



Environmental Management System

Public Environmental Statement 2003

During 2003-4 Yorkshire Forward supported projects that will reduce CO₂ emissions by 1.1million tonnes



This is the second Public Environmental Statement made by Yorkshire Forward under our Environmental Management System (EMS), which is implemented in accordance with the EC Eco-Management and Audit Scheme (EMAS) and the international environmental management standard ISO 14001. This is our opportunity to tell you about our environmental performance and to set out our plans for the future.

We will work with our partners to select, approve and manage projects in a manner that promotes sustainable development

Contents

Introduction	3
Registration to EMAS	4
Coverage of this statement	4
Our environmental impacts	5
Our environmental risks	5
Our environmental management systems	6
Yorkshire Forward Sustainable Development Policy	7
Yorkshire Forward and the environment	8
About the extension of our EMS	10
Energy and Water	14
Transport	16
Waste	18
Procurement	19
Conclusion	20
Next Statement	20
EMAS Validation	20
Feedback	21

Introduction

As the Regional Development Agency for Yorkshire and the Humber, we have a key role in contributing to the sustainable development of the region.

This involves both establishing Yorkshire Forward as an exemplar organisation and using our influence to encourage sustainable development throughout Yorkshire and the Humber.

One of the mechanisms by which we achieve this is our own Environmental Management System, or EMS. This year the scope of the EMS has been extended from covering our internal processes to include the management of all new projects both part and wholly funded by Yorkshire Forward.

We will work with our partners to select, approve and manage projects in a manner that promotes sustainable development – simultaneously enhancing economic growth, social inclusion and environmental quality.

We will also continue to lead by example, incorporating environmental good practice into our own day-to-day activities.

I am very pleased to be able to report great success in achieving a wide range of demanding environmental targets, the details of which are presented in this statement.



A handwritten signature in black ink that reads "Martin S. Havenhand". The signature is written in a cursive, flowing style.

Martin S. Havenhand

Chief Executive, Yorkshire Forward

This statement also provides an account of our performance in those areas of our office-based activities that we have found to have the greatest environmental impact

Registration to Emas

Bureau Veritas Quality International Ltd (BVQI) certifies our environmental management systems (EMS) to the international standards ISO 14001 and EMAS. Yorkshire Forward was granted registration to EMAS in 2003 for its office-based activities on the proviso that the scope of the EMS be extended to include project management within 12 months.



Coverage of this Statement

This environmental statement covers the 2003 calendar year, reporting on implementation of our objectives and targets regarding the management of office-related activities at our headquarters in Leeds and at our four sub-regional offices in York, Hull, Bradford and Wath upon Dearne - the scope of our current EMAS registration.

Data presented in this statement originate from this period and comparison to past performance is limited to the information presented in our first environmental statement.

The statement also describes the extension of the scope of our environmental management systems, through integration with our performance management framework so that, together with our partners, we can influence and progress sustainable development in the region through the delivery of projects.



Our Environmental Impacts

The identification of environmental impacts in Yorkshire Forward takes place on two levels: project-related impacts and office-related impacts.

The projects that we fund provide the greatest potential for both positive and negative environmental impacts. Each project has a unique range of environmental issues, which are identified as each project progresses through Yorkshire Forward's internal Performance Management Framework (PMF). However, typical impacts might include the use of resources, the emissions of greenhouse gases, transport, environmental enhancement and the improvement of depressed urban and rural environments.

This statement also provides an account of our performance in those areas of our office-based activities that we have found to have the greatest environmental impact – our buildings and the activities of our staff, including:

- Use of natural resources
- Emissions of greenhouse gases
- The risk of fire
- Environmental impacts of procurement
- Management and disposal of wastes

Our Environmental Risks

In common with all office environments, there is a risk of fire. The most likely cause of fire is from faults in the electrical and gas supply and management systems. Fire would lead to uncontrolled emissions of smoke and tackling the fire is likely to give rise to the discharge of fire wastewater to drains.

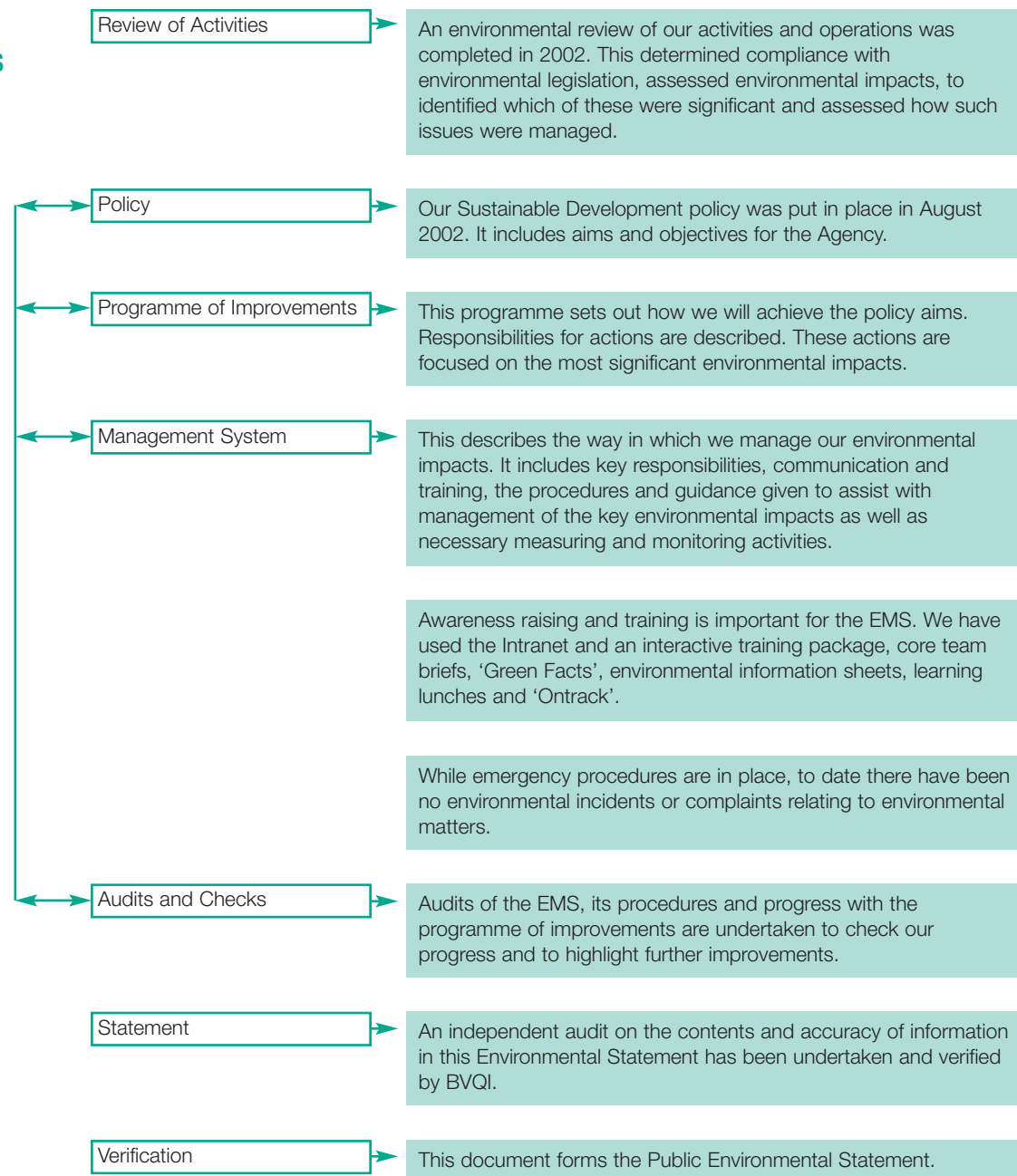
Yorkshire Forward manages the risk of fire in two ways: by monitoring and servicing the electrical and gas systems and by working with the fire authorities to comply with the offices' Fire Certificates. There have been no instances of fire to date in any of Yorkshire Forward's offices.



The EMS enables us to identify the environmental impacts of our activities and services in order to reduce those negative impacts and, where possible, to enhance those positive impacts. The key activities that make up our EMS are outlined below.

Our Environmental Management Systems

Outline of the Environmental Management System



Yorkshire Forward is committed to establishing the Region at the leading edge of sustainable development practice

Sustainable Development Policy

Yorkshire Forward, the Yorkshire and Humber Regional Development Agency, is responsible for overseeing the development and delivery of the Regional Economic Strategy for the benefit of the region's businesses, its people and the environment. Objectives have been set in the Regional Economic Strategy to deliver improved economic prosperity by the year 2010 through integrated, sustainable development. YF is committed to delivering its Tier 1 target to reduce greenhouse gas emissions in the region by 20% by 2010.

We aim to promote sustainable development in the region in line with the Regional Sustainable Development Framework and the objectives of the RES. One of our key roles in delivering the Regional Economic Strategy is to lead by example, so it is important that our activities and decisions are transparent and visible. Encouraging the adoption of environmental and sustainable practices places a responsibility on us all to implement environmental best practice in all aspects of our work. The Yorkshire Forward Board has adopted the following position on sustainable development:

"Yorkshire Forward is committed to establishing the Region at the leading edge of sustainable development practice. We recognise that sustainability demands consideration in all our areas of activity and influence, a partnership approach and that it presents major opportunities for the Region. In driving forward economic regeneration we will, therefore, adopt an integrated and long term perspective and deliver benefits for people, business and the environment together."

We always seek to apply these principles strongly and aim to make Yorkshire Forward a national and international example of good practice. This statement is underpinned by 7 sustainability principles.

We recognise that the delivery of our strategy and our day-to-day operations impact upon

the environment in many ways. Therefore we aim to ensure that the environmental, economic and social impacts of our strategy delivery are assessed through sustainability appraisals and the impacts from our own activities are assessed, reviewed and communicated.



We will work towards these commitments by:

- Reviewing and understanding the environmental impact of our strategy delivery and office based activities.
- Communicating the achievement of the environmental and sustainable development objectives and targets.
- Promoting sustainable development both within our own offices and in all our activities by embedding sustainable development in the decision-making process and strategy delivery.
- Setting strategic objectives and targets for this policy with regular monitoring, reporting and review of progress.
- Achieving continual improvement in environmental performance through the implementation of an Environmental Management System (EMS) that is compliant with the Eco-management and Audit Scheme (EMAS).
- Influencing the culture of our staff by communicating the policy and providing adequate training to achieve this policy.

- Supporting the prevention of pollution through the control of our activities, procurement procedures, the use of resources and management of wastes.
- Ensuring compliance with and, keeping well within all applicable UK legislation and promotion of best environmental practice, and specifying that our contractors do the same.

This policy is available to the public and forms the basis of environmental management systems that meet the requirements of the Eco-management and Audit Scheme (EMAS). It will be reviewed annually to ensure that it reflects Yorkshire Forward's commitment to sustainable development.

Martin Havenhand
Chief Executive
Date: 13th August 2002, Issue No: Issue 1

Projects supported by Yorkshire Forward must coincide with both the RES objectives and Yorkshire Forward's own corporate objectives

Yorkshire Forward and the Environment

What does Yorkshire Forward do?

Yorkshire Forward's purpose is to make Yorkshire and Humber the UK's number one region for business and its population. This means:

- **The best sites and premises, transport networks and training**
- **More jobs, inward investment and business start-ups**
- **New products and services**
- **A thriving industrial base**

Business is the key to growth but transport and skills are other parts of the prosperity equation that are so important that they cannot be ignored. We can't do this alone and it is imperative that we work closely with strategic partners to foster a shared vision and ownership of sustainable economic growth in the region presented in the Regional Economic Strategy (RES). The RES has six objectives:

1. To grow the region's businesses, focusing on the key clusters, to create a radical improvement in competitiveness, productivity and value they add to the region's wealth
2. To achieve higher business birth and survival rates to create a radical improvement in the number of new, competitive businesses that last
3. To attract and retain more private and public investment in the region by providing the right product for investors and more effective marketing of the region
4. To achieve a radical improvement in the development and application of education, learning and skills, particularly high-quality vocational skills
5. To connect all of the region's communities to economic opportunity through targeted regeneration activity
6. To enhance and utilise the region's infrastructure of physical and environmental assets

Realisation of the RES is via implementation of a range of projects. It is through these projects and our own activities that we promote sustainable development throughout the region. Key sustainable development outcomes that we contribute to include:

- Jobs created
- Brownfield land recovery
- Greenhouse gas emission reduction
- Social Inclusion
- Health of the rural economy
- Learning opportunities created
- Businesses created

What kind of projects does Yorkshire Forward support?

All projects supported by Yorkshire Forward must be in line with the RES. In the 2003 financial year, Yorkshire Forward approved funding for 101 projects. The majority of these are only partially funded by Yorkshire Forward; other funding streams being, for example, from European or other UK Government grant aided schemes administered outside Yorkshire Forward. A small number of projects are solely funded by Yorkshire Forward, such as those limited to internal issues, such as the development of environmental management systems and other organisational issues.

Projects supported by Yorkshire Forward must coincide with both the RES objectives and Yorkshire Forward's own corporate objectives. The RES objectives are developed in partnership with other regional partners. Yorkshire Forward does not fund all the projects in the region that support the RES.

Yorkshire Forward's corporate objectives include:

- **To drive' innovation, enterprise and the growth of key clusters²**
- **To connect people to economic opportunity**
- **To create a sustainable region through the renaissance of key cities, towns and rural areas**

The projects that are funded by Yorkshire Forward will fulfil these corporate objectives.

Yorkshire Forward has three directorates involved with project delivery and management.

The **People Directorate** represents Yorkshire Forward in each sub region and leads the skills and connecting people agenda (RES objectives 4 & 5). This includes championing the Sub-Regional Investment Plans to ensure that the RES objectives are met.

The **Business Directorate** is responsible for a wide range of operational activities that impact upon the performance of businesses in the region. Cluster development is Yorkshire Forward's key economic focus for delivering added value investment to regional businesses.

The **Environment Directorate** delivers RES objectives by helping to create places throughout the region where people want to - and can - live, work, invest and visit, now and in the future.

Appraisal of projects and the administration of the PMF are carried out by the **Strategy & Policy and Finance Directorates**.

¹Defines as supporting detail in terms of leadership, co-ordination and investing in delivery

²Yorkshire Forward supports specific industry clusters, including digital; food & drink; advanced engineering & metals; and bio-sciences.



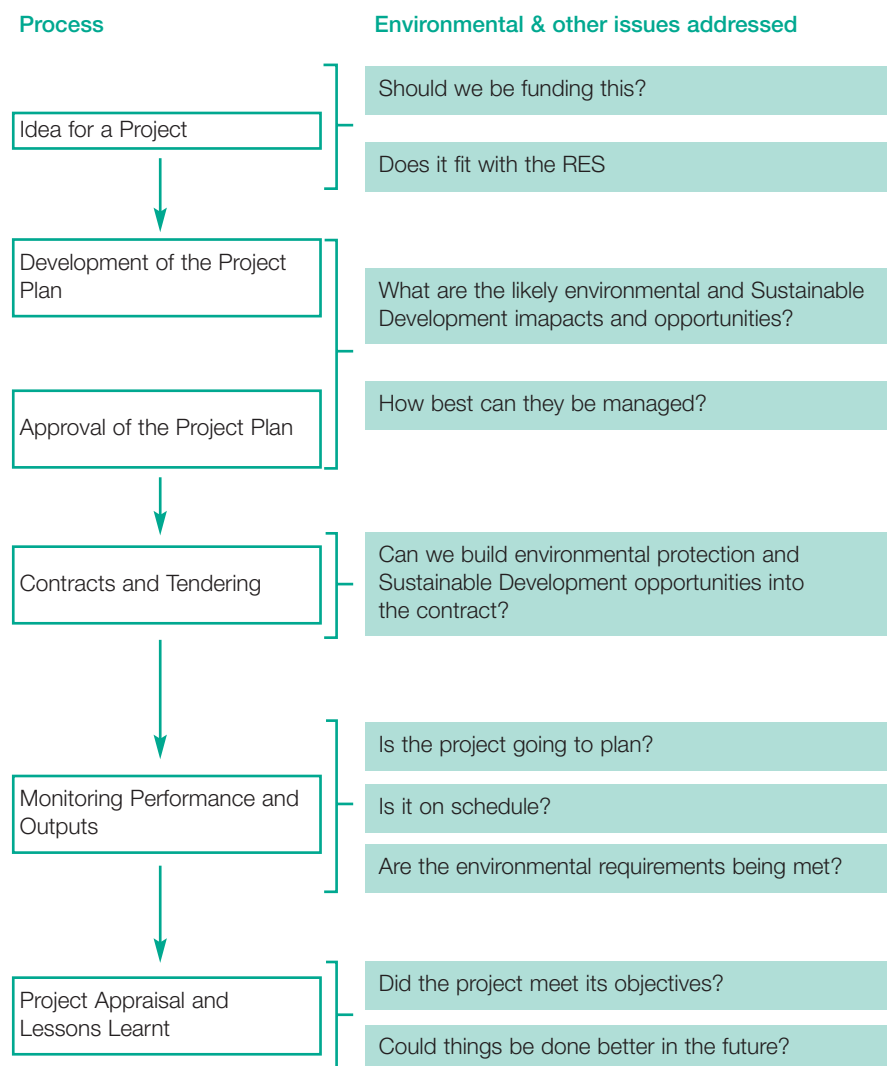
Yorkshire Forward works with its partners to develop proposals for projects that will contribute to the Regional Economic Strategy

About the Extension of our ems

Project-related issues

This year, our EMS has been integrated with Yorkshire Forward's Performance Management Framework (PMF), a 7-stage process to select, approve and manage projects sponsored by Yorkshire Forward. The PMF is designed to ensure that public funds are allocated appropriately and to ensure value for money.

Yorkshire Forward works with its partners to develop proposals for projects that will contribute to the Regional Economic Strategy. Partners also need to understand the mechanisms by which sustainable development issues are identified and managed as projects develop. Our internal performance management framework (PMF) establishes criteria for projects to progress and sustainable development criteria are embedded throughout the PMF.



At the early stages of project development YF assesses the project's environmental impacts and how it contributes to sustainable development. We do this against seven themes that reflect regional sustainable development objectives. One of these themes, Environmental Good Practice, is further divided into six topics:

- Resource efficiency**
- Minimisation of travel**
- High quality environment**
- Promotion of eco-businesses**
- Environmentally sound procurement**
- Use of brownfield land with good access**

Yorkshire Forward identifies likely issues and explains how these are to be managed. Internal appraisals provide an overview and an opportunity for formal suggestions to be made regarding project management. Projects that are thought to have significant sustainable development impacts (both positive and negative) may be appraised independently; the results of which must be addressed in the project's Full Business Plan. These appraisals help to ensure the best possible sustainability outcomes from the project.

The types of project that could contribute to the sustainable development of the region might include regeneration or capital projects in which sustainable construction methods can be used, or sustainable transport links that provide the potential for long-term economic and social development. However, all projects may contain opportunities to promote sustainable development and the PMF explores the potential for such opportunities at the project development stages.

We then need to establish how the project is to be implemented. This usually requires invitations to tender for projects, the specifications of which can include appropriate measures to promote sustainable development. Once contracts are agreed, we ensure that the contract specifications and schedules are met and project objectives delivered.

On completion of the project a review is conducted to identify strengths and weaknesses in the project. Lessons learnt are fed back to ensure that project delivery is subject to continual improvement, including examples of environmental best practice.



Out of the 101 projects funded by Yorkshire Forward in the 2003 financial year, 34 have been through an independent sustainability appraisal.

It will bring historic, listed buildings in Halifax back into productive use, enhance the cultural heritage of the town and contribute to efficient land use patterns.

Objective

To ensure that the principles of sustainable development are embedded within all projects funded by Yorkshire Forward.

Key to the achievement of our targets	
Target completed on time	Met
Target completed but behind schedule	Complete
Target not completed yet, but work is on-going	On-going
Target not achieved/ Change in circumstances	Not met

Target	Progress
To ensure that all projects can demonstrate the consideration and inclusion of sustainable development principles during all phases of project development by September 2003	Met
To ensure the range of activities in which Yorkshire Forward invests resources (both financial and time) make a positive contribution to sustainable development within the region by decreasing tonnes of carbon generated per £'000 GDP	Met
Ensure that Yorkshire Forward can demonstrate that Sustainable Development principles are included within the regional and sub-regional action planning (SRAP) process by January 2004	Not Met

* Circumstances changed as explained below

Performance in 2003

The integration of the project management elements of the EMS with the PMF was approved and launched in January 2004. This was rolled out to the organisation via presentations and an IT Tool that provides Project Development Managers with help to use the relevant checklists, forms and guidance documents.

Out of the 101 projects funded by Yorkshire Forward in the 2003 financial year, 34 have been through an independent sustainability appraisal.

The introduction of sustainable development principles within the PMF (in April 2002) and the independent appraisal of projects have contributed to the inclusion of a range of measures in projects to improve sustainable development. Not all suggestion made can be implemented due to operational or technical constraints. However, in 2003 most were taken forward by project development managers. The types of improvement coming through from the sustainability appraisals include:

- Transport opportunities
- Resource efficiency opportunities (reducing greenhouses gases)
- Long-term enhancement of the environment

The Project

Halifax Renaissance Phase 2

This project centres on the Urban Renaissance for Halifax Town Centre to encourage sustainable growth and wealth creation through the use of underused land and buildings. It will bring historic, listed buildings in Halifax back into productive use, enhance the cultural heritage of the town and contribute to efficient land use patterns.

Recommendations

Training and support aimed at new occupants and business start-ups to address sustainable development, such as the minimisation of environmental impacts and the associated practical financial benefits.

Benefits

Recommendations from the appraisal, which have been implemented, include the provision of training and support aimed at new occupants and business start-ups via the existing Green Business Network. Together these seek to result in wide ranging environmental benefits including reduced pollution emissions, reduced emissions of greenhouse gases, reduced energy and minimisation of the production of wastes.

Regarding the decrease in carbon emissions, a recent report estimated a potential 500,000 tonne reduction in the emission of carbon dioxide equivalents (CO₂e) resulting from Yorkshire Forward projects to date, given a budget of approximately £15 million³.

Yorkshire Forward meanwhile discontinued the development of Sub-regional Action Plans (SRAPs) in 2003 in favour of Investment Planning, a process by which Yorkshire Forward can seek to exert more influence over the type of projects being brought forward by Partners. This should ensure a more holistic and long-term approach to delivering the RES.

Next steps

- Ensure that all new Yorkshire Forward projects (from February 2004) demonstrate the consideration/inclusion of environmental good practice during project development and delivery.
- Ensure the range of activities in which Yorkshire Forward invests (both financial and time) make a positive contribution to sustainable development in the region by decreasing tonnes of carbon generated per £'000k GDP and promoting regeneration, in order to support the organisation's Tier 3 targets for 2004/5 of reducing CO₂e by 2m tonnes and reclaiming 65ha brownfield land.
- Establish mechanisms for reporting greenhouse gas emissions associated with projects in order to demonstrate greenhouse gas emissions reductions from Yorkshire Forward intervention by September 2004.
- Ensure that YF can demonstrate the inclusion of sustainable development principles within the four Sub-Regional Investment Plans by June 2004.

³Assuming an average spend of £30 per tonne CO₂e (not including the UK Emissions Trading Scheme). This value is based on the level of grant aid for programmes such as Warmfront and the Energy Efficiency Commitment and does not represent the current value of carbon in the UK Emissions Trading Scheme. (www.powergen-warmfront.co.uk/asp) (www.defra.gov.uk/environment/energy/eec)

However, a Treasury report "Estimating the Social Cost of Carbon Emissions" (www.hm-treasury.gov.uk/media/2E817/scc.pdf) suggests an average cost of £70 per tonne carbon as an illustrative estimate for the global damage cost of carbon emissions.



Energy & Water

Modern western society uses ever increasing quantities of energy per capita. For the past few decades the UK has been energy rich, with North Sea oil and gas, coal and nuclear power. However, the coal sector is now comparatively small and resources from the North Sea are running out; we are now more reliant on the import of energy. It is likely that, as resources become scarcer, there will be a greater need for energy conservation and energy prices will rise. Most energy in the UK is generated from the burning of fossil fuels, producing greenhouse gases that are linked to global climate change.

In meeting the Regional Economic Strategy, Yorkshire Forward recognises its responsibilities to promote the minimisation of use of natural resources. Yorkshire Forward is using its influence through the projects that it supports to reduce the emission of carbon dioxide and other greenhouse gases that cause climate change. Yorkshire Forward has a target to reduce the emissions of greenhouse gas emissions (carbon dioxide equivalents - CO₂e) by 5 million tonnes across the region by 2006. This target has been staggered over the next 3 years, with a reduction of 2 million tonnes CO₂e being sought across the region in 2004. Nearly all activities with which Yorkshire Forward is involved can affect this target.

Objective

Establish a clear baseline for greenhouse gas emissions arising from Yorkshire Forward internal activities to enable an internal greenhouse gas emission reduction target (for energy and transport) to be set by April 2004.

Target	Progress
Establish KPIs for reporting greenhouse gas emissions associated with projects in order to demonstrate greenhouse gas emissions reductions for Yorkshire Forward intervention	On-going
Continue recording a baseline for utility consumption within all Yorkshire Forward offices until December 2003	Met
Source at least 10% electricity for Yorkshire Forward offices from renewable resources by September 2003	Met
Reduce Yorkshire Forward energy consumption by 3% per year (year on year until 2010) (based on kWh/m ²) across all Yorkshire Forward offices (except Bradford) by implementing a utilities saving plan by March 2003	Met

Performance in 2003

Yorkshire Forward commissioned a study to identify direct and indirect links between projects and greenhouse gas emissions. Of over 370 projects reviewed, 50 had a significant potential to impact positively on greenhouse gas emissions, resulting in potential reductions, to date, in the order of 500,000 tonnes of carbon dioxide equivalents (CO₂e)⁴. The study identified that a key area of Yorkshire Forward's influence is the specification and design of commercial and domestic properties to make them more energy efficient. Work is still in progress and will continue through 2004 to develop guidance to measure greenhouse gas emissions at the project level and to communicate this guidance and surrounding issues to partners. From its offices (and the use of energy and gas), Yorkshire Forward produced a calculated 252,821.1 kg CO₂e⁶ in 2003. The Leeds HQ produced least, measured on a kg/m² basis, whilst the Wath and York offices performed less well. Figure 1 presents the relative office performances for CO₂e/m².

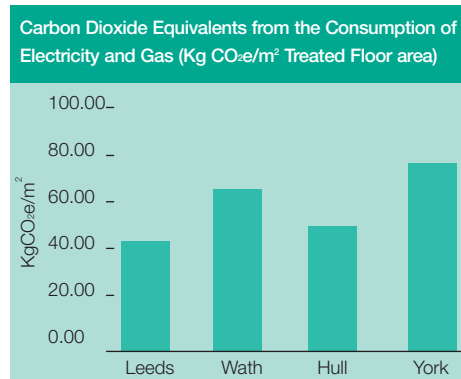


Figure 1: Yorkshire Forward offices CO₂e/m² from energy use (2003)

With the exception of the West Yorkshire sub-regional office in Bradford (which shares part of a larger managed office block), all Yorkshire Forward offices report monthly on the consumption of electricity and gas as appropriate. Water consumption is reported only from the Leeds HQ. Energy and water management at the Leeds and Wath offices has been contracted out. The service provider has to investigate and implement techniques to reduce the environmental impacts of utilities usage and to report on performance against established benchmarks.

The consumption patterns of electricity and gas for each office are illustrated in figures 2 and 3.

The consumption of electricity (kWh/m²) at the Leeds HQ is well below typical consumption published by the Office of the Deputy Prime Minister (ODPM)⁵ and is lower than the ODPM Good Practice Consumption levels (57.8 vs 97 kWh/m²). The use of gas at Leeds is also below ODPM Good Practice Consumption levels.

The consumption of electricity at the Wath, Hull and York offices are all over the ODPM Typical level. Electricity consumption (kWh/m²) is highest at the York office, but must use electricity for all its heating, as it has no supply of gas. The consumption of gas is very low at both the Leeds and Hull offices however is below the ODPM Typical level at all the offices.

The Leeds headquarters and the Wath office have also established a contract for the supply of electricity derived from 100% renewable resources, which started from 1 January 2004. Separately, the Hull office has a contract for the supply of 'green' power, derived from wind farms, hydroelectric generation and the combustion of landfill gases. These combined initiatives are estimated to reduce our emissions of greenhouse gases by approximately 152 tonnes a year, based on 2003 consumption figures.⁵

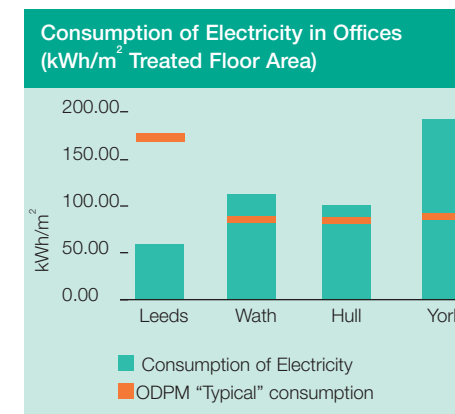


Figure 2

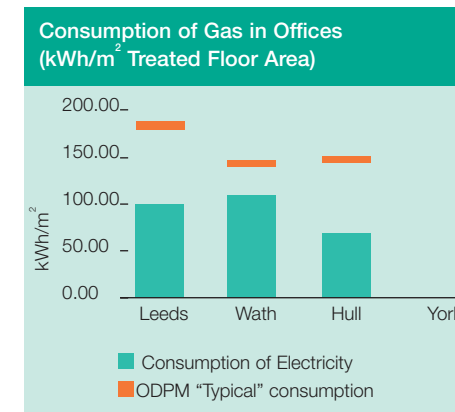


Figure 3

Other energy saving initiatives have been established throughout Yorkshire Forward. In the Leeds headquarters, lights in the lavatories have been fitted with movement sensors, whilst lights in the stairwells are regulated by the level of daylight.

The use of water is monitored only at the Leeds headquarters and is calculated at 4.58m³ per person per year, well below the Government target of 7.7m³ per person per year⁷. The introduction of sensor flow taps on lavatory hand basins at the Leeds headquarters has contributed towards a 14% reduction in water consumption since their introduction.

Next steps

- Reduce energy use across all Yorkshire Forward office locations other than Bradford by 3% year on year (based on kWh/m²) from the 2003 baseline figure of 466,767 kWh/m².
- Source electricity from renewable sources for all Yorkshire Forward office locations other than Bradford by April 2005.

Yorkshire Forward personnel numbers are due to rise in 2004 and any plans for the Leeds headquarters depend on the nature of change or relocation of accommodation. Environmental opportunities and efficiency measures will be considered in any future office moves.

Yorkshire Forward is also looking to provide the York office with a contract for the supply of electricity derived from renewable sources in 2004 and will investigate the case for other energy saving initiatives, such as the installation of PIR sensors in meeting rooms and LG3 lighting systems at all premises.

⁴ Assuming an average spend of £30 per tonne CO₂e (not including the UK emissions trading scheme). This value is based on the level of grant aid for programmes such as Warmfront and the Energy Efficiency Commitment and does not represent the current value of Carbon in the UK Emissions trading Scheme. (www.powergen-warmfront.co.uk/asp) (www.defra.gov.uk/environment/energy/eec)

However, a Treasury report "Estimating the Social Cost of Carbon Emissions" (www.hm-treasury.gov.uk/media/2E817/scc.pdf) suggests an average cost of £70 per tonne carbon as an illustrative estimate for the global damage cost of carbon emissions.

⁵ Office of the Deputy Prime Minister: Preliminary Guidance on Best Value Performance Indicators 180

⁶ www.defra.gov.uk/environment/envrp/gas/05.htm (Electricity = 0.43 CO₂/kWh; Gas = 0.19kgCO₂/kWh)

⁷ www.sustainable-development.gov.uk/sdig/improving/targetsc.htm



Transport

Effective transport links, both within the region and connecting the region to other parts of the UK, are seen as one of the principal factors regarding the economic development of the region. Well-designed and operated transport links can play a major role in sustainable development, helping to secure the future of businesses and communities.

New developments should be served with a good and effective transport infrastructure to allow quick and easy access to work and home. It is now recognised that roads clogged with stationary or slow-moving traffic are a significant factor in increased air pollution, which is linked to rising incidents or respiratory diseases.

Objective

Establish a clear baseline for greenhouse gas emissions arising from Yorkshire Forward internal activities to enable internal greenhouse gas emission reduction targets (for energy and transport) to be set by April 2004.

Target	Progress
Implement Travel Action Plan by September 2003	Met

Performance in 2003

In early 2003 Yorkshire Forward commissioned a project to review the use of transport by staff both commuting to and from the offices and in business travel. The principal environmental impacts centre on the emissions of greenhouse gases from commuter and business travel, both of which can be reduced by alternative working practices. The review, completed in April 2003, provided the basis for a transport policy and travel action plan, which was officially adopted in January 2004.

An internal Travel Forum has been working to the Travel Action Plan since August 2003 and work has been ongoing since then to implement strategies and measure travel-related data.

The Travel Action Plan objectives are to:

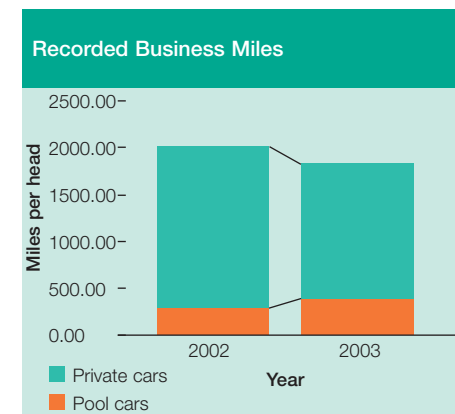
- reduce vehicular travel associated with Yorkshire Forward's operations;
- encourage flexible working where this does not conflict with duties;
- increase levels of training and awareness on business travel and its alternatives;
- determine accurate opportunity cost of travel time;
- lessen the impact of business travel undertaken by road vehicles;
- reduce air emissions from transport;
- minimise the impact of commuter travel.

Yorkshire Forward is establishing baseline data, against which we will be able to measure future progress.

In 2003 Yorkshire Forward produced 39.2 tonnes of CO₂ equivalents from its measured mileage in the pool cars, an increase of 41% on 2002 figures.

Yorkshire Forward measures mileage for business travel in pool cars and private cars. In real terms total miles recorded rose from 572,462⁸ in 2002 to 616,797⁹ in 2003. However, as staff numbers rose 18% in 2003 across Yorkshire Forward, the total recorded miles travelled per head decreased from 1994.62 miles/head in 2002 to 1824.31 miles/head in 2003 (figure 4). Overall there was a relative reduction in the use of private cars in favour of pool cars, over which greater environmental controls can be exerted.

Figure 4: Yorkshire Forward business mileage



Indicator data on the uptake of public transport schemes have been collated to provide a baseline against which improvement can be measured in the future. In 2003, 37 members of staff were issued with Metrocards and 97 members of staff took advantage of a contribution scheme towards the use of public transport.

Yorkshire Forward is introducing new video-conferencing facilities in all its offices in 2004. This will be supported by campaigns to promote their use, training programmes and the monitoring of use, the aim being to reduce business miles considerably.

Environmental criteria have been included as part of a contract for a new fleet of pool cars at the Leeds headquarters. Pool cars will be replaced regularly to ensure optimum performance and hire cars are available under similar terms for staff at the sub-regional offices.

Next steps

- Reduce business mileage (pool and private car) by 5% year-on-year from the baseline figure of 616,797 miles (133,494 pool car + 481,300 private car).

Whilst it is an objective to reduce total business miles with the introduction of alternative means of communications, it is also an objective that the proportion of the total mileage by private cars will decrease in favour of pool car mileage.

⁸Total mileage data for 2002 was calculated from incomplete data (May to December inclusive) – 92314 miles for pool cars and 478,146 miles for private cars

⁹133,494 miles for pool cars and 481,300 miles for private cars in 2003



Waste

At the moment, in terms of recycling and composting waste, the Yorkshire and Humber region is the poorest performing region in England¹⁰ with an average regional recycling rate (in 1999/2000) of around 6%.

Waste costs the region over £1bn per year¹¹ to dispose of. Waste represents inefficiencies within business, and significant environmental impacts through the unsustainable use of natural resources and the disposal of wastes. Through a proactive approach to waste - optimising the use of resources and developing reuse, recycling and recovery of wastes - there are a number of economic and environmental benefits for both individual businesses and the region as a whole.

Objective

Ensure that a minimum of 40% of office waste generated is recovered, with at least 25% of that recovery coming from recycling in 2003.

Target	Progress
Continue to establish the baseline for waste generation and recycling at all our offices by December 2003	Met

Performance in 2003

There are a significant number of different waste streams generated from Yorkshire Forward's offices, but the predominant waste is paper. Each office implements its own strategies to reduce consumption and to increase the reuse of paper. Ongoing awareness raising across Yorkshire Forward is used to highlight this issue.

Whilst waste management contracts have been established at each office, there have been difficulties with the contracts at the Leeds headquarters and the Wath office. As the contractor is responsible for measuring waste, neither the total amount of waste generated nor the proportion that was recycled has been measured. Efforts are being made to collect and collate data and a new contractor was appointed in February 2004. The Bradford office, being fully serviced, does not currently have the capacity to report on waste generation.

In 2003, the amount of waste generated by the Hull and York offices was 1943.77kg or 81.27kg/head. The proportion of waste that was recycled in these offices was 52.74%, well above the 25% target.

Next steps

- Recover/recycle at least 50% of all office waste at all Yorkshire Forward offices other than Bradford during 2004/5.
- Reduce the total amount of waste generated at all Yorkshire Forward offices other than Bradford by 10% by April 2005.

¹⁰ Regional Waste Strategy for Yorkshire and Humber Region 'Lets take it from the tip'

¹¹ Regional Waste Strategy, assuming an average disposal cost of £48 per tonne

Procurement

Procurement of goods and services has the potential for significant environmental damage. By raising awareness of alternatives and making a commitment to support their purchase, Yorkshire Forward has an effective means to achieve a sustainable change without the imposition of regulations.

Objective

Reduce Yorkshire Forward's environmental impacts from purchasing.

Target	Progress
Implement Environmental Procurement Policy and Procedures within project delivery and all purchasing decisions for office goods by December 2003	Met
Reduce copier headed paper consumption across YF by 20% by April 2004 compared to April to March 2002-3	Not Met
Implement the use of recycled paper in all Yorkshire Forward internal and external publications by December 2003	Met

Performance in 2003

Yorkshire Forward has developed an environmental procurement commitment and series of guidelines in an attempt to reduce the potential environmental impact of products and services purchased for both office and project-related activities. Together they prohibit the procurement of specific items with known harmful impacts and provide information to allow purchasers to understand what alternatives are available.

Yorkshire Forward has also established contracts with service providers and suppliers of goods that have included environmental requirements within the specification and contract selection criteria. For example:

- The facilities management contract for the Leeds headquarters and Wath office requires the contractor to research and implement initiatives that improve energy efficiency and reduce environmental impact.
- Yorkshire Forward has also set up a contract for the supply of office goods and stationery. Again, the supplier is required to identify and supply the most environmentally friendly goods appropriate. Whilst the use of this contract is mandatory in the Leeds headquarters, it is also available to the sub-regional offices should they wish to make use of it.

Yorkshire Forward used 12,943.02 kg of paper in 2003, nearly 4% more than the estimated total of copier and headed paper in the April to March period of 2002 – 2003. The target was a total reduction of paper irrespective of numbers of staff. Investigations into this increase are ongoing.

In 2003 Yorkshire Forward produced 315,570 internal and 12,540 external publications. Virtually all of these publications were produced using recycled paper. Only where the quality of the paper was insufficient to support the use of the publication were alternatives sought.

Next steps

- Reduce copier and headed paper consumption across YF by 20% by April 2005 from the 2003 baseline figure of 12,943kg.
- Ensure that the Environmental Procurement Policy and procedures are implemented within project delivery and purchasing decisions for office goods.



Feedback

As we are at the start of the process of improving our environmental performance, we are keen to hear your views to help us improve and respond to the issues that you think are important. Let us know what you think of our first Public Environmental Statement, by using the Feedback Form provided here.

Conclusion

Yorkshire Forward's EMS has made significant progress in all key areas of its environmental management programme. However, changes to corporate structures and the introduction of other management systems have slowed progress against some targets. New targets for 2004 consolidate the successes and set continual challenges for Yorkshire Forward to reduce its environmental impact.

The integration of EMS into project management presents a considerable challenge, but early indications suggest that Yorkshire Forward and its partners are ready to meet it positively.

Next Statement

The next Environmental Statement shall be published in July 2005. It will include the implementation of environmental management systems at the project level and report on the achievement of Yorkshire Forward's objectives and targets.

emas validation

Jonathan Cattell of BVQI Ltd, accredited verifier number UK-V-0003, has validated this Environmental Statement.

The next statement will be submitted to the UK Competent Body by 31 May 2005 and will cover the period from 01 January 2004 to 31 March 2005.

Further information is available at www.yorkshire-forward.com

Write to us at:
Sustainable Development Team,
'Public Environmental Statement Feedback',
Yorkshire Forward, 2 Victoria Place,
Leeds LS11 5AE

Name _____ Company _____

Address _____

Postcode _____ Email _____

Tell us what you think...

...about the depth of information provided within the statement?

...about the range of information included in the statement?

...about the language used in the statement is it clear and easy to understand?

...about our environmental performance?

The key contact for information relating to our Environmental Management System is
Debbie Rosen (Sustainable Development Manager - Environment)
Tel. 0113 3949 783. Debbie.rosen@yorkshire-forward.com

For further information on
Yorkshire Forward's Environmental
Management System please contact:

Debbie Rosen
Debbie.rosen@yorkshire-forward.com
Tel: +44 (0) 113 39 49783



Yorkshire Forward
Victoria House
2 Victoria Place
Leeds LS11 5AE

www.yorkshire-forward.com