environmental Awareness and Information for MLAs and their staff.</p> <p>Create sustainability resources for Members through the Members portal.</p>                                                                                                                                                                                                                          | <p>Increases awareness. This has been carried forward from last year.</p>                                                                                                                                                         | <p>Publish sustainable guidance and information on the Members' portal.</p>          | <p>Complete.</p> <p>Recycling information, EV and bike charging information and environmental awareness training for Parliament Buildings published on the Members' Portal.</p>        |
| <p>Reduce electricity consumption.</p> <p>New devices have been purchased by IS and these will be rolled out to replace the Aportal system with an energy efficient, modern approach to hybrid working whereby there is the ability to power off devices when not in use.</p> <p>No costs for this financial year.</p>                                                           | <p>The average PC consumes approx. 3.3.6 kWh/day, 100.8kWh/month and 1226.4 kWh/year if it is in use 24 hours per day. As the computers are currently on 24 hours per day 7 days per week this could be a significant saving.</p> | <p>Reduction in electricity use and new devices being used by Members and staff.</p> | <p>Partially Complete.</p> <p>IS have rolled out 55-60% of the new devices with all new devices estimated to be issued by June 2025.</p>                                               |



| Continuous Improvement Action Plan 2024-25                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                 |                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                   |
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| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Impact                                                          | Measure of Achievement                                                                                                                                                                                                | Progress                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Improve biodiversity within the Stormont Estate.</p> <p>Work with SEMU to maintain Green Flag accreditation.</p> <p>Rewild areas around Parliament Buildings and install signage making visitors aware of the initiative. Reduce carbon emissions from grounds maintenance by embracing innovative technology.</p> <p>Maintain our status as a conservation area for the Native Irish Honeybee.</p> <p>Offer bespoke information/awareness sessions for staff and Eco Schools.</p> | Improves environmental performance.                             | <p>Maintain Green Flag status and Conservation status.</p> <p>Report on emission savings made from using new technology to cut grass etc.</p> <p>Report on number of sessions offered to staff and school groups.</p> | <p>Complete.</p> <p>Green flag status has been maintained.</p> <p>Signage has been placed on banks around the building making people aware of the initiative.</p> <p>New technologies such as robotic lawnmowers have been introduced to lower emissions.</p> <p>Conservation status maintained.</p> <p>Six Eco Council sessions were delivered during this reporting period.</p> |
| <p>Work with catering provider to encourage staff to bring their own cup. Possibility of winning Assembly branded reusable cups for putting forward sustainable ideas.</p>                                                                                                                                                                                                                                                                                                            | Improves environmental performance by reducing waste generated. | Report on initiatives to increase awareness of reusable cups.                                                                                                                                                         | <p>Complete.</p> <p>Catering provider has introduced a new app which allows all building users to receive a free reusable cup – this along with incentives via the app should encourage more staff to 'reuse' rather than choose disposables. To date 432 have been issued.</p>                                                                                                   |
| <p>Support Cycle to work Day (1<sup>st</sup> August this year). Working with HR and Comms to promote the day and provide a healthy snack for anyone who cycles in on the day.</p> <p>Approx. cost £100.</p>                                                                                                                                                                                                                                                                           | Encourages sustainable travel and reduces carbon footprint.     | Report on number of staffs who participate in the event.                                                                                                                                                              | <p>Complete</p> <p>Six staff participated in the cycle to work day this year and were each given a goodie bag.</p>                                                                                                                                                                                                                                                                |
| <p>Reusable bag competition will be advertised with</p>                                                                                                                                                                                                                                                                                                                                                                                                                               | Improves environmental performance and                          | Reusable bag competition advertised with schools.                                                                                                                                                                     | <p>Complete.</p> <p>The winning entry has been made into a bag</p>                                                                                                                                                                                                                                                                                                                |



| Continuous Improvement Action Plan 2024-25                                                                                                                                                                                                      |                                                                                                                                                 |                                                                                          |                                                                                                                                      |
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| Action                                                                                                                                                                                                                                          | Impact                                                                                                                                          | Measure of Achievement                                                                   | Progress                                                                                                                             |
| Eco Schools in September 2024.<br><br>Approx. £1000.                                                                                                                                                                                            | raises awareness with staff illustrating the importance the Assembly places on sustainability.                                                  |                                                                                          | and is now available for purchase in Speakers corner.                                                                                |
| Encourage Sustainable Travel.<br><br>Install additional EV Charging points in the Upper Car Park to meet demand as no surplus EV charging points were available to be reused from within the Stormont Estate.<br><br>Costs are being finalised. | Raises awareness of sustainability and encourages building users to travel in a more environmentally friendly way.                              | Additional EV Charging points installed and in use by January 2025.                      | Complete.<br>Two new charging points have been installed in the Upper Car Park. Feedback from building users has been very positive. |
| Sustainable Procurement<br><br>The Procurement office will work towards embedding social value into contracts where appropriate.<br><br>Procurement department to lead.<br><br>No cost.                                                         | Improves environmental performance and raises awareness with staff. Also illustrates the importance that the Assembly places on sustainability. | The Procurement Office will have a revised Procurement Policy in place by 31 March 2025. | Complete.<br>New Procurement Policy published February 2025.                                                                         |
| Develop a Sustainable Development Strategy.                                                                                                                                                                                                     | The Environmental Working Group chaired by the Director of Corporate Services will develop a Sustainable Development Strategy.                  | Working Group to have a draft Strategy to present to SMT by March 2025.                  | Partially completed.<br>An initial draft has been produced but will require further work before being presented to SMT for approval. |

| Continuous Improvement Action Plan 2025-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                      |                                                                 |                                                                                                                                                                                                                                                     |
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| SMT is asked to note the progress made on the 2025-26 Continuous Improvement Plan. Discussions took place with relevant business areas to encourage 'buy-in' and help ensure that all aspects of the Assembly Commission's work are reported upon.                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                                                                 |                                                                                                                                                                                                                                                     |
| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Impact                                                                                                                                                               | Measure of Achievement                                          | Progress                                                                                                                                                                                                                                            |
| <p>Encourage Volunteering.</p> <p>Advertise three bespoke volunteering opportunities offered to staff beyond the generic volunteering opportunities by February 2026.</p> <p>Support ELU with encouraging staff to participate in volunteer for the Assembly Charity of the Year.</p> <p>Working with HR, Communications Offices and ELU to ensure appropriate opportunities are offered that staff would be willing to participate in. These will include opportunities to support the Assembly Charity of the Year.</p> | <p>Increases staff awareness and encourages staff to volunteer. Ensures 'buy in' as it is in areas that staff have indicated they are willing to participate in.</p> | <p>The volunteering numbers will be monitored and recorded.</p> | <p><b>Complete.</b></p> <p>Six Volunteering days took place.</p> <p>Assisi Animal Sanctuary.</p> <p>Mount Stewart.</p> <p>Three individual volunteering days for youth projects.</p> <p>Comber Greenway sponsored walk for Charity of the Year.</p> |

| Action                                                                                                                                                                                                                                                                                                                 | Impact                                                                                                                                                                                                                    | Measure of Achievement                                                                                                                                      | Progress                                                                                                                                                                                                                                                          |
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| Costs are included as part of our BITC membership.                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                           |                                                                                                                                                             |                                                                                                                                                                                                                                                                   |
| <p>Environmental Awareness and Information for MLAs and their staff.</p> <p>Create sustainability resources for Members through the Members portal and training.</p> <p>It is estimated that it will cost £100 per MLA for Climate Literacy Training however this will be taken forward by Parliamentary Services.</p> | Increases awareness. This has been continued from last year.                                                                                                                                                              | <p>Offer additional training for MLA such as Climate Literacy.</p> <p>Videos will be uploaded to the Members portal.</p>                                    | <p><b>Complete.</b> Members portal has been updated throughout the year.</p> <p>No Members availed of additional training.</p>                                                                                                                                    |
| <p>Reduce electricity consumption.</p> <p>Complete the roll out of new devices and replace the APortal system with an energy efficient, modern approach to hybrid working whereby there is the ability to power off devices when not in use.</p> <p>No costs for this financial year.</p>                              | The average PC consumes approx. 3.36 kWh/day, 100.8kWh/month and 1226.4 kWh/year if it is in use 24 hours per day. As the computers are currently on 24 hours per day 7 days per week this could be a significant saving. | Reduction in electricity use and new devices being used by Members and staff.                                                                               | <p><b>In progress.</b> The roll out of the new devices is nearing completion. Security have still to get their devices and the Chamber Kit is to be replaced.</p> <p>APortal and Direct Access are now switched off and are due to be decommissioned shortly.</p> |
| <p>Improve biodiversity within the Stormont Estate.</p> <p>Work with SEMU to maintain Green Flag accreditation.</p>                                                                                                                                                                                                    | Improves environmental performance.                                                                                                                                                                                       | Facilitate SEMU and RSPBNI monitoring and reporting on wildlife in the grounds of Parliament Buildings. Maintain Green Flag status and Conservation status. | <b>Complete.</b> Wildlife cameras have been installed to monitor the pine martens on the estate.                                                                                                                                                                  |

| Action                                                                                                                                                                                                                                                                                                                      | Impact                                                                 | Measure of Achievement                                                                                                                                                                                     | Progress                                                                                                                                                                                                                                                                                                                      |
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| <p>Further reduce carbon emissions from grounds maintenance by embracing innovative technology.</p> <p>Maintain our status as a conservation area for the Native Irish Honeybee.</p> <p>Offer bespoke information/ awareness sessions for staff and Eco Schools.</p> <p>Cost £500 for feeding boxes and motion cameras.</p> |                                                                        | <p>Report publicly on emission savings made from using new technology to cut grass etc.</p> <p>Conservation status maintained.</p> <p>Report on number of sessions offered to staff and school groups.</p> | <p>Green flag status has been maintained. The introduction of innovative groundskeeping technology has enabled us to reduce emissions by approximately 1.27 tCO<sub>2</sub>e from April to October.</p> <p>Conservation status has been successfully maintained.</p> <p>Five awareness sessions were provided to schools.</p> |
| <p>Work with catering provider to reduce food waste and promote sustainable food.</p> <p>Train catering staff in proactive ways to reduce food waste.</p> <p>Have regular 'meet the supplier days' to promote local food suppliers.</p> <p>No Cost.</p>                                                                     | <p>Improves environmental performance by reducing waste generated.</p> | <p>Report on initiatives to improve sustainability. Report on numbers of staff trained.</p> <p>Report on number of engagement days.</p>                                                                    | <p><b>Complete for this reporting year.</b> All Aramark staff now have to complete sustainability training as part of their induction</p> <p>Six Engagement days; Vegware, Keenans fish, Glastry farm ice cream, Cambrook meats, Rosie's bakes, Santa maria dry goods.</p>                                                    |
| <p>Support Cycle to work Day (7<sup>th</sup> August this year).</p>                                                                                                                                                                                                                                                         | <p>Encourages sustainable travel and reduces carbon footprint.</p>     | <p>Report on number of staff who participate in the event.</p>                                                                                                                                             | <p><b>Complete for this reporting period.</b></p>                                                                                                                                                                                                                                                                             |

| Action                                                                                                                                  | Impact                                                                                                                                | Measure of Achievement                                                                                    | Progress                                                                                                                                                                  |
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| Working with HR and Comms to promote the day and provide a healthy snack for anyone who cycles in on the day.<br><br>Approx. cost £100. |                                                                                                                                       |                                                                                                           | Three staff participated in the Cycle to Work day.                                                                                                                        |
| Reusable bag competition advertised with eco schools in September 2025.<br><br>Approx. £1000.                                           | Improves environmental performance and raises awareness with staff illustrating the importance the Assembly places on sustainability. | Work will commence in 2026 on the reusable bag competition being advertised with schools.                 | <b>Complete for this reporting year.</b><br>Work has been completed for the competition with Eco Schools newsletter in September 2025.                                    |
| Encourage Sustainable Travel.<br><br>Work with Finance to have an EV/hybrid car scheme in place.                                        | Raises awareness of sustainability and encourages building users to travel in a more environmentally friendly way.                    | Have a policy in place by March 2026.                                                                     | <b>In progress.</b><br>Work is continuing with procurement and Finance to have a fully compliant scheme in place. This will be carried over into the next reporting year. |
| Develop a Sustainable Development Strategy which will include a Climate Action Plan.                                                    | The Environmental Working Group chaired by the Head of FM will develop a Climate Action Plan.                                         | Working Group to finalise the Sustainable Development Strategy, which incorporates a Climate Action Plan. | <b>In progress.</b><br>The strategy was presented to the HOB meeting and is now finalised. A paper will be presented to SMT.                                              |

| Continuous Improvement Action Plan 2026-27                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Impact                                                                                                                                                               | Measure of Achievement                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Encourage Volunteering<br/>Advertise six bespoke volunteering opportunities offered to staff beyond the generic volunteering opportunities by February 2027. Support ELU with encouraging staff to participate in volunteer for the Assembly Charity of the Year.</p> <p>Working with HR, Communications Offices and ELU to ensure appropriate opportunities are offered that staff would be willing to participate in. These will include opportunities to support the Assembly Charity of the Year.</p> <p>Costs are included as part of our BiTC membership.</p> | <p>Increases staff awareness and encourages staff to volunteer. Ensures 'buy in' as it is in areas that staff have indicated they are willing to participate in.</p> | <p>The volunteering numbers will be monitored and recorded.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Environmental Awareness and Information for MLAs and their staff.</p> <p>Create sustainability resources for Members through the Members portal and training.</p>                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Increases awareness. This has been continued from last year.</p>                                                                                                  | <p>The Members portal will continue to be updated however no further training will be offered to MLAs until after the elections.</p>                                                                                                                                                                                                                                                                                                                                                            |
| <p>Improve biodiversity within the Stormont Estate.</p> <p>Work with SEMU to maintain Green Flag accreditation.<br/>Further reduce carbon emissions from grounds maintenance by embracing innovative technology.</p> <p>Maintain our status as a conservation area for the Native Irish Honeybee.</p> <p>Offer bespoke information/ awareness sessions for staff and Eco Schools and other groups</p> <p>Engage with Local groups to highlight sustainable initiatives and support them in their work</p>                                                              | <p>Improves environmental performance.</p>                                                                                                                           | <p>Facilitate SEMU and RSPBNI monitoring and reporting on wildlife in the grounds of Parliament Buildings. Promote this through short video with Comms/ local groups.</p> <p>Maintain Green Flag status and Conservation status.</p> <p>Report on further emission savings made from using new technology to cut grass etc.</p> <p>Conservation status maintained.</p> <p>Report on number of sessions offered to staff school groups</p> <p>Working with Comms Report on success of event.</p> |

| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Impact                                                                                                                                                                                   | Measure of Achievement                                                                                                                                                                          |
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| Cost £1,500 for the International Young Bee Keepers event.                                                                                                                                                                                                                                                                                                                                                                                                                                 | Host the International Young Beekeepers at Parliament Buildings on 7 July 2026.                                                                                                          |                                                                                                                                                                                                 |
| <p>Work with catering provider to reduce food waste and promote sustainable food.</p> <p>Continue to train catering staff in proactive ways to reduce food waste.</p> <p>Have regular 'meet the supplier days' to promote local food suppliers linked to a calendar of events e.g. Wimbledon.</p> <p>Highlight sustainable initiatives implemented by catering provider – such as monitoring food waste and reducing waste food through smart ordering based on sales.</p> <p>No Cost.</p> | Improves environmental performance by reducing waste generated.                                                                                                                          | <p>Report on initiatives to improve sustainability.</p> <p>Report on numbers of staff trained.</p> <p>Report on number of engagement days.</p> <p>Report on initiatives and impact of them.</p> |
| <p>Support Cycle to work Day (6 August this year).</p> <p>Working with HR and Comms to promote the day and provide a healthy snack for anyone who cycles in on the day.</p> <p>Approx. cost £100.</p>                                                                                                                                                                                                                                                                                      | Encourages sustainable travel and reduces carbon footprint.                                                                                                                              | Report on number of staff who participate in the event.                                                                                                                                         |
| Reusable bag competition will be completed and the winning bag will be on sale in Speaker Corner.                                                                                                                                                                                                                                                                                                                                                                                          | Improves environmental performance and raises awareness with staff illustrating the importance the Assembly places on sustainability.                                                    | Work will continue in 2026 on the reusable bag competition being advertised with schools.                                                                                                       |
| Subject to approval of a scheme by SMT, work with Finance and Procurement to have an EV/hybrid car scheme in place to encourage Sustainable Travel.                                                                                                                                                                                                                                                                                                                                        | <p>Raises awareness of sustainability and encourages building users to travel in a more environmentally friendly way.</p> <p>Ensures the system is fair and accessible to all staff,</p> | <p>Have a policy in place by March 2027.</p> <p>Have the new system in place by September 2026.</p>                                                                                             |

| Action                                                                               | Impact                                                                                        | Measure of Achievement                                                                                                                       |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Subject to approval of a scheme by SMT, implement a new EV charging scheme           | Members and building users.                                                                   |                                                                                                                                              |
| Develop a Sustainable Development Strategy which will include a Climate Action Plan. | The Environmental Working Group chaired by the Head of FM will develop a Climate Action Plan. | Working Group has finalised the Sustainable Development Strategy which incorporates a Climate Action Plan. A paper will be presented to SMT. |