

MANAGEMENT BOARD

Environmental Management

Paper from the Head of Fire Safety & Environment

Purpose

1. This paper updates the Board on recent environmental progress and seeks approval for specific environmental improvements in 2012/13.
2. Whilst Parliament's environmental performance does not relate to a Board level risk it does impact on the perception of Parliament and contributes to each of the Commons' four strategic goals.

Action for the Board

3. The Board is invited to:
 - 3.1 note 2011/12 environmental performance and progress;
 - 3.2 endorse proposals for:
 - (a) environmental governance arrangements (paragraph 12)
 - (b) provision of real time energy data in Portcullis House and on the intranet (13.1)
 - (c) implementation of temperature thresholds and timings (13.2)
 - (d) use of sensor controlled heating and lighting in the Palace Committee Rooms (13.3)
 - (e) ceasing or restricting floodlighting for outbuildings (13.4)
 - (f) changes to office waste collection (17)
 - (g) mandating the purchase of recycled office paper (18)
 - (h) publication of environmental information on the internet (21);and
 - 3.3 recommend these proposals to the Administration Committee and seek endorsement for those which affect Members (3.2 c, d and f).

Consultation and equality analysis

4. The Director General of Facilities and Parliamentary Director of Estates from the Commons and Reading Clerk and Director of Facilities from the Lords, and the Parliamentary Estates Board have been consulted on the paper.
5. An initial equality analysis has been carried out and the proposals found to have medium equality relevance. The equality analysis and findings are attached.

Environmental performance and compliance

- 6. In March 2009 the Management Boards of both Houses approved a high level environmental strategy seeking to set the foundations for continuous environmental improvement delivering sustainable, social, environmental and financial, benefits to Parliament.
- 7. A joint policy statement and long term environmental targets, acknowledging EU, UK, Government and good practice targets, were subsequently approved in December 2009 and endorsed by the House of Commons Commission and the House of Lords Administration and Works Committee thereafter.
- 8. To meet the long term targets the Environment team set annual targets, currently devised as a straight trajectory. End of year performance against the 2011/12 targets is presented below¹.

	2011/12 target	2011/12 performance	2020/21 target
Carbon emissions	-10%	-16% (saving £600,000)	-34%
Water use	-13%	-32% (saving £90,000)	-25%
Waste generated	-12%	-18% (saving £30,000)	-25%
Waste recycled	61%	53% (saving £0)	75%

- 8.1 Further work is to be undertaken in 2012/13 to re-profile the trajectory and re-evaluate the target for water consumption. End of year data will, again, be subject to independent validation and comparison with Government Estate performance.
- 9. In addition, Parliament is committed to maximising the volume of electricity provided from renewable sources, ensuring major Estates and ICT projects specify environmental requirements, achieving BREEAM² certification for major refurbishments and improving Display Energy Certificates (DEC) ratings in all buildings. In meeting these commitments in 2011/12 83% of electricity was sourced from renewable sources, all major Estates and ICT projects specified environmental requirements, Millbank House refurbishment attained a Very Good BREEAM rating and a comprehensive reduction of DEC ratings achieved, as presented in Annex A.
- 10. A focus for 2011/12 has been a review of the application of and compliance with EU and UK environmental legislation. This has identified a significant volume of legislative requirements applicable to

¹ All relative to 2008/09 independently validated baseline year. RAG status: Red = not meeting annual target, performance worse than baseline year/not expected to meet long term target. Amber = not meeting annual target, performance better than baseline year/expected to meet long term target. Green = achieving annual target/expected to meet long term target.

² Building Research Establishment Environmental Assessment Methodology

Parliament, as verified by Speaker's Counsel. To address this a compliance action plan is being implemented, with completion targeted for 2012/13.

Environmental governance

11. Internal audits of environmental management in 2007 and 2010 raised concerns with the level of senior management environmental engagement, recommending a sub-board environment committee. The Management Board sponsors of environmental management have agreed to implement alternative arrangements that see responsibility for environmental management retained by the Management Boards without the introduction of a new committee.
12. The alternative arrangements would require the Management Boards to ensure adequate time is allocated to environmental management, receiving bi-annual updates alongside continued monthly performance reporting, and supplementary papers as required. The proposed Management Board responsibilities are presented in Annex B. **The Board is asked to endorse this approach.**

Energy efficiency and carbon reduction

13. To date the carbon saving programme has deliberately focused on 'back room' improvements including adjustments to the building management system, lighting replacement, reduction of incoming energy wastage, insulation and solar panel trials and recommissioning boilers. In 2012/13 the Environment team is seeking to implement some changes that may be felt by Members and staff and requests the approval of the Board to proceed with their implementation.
 - 13.1 The mixed success of Energy Saving Week in 2011, despite comprehensive awareness raising communications, indicates that a more radical approach is required to successfully engender individuals to improve their own environmental performance at work. Environmental behaviour change programmes typically reduce carbon emissions by 10% and this is to be a deliverable in the specification for the development of a behaviour engagement programme at Parliament, expected to save approximately 1,875 tCO₂ and £375,000 annually. The newly formed Carbon Management Association is keen for Parliament to implement carbon management awareness training and this shall be considered as part of the programme. In support of this, **approval is sought for the provision of real time energy performance data on the Members' Centre display screen in Portcullis House and on the intranet to raise awareness of energy use.** Examples of real time data are presented in the screen grab in Annex C.

- 13.2 **Approval is sought for the implementation of temperature thresholds and timings.** Aligned with CIBSE³ guidelines to maintain temperatures of 18-21°C in winter and 22-25°C in summer (where feasible) and to provide these between 7am and 7pm or 1 hour before and after the rise of the House. This will be restricted to between 7am and 7pm for buildings accommodating occupants with working patterns not aligned with the business of the House – currently restricted to 14 Tothill Street only. These arrangements will seek to accommodate events and collection care requirements. They aim to prevent unnecessary and inefficient heating and cooling and resist unreasonable demands. This has no cost associated with implementation and is expected to save 650 tCO₂ and £80,000 annually. This proposal contributes to the equality analysis medium rating; Annex D provides details on equality relevance and mitigation.
- 13.3 To address energy wastage from committee rooms through operation of sensors controlling heating and lighting in the Palace. A successful dummy trial in Committee Room 10 has positively confirmed the sensors response to demand and **roll out of motion sensors in the Palace Committee Rooms is requested following successful trial of a live system in Committee Room 10.** This is expected to cost £16,000 in 2012/13 and save 20 tCO₂ and £4,000 annually.
- 13.4 **Approval is sought for the cessation, or otherwise restriction, of floodlighting for Parliamentary outbuildings.** This has no cost associated with implementation and would, on an annual basis, save 29 tCO₂ and £5,750.

Waste management

14. Waste recycling is the sole Parliamentary environmental objective failing to meet its short term target. Work in 2011/12 to renegotiate and award the general waste management contract has saved approximately £125,000 and incentivised improved future waste management through implementation of gain-share arrangements for increased reuse and recycling. Implementation of the arrangements outlined below seeks to improve performance in line with the 2012/13 target.
15. A trial of the collection of food waste from the Terrace Kitchen for anaerobic digestion is underway, with a view to rolling out food waste 'composting' across Parliament's catering facilities in 2012/13 following successful completion of the trial. This has no cost associated with implementation and is expected to increase recycling by 20% and return £30,000 annually.

³ Chartered Institute of Building Services Engineers

16. Kerry McCarthy MP and Baronesses Jones and Jenkin have approached Catering & Retail Services of each House and the Environment team to seek Parliament's participation in WRAP's Voluntary Agreement for the Hospitality and Food Service Sector launching in May 2012. The Agreement requires participating organisations to work towards targets for the prevention of food waste and increase in food and packaging waste recycling rates, which the catering services are already tackling. This follows a recent Commission reply to PQ 100749 presented in Annex E. As a non-political voluntary agreement, the Director General of Facilities (Commons) and Director of Facilities (Lords) have jointly endorsed participation. **The Board is asked to note the participation of the two House administrations.**
17. **It is proposed that changes are made to office waste collection arrangements to further increase recycling rates and address the existing confusing and inefficient arrangements in place.** The proposal is to replace the current two office bin system with one office bin for mixed recyclable (dry) waste supplemented with general (wet) waste bins in kitchen areas and further, to reduce the number of bins provided in multiple occupancy offices. This arrangement would apply to office accommodation for House staff, Members and their staff across Parliament. New bins more suited to waste collection and labelled to aid segregation will be provided, with the existing bins themselves recycled. This is expected to increase recycling by 10% and return £15,000 annually, with additional financial savings resulting from a reduced number of bins requiring emptying and removal of the need to sort waste on site by cleaners.

Environmental procurement

18. In 2010/11 departments voluntarily agreed to the purchase of recycled paper for general office use. **It is proposed that the Board formally endorses the commitment to procure recycled paper for general office use.** This is expected to save 140 tCO₂ and £4,000 annually.
19. The recent Members' survey highlighted concerns regarding toner cartridge recycling. A new contract for the supply of toner cartridges has been awarded, it includes supplier take back and refurbishment of used cartridges.
20. In 2012/13 work will take place to support PICT to develop their environmental baseline and with Commercial Services to ensure that environmental criteria is comprehensively included in the procurement lifecycle.

Raising external awareness

21. In March 2009 both Management Boards endorsed the commitment to communicate Parliament's environmental performance externally

through contribution to the Environmental Audit Committee's Greening Government Inquiry, provision of performance data in end of year reports and development of internet pages. **Publication of environmental data on the internet site, including real time energy consumption as presented in Annex C, is overdue and it is proposed that this is undertaken in 2012/13** as part of the environmental behaviour change programme referred to in paragraph 13.1. This approach embraces the Commons' proactive publication policy and the Environmental Information Regulations.

Financial and procurement implications

22. In summary the shared financial and procurement implications of the proposals laid out in this paper are:
- governance: no financial or procurement implications;
 - energy efficiency and carbon reduction: Cost £41,000 in 2012/13 and save approximately £459,000 annually, with £175,000 budgeted for in 2012/13 to implement a behaviour engagement and change programme, including education and awareness-raising to improve occupants' use of office services (for example heating and lighting). Procurement of equipment will be through existing suppliers and services through In-Tend with a tender exercise to ensure value for money;
 - waste management: Cost in 2012/13 to be determined and saving approximately £45,000 annually; and
 - procurement: Saving approximately £4,000 annually with no procurement implications.
23. The financial requirements highlighted above will be met from the Facilities Estates budget, shared 60:40 with the House of Lords.
24. The financial savings, not offset by the increasing cost of energy, have been captured in the House of Commons Savings Programme.

Risk management

25. The proposals are not specifically linked to a Board level risk although they significantly contribute to reducing the risk of poor environmental performance affecting the reputation of Parliament.
26. Where the proposals have potential to disrupt business of the House implementation of a pilot seeks to identify and resolve issues in advance of full roll out.

House of Lords implications

27. Parliamentary performance is a bicameral matter and approval from both Management Boards is required for implementation of the proposals.

28. The House of Lords is being consulted in parallel and the Management Board are due to receive this paper at their May 11 meeting.

Comparators

29. The proposals seek to implement good environmental practice as implemented by various public and private sector organisations.

Charlotte Simmonds
Head of Fire Safety & Environment

1 May 2012

Annex A: Display Energy Certificate Ratings

Building	2009	2011
Palace of Westminster	F 146	E 124
Norman Shaw & Canon Row	F 147	E 120
Portcullis House	G 192	E 123
Fielden House	G 152	F 126
1 Parliament Street & Derby Gate	G 221	G 200
7 Millbank	G 251	G 224
6/7 Old Palace Yard	G 172	F 131
14 Tothill Street	N/A	E 107
Millbank House*	N/A	N/A

* The first DEC for Millbank House will be obtained in 2012/13

Annex B: Environmental Governance

The Management Boards of both Houses are responsible for the environmental governance of Parliament. In this capacity they shall:

- Endorse the Parliamentary environmental policy & strategy documents;
- Endorse Parliament's environment performance targets;
- Receive assurance of environmental strategy implementation, target delivery, legal compliance and risk management;
- Receive assurance of the environmental benefits of major proposals presented to the Boards;
- Take decisions on the application of environmental regulations not specifically applicable to Parliament;
- Endorse annual corporate environmental reports;
- Endorse major environmental works and communications programmes;
- Review and challenge environmental performance.

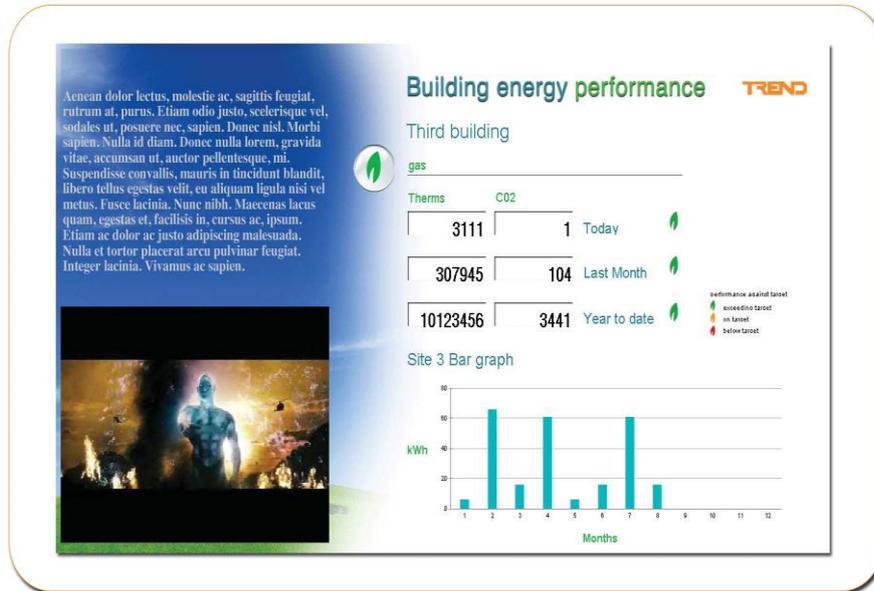
Reports shall be presented concurrently to the Boards twice per year, supplemented as required by individual papers. Environmental performance will continue to be reported to the Boards on a monthly basis.

Operational Estates and ICT environmental impacts are governed by PEB and PICTAB.

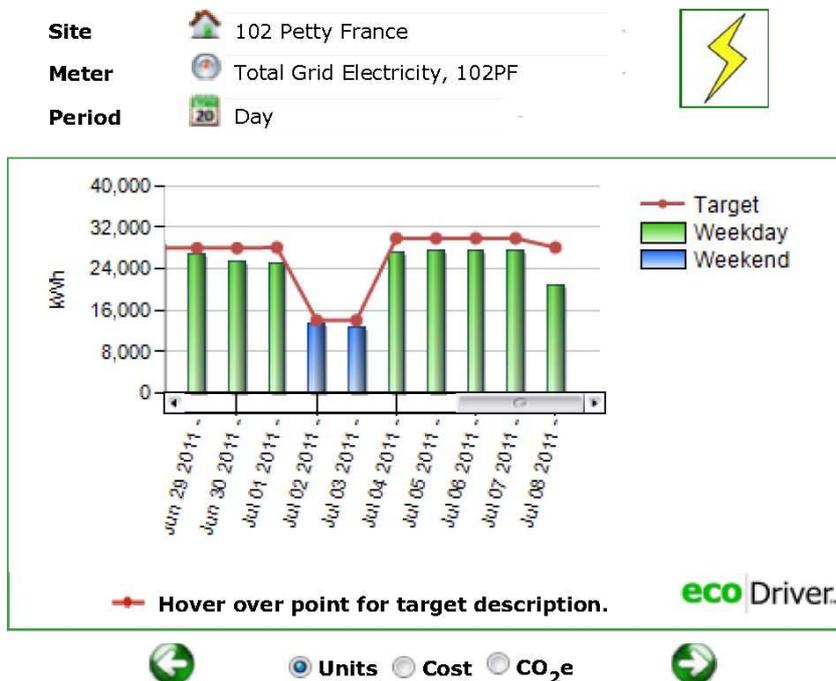
Staff input into Parliament's environmental strategy will be channelled through the bicameral Environmental Stakeholder Group.

Annex C: Live Energy Performance Display

Sample screen shot for energy screen using Trend BMS



Sample screen shot for Web Based Display



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Annex D: Equality Impact Analysis Relevance & Mitigation

Equality relevance and impact:

With the exception of implementation of temperature thresholds and timings the proposals contained within this paper have low equality relevance. The implementation of temperature thresholds and timings is deemed to have medium equality relevance due to its potential for negative impact on the protected groups of age and disability.

Evidence:

Extreme temperatures can lead to health problems and the chances of these problems are higher if people are vulnerable due to age, ill health or disability (<http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx>)

Consultation and engagement:

Consultation and engagement with SHWS and ParliAble was initiated on 29 March 2012 to gain views on how the policy and proposed mitigation works for the affected protected groups. Responses received from SHWS 30 March 2012 and from ParliAble 20 April 2012, as presented in the Equality Analysis.

Mitigation:

Occupants of the Parliamentary Estate who are more vulnerable to temperature due to age, ill health or disability, with the support and endorsement of SHWS, will continue to have their individual needs accommodated e.g. through provision of portable heaters.

SHWS have endorsed this approach on the basis that office temps will be in excess of the 16°C after the first hour (the HSE guidance) so there is no reason to expect any impact on health, and they are content to be consulted on individual cases regarding the provision of supplementary heaters needed on health grounds (not preference).

Government advice on maintaining comfort for people more vulnerable to temperature (as referenced on the Live Well web pages) include maintaining temperatures in winter between 18-21°C and at a minimum of 16°C, dressing appropriately and keeping active. The proposed temperatures are aligned with the recommended temperatures.

Conclusion:

The proposals and mitigation are robust from an equality perspective.

Annex E: PQ 100749

Wednesday 21 March 2012

HOUSE OF COMMONS COMMISSION

Food: Waste

Kerry McCarthy: To ask the hon. Member for Caithness, Sutherland and Easter Ross, representing the House of Commons Commission, if he will take steps to ensure that the House of Commons signs up to the Waste and Resources Action Programme's voluntary agreement to reduce food waste. [100749]

John Thurso: I understand that the hon. Member is meeting officials next week to discuss the voluntary agreement for the hospitality and food service sector, and the work that it might entail. I am sure that they will be keen to learn more about how the Waste and Resources Action Programme can contribute to reducing further the amount of food waste from catering operations in the House of Commons.

House of Commons

Equality Analysis Form

January 2012

House of Commons Equality Analysis Form

Step 1: Planning your analysis

Name of policy⁴	Environmental performance and improvements
Name of policy owner	Charlotte Simmonds
Name of Director responsible for approving this EA	John Borley
Person leading the EA	Charlotte Simmonds
Names of people in the EA team	Charlotte Simmonds, Head of Fire Safety & Environment Martin Wittekind, Environment Manager Mal McDougall, Head of Safety, Health & Wellbeing Dr Hastroudi, Safety, Health & Wellbeing Ann Moghaddami, Diversity Manager and on behalf of ParliAble
Start date for this EA and expected timescale of events	Start: 20 th February 2012. End: 20 th April 2012 Implementation date for environmental improvements:2012/13

⁴ 'Policy' means any policy, process, function, practice, activity, initiative, service, proposal or decision.

Step 2: Establishing relevance to equality and identifying key issues

1. What are the aims, objectives or purpose of this policy?

The proposals highlighted in the Management Board paper are:

- (a) Environmental governance: reinforcing governance arrangements;
- (b) Energy management:
 - provision of real time energy data in Portcullis House and on the intranet
 - implementation of temperature thresholds and timings
 - operation of sensors controlling heating and lighting in the Palace Committee Rooms
 - ceasing or restricting floodlighting for outbuildings
- (c) Waste management: changes to office waste collection;
- (d) Procurement: mandating purchase of recycled paper for office use; and
- (e) External awareness: publication of environmental information on the internet.

All proposals seek to improve Parliament's environmental performance thereby reducing risk and financial costs.

(f) What main activities does it cover?

As above - energy supply and use, environmental awareness and participation, waste management and procurement.

Of most equality relevance is the proposal to implement temperature thresholds, aligned with CIBSE* guidelines, of 18-21°C in winter and 22-25°C in summer (where feasible) and to provide these between 7am and 7pm or 1 hour before and after the rise of the House, whichever is earlier (restricted to between 7am and 7pm for buildings accommodating occupants with working patterns not aligned with the business of the House – currently restricted to 14 Tothill Street only) and accommodating events, to prevent unnecessary and inefficient heating and cooling and resist unreasonable demands.

* Chartered Institute of Building Services Engineers

(g) Who is affected by the policy, and how?

All people on the Estate through clear thresholds for heating and cooling arrangements and environmental participation and changed arrangements for office waste collection.

(h) How important is the policy in terms of equality?

The subject of poor environmental performance and energy wastage is the subject of numerous PQs, FOIs, correspondence from Members and complaints. It regularly features in the findings

from Member and staff surveys. The proposals seek to implement good practice evident in most private and public organisations, and specifically in relation to the proposed temperature thresholds referencing existing guidance from the Chartered Institute of Building Services Engineers.

There is existing evidence of unacceptable pressure being applied to PED Helpdesk staff to maintain unreasonable temperatures on an individual basis.

With the exception of implementation of temperature thresholds and timings these proposals have a low equality relevance.

Protected characteristics	Major policy affecting functions are delivered?	Previous evidence has identified relevance to protected groups?	Relates to area with known inequalities?	Relates to area where equality objectives have been set?
Age	N	Y*	N	N
Disability	N	Y*	N	N
Gender reassignment	N	N	N	N
Marriage/civil partnership	N	N	N	N
Pregnancy / maternity	N	N	N	N
Race	N	N	N	N
Religion / belief	N	N	N	N
Sex	N	N	N	N
Sexual orientation	N	N	N	N

** Extreme temperatures can lead to health problems and the chances of these problems are higher if people are vulnerable due to age, ill health or disability (ref: <http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx>)

Occupants of the Parliamentary Estate who are more vulnerable to temperature due to age, ill health or disability, with the support and endorsement of SHWS, will continue to have their individual needs accommodated e.g. through provision of portable heaters. SHWS have endorsed this approach.

5. Consider the following:

- **What evidence do you already have to inform your equality analysis?**
- **What consultation and engagement has already been done?**
- **From what you know already, summarise how the policy affects or could affect different equality groups and indicate the level of equality relevance.**

Age	Evidence	<p>Extreme temperatures can lead to health problems and the chances of these problems are higher if people are vulnerable due to age, ill health or disability (ref: http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx)</p> <p>Occupants of the Parliamentary Estate who are more vulnerable to temperature due to age, ill health or disability, with the support and endorsement of SHWS, will continue to have their individual needs accommodated e.g. through provision of portable heaters. SHWS have endorsed this approach.</p>			
	Consultation	Consultation with SHWS and ParliAble			
	Summary	Medium equality impact managed through meeting individual needs of those more vulnerable due to age, ill health or disability.			
Overall relevance	High	Medium	X	Low	

Disability	Evidence	<p>Extreme temperatures can lead to health problems and the chances of these problems are higher if people are vulnerable due to age, ill health or disability (ref: http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx)</p> <p>Occupants of the Parliamentary Estate who are more vulnerable to temperature due to age, ill health or disability, with the support and endorsement of SHWS, will continue to have their individual needs accommodated e.g. through provision of portable heaters. SHWS have endorsed this approach.</p>			
	Consultation	Consultation with SHWS and ParliAble			
	Summary	Medium equality impact managed through meeting individual needs of those more vulnerable due to age, ill health or disability.			
Overall relevance	High	Medium	X	Low	X

Gender reassignment	Evidence	Proposals do not impact on this protected group			
	Consultation	None			
	Summary	No equality impact			
Overall relevance	High	Medium		Low	X

Marriage and Civil Partnership	Evidence	Proposals do not impact on this protected group				
	Consultation	None				
	Summary	No equality impact				
Overall relevance	High		Medium		Low	X

Pregnancy and Maternity	Evidence	Proposals do not impact on this protected group				
	Consultation	None				
	Summary	No equality impact				
Overall relevance	High		Medium		Low	X

Race	Evidence	Proposals do not impact on this protected group				
	Consultation	None				
	Summary	No equality impact				
Overall relevance	High		Medium		Low	X

Religion or Belief	Evidence	Proposals do not impact on this protected group				
	Consultation	None				
	Summary	No equality impact				
Overall relevance	High		Medium		Low	X

Sex	Evidence	Proposals do not impact on this protected group				
	Consultation	None				
	Summary	No equality impact				
Overall relevance	High		Medium		Low	X

Sexual orientation	Evidence	Proposals do not impact on this protected group				
	Consultation	None				

	Summary	No equality impact				
	High		Medium		Low	X

Other equality strand⁵	Evidence	Proposals do not impact on this protected group				
	Consultation	None				
	Summary	No equality impact				
Overall relevance	High		Medium		Low	X

⁵ You may add other groups, for example carers, if appropriate.

6. Does this policy require a full Equality Analysis? Yes/No

- **If 'no', please give a full explanation**
- **If 'yes', do you need additional evidence, or to carry out additional engagement activity, to enable you to fully understand how this policy works for different groups? If so, how will you collect this, and how does this affect the timeframe for your analysis?**

Yes. Advised by the Diversity Manager that, due to the medium equality relevance, a full equality analysis is required.

Subsequent consultation and engagement with SHWS and ParliAble initiated on 29 March 2012 in order to gain views on how the policy and proposed mitigation works for the affected protected groups. Responses received from SHWS 30 March 2012 and ParliAble 20 April 2012, as presented below.

From: MCDUGALL, Marianne
Sent: 30 March 2012 11:57
To: SIMMONDS, Charlotte
Subject: RE: Temperature Thresholds & Equality Analysis

Hi Charlotte

Have discussed this issue and your equality impact assessment with Dr Hashtroudi and we agree with the line your are taking. Our reasoning is

- office temps will be in excess of the 16 degrees C after the first hour (the HSE guidance) so there is no reason to expect any impact on health
- we support the line regarding the provision of supplementary heaters if needed on health grounds (not preference) and SHWS are content to be consulted on individual cases
- Dr Hashtroudi had no issues with your assumptions relating to the elderly (and with the exception of some Peers, we do not have an elderly workforce as such

In short, we do not foresee any increased risks to the health and or safety of any group of persons on the parliamentary estate as a consequence of these proposals. We are happy to help with any communication exercise related to this initiative and, subject to your proposal being accepted by the MB, I will revise the wording on the (new) generic risk assessment for office work to take this into account

Mal

From: MOGHADDAMI, Ann
Sent: 20 April 2012 09:53
To: SIMMONDS, Charlotte
Cc: STRIDE-DARNLEY, Felix; WEST, Tracey; ROUSOU, Elizabeth; CLAGGETT, Sandra; KAYE, David; BRADBURY, John L
Subject: RE: ParliAble 6 month action plan

Dear Charlotte

I'll be in touch shortly about setting up a meeting.

Regarding the environmental and temperature controls equality analysis, we received the following 2 comments:

1. I am sure you will pick this up, but the quality of the notices to explain what should go in which bin will be very important. They need to be in an accessible format, in plain English, and pre-empt questions about what goes where.
2. Sorry, I meant to add that, in relation to heating, notices (and possibly quick briefings) which explain how and when to use the control panels on the walls would make a big difference. I am sure a lot of energy is wasted because people just don't know how to adjust things. The same points about accessible formats arise here.

Hope this helps.

Regards

Ann

Ann Moghaddami
Interim Secretary
ParliAble

Step 3: Analysing equality impact

7. Evidence

- Describe the evidence (including the results of consultation and engagement) that you are using to analyse equality impact.
- What does this evidence and information tell you about the equality impact of your policy? (Provide details for positive, negative or no impact).

Protected characteristic		
Age	Evidence	<p>Extreme temperatures can lead to health problems and the chances of these problems are higher if people are vulnerable due to age, ill health or disability (ref: http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx)</p> <p>Occupants of the Parliamentary Estate who are more vulnerable to temperature due to age, ill health or disability, with the support and endorsement of SHWS, will continue to have their individual needs accommodated e.g. through provision of portable heaters.</p> <p>SHWS have endorsed this approach on the basis that office temps will be in excess of the 16 degrees C after the first hour (the HSE guidance) so there is no reason to expect any impact on health and they are content to be consulted on individual cases regarding the provision of supplementary heaters needed on health grounds (not preference)</p> <p>Government's advice on maintaining comfort for people more vulnerable to temperature (as referenced on the Live Well web pages) include maintaining temperatures in winter between 18-21°C and at a minimum of 16°C, dressing appropriately and keeping active. The recommended temperatures are aligned with those proposed.</p>
	Impact	<p>The evidence suggests that the proposal for implementation of temperature thresholds and timings has the potential for a negative impact on this protected group which can be successfully managed by the proposed mitigation.</p>
Disability	Evidence	<p>Extreme temperatures can lead to health problems and the chances of these problems are higher if people are vulnerable due to age, ill health or disability (ref: http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx)</p> <p>Occupants of the Parliamentary Estate who are more vulnerable to temperature due to age, ill health or disability, with the support and endorsement of SHWS, will continue to have their individual needs accommodated e.g. through</p>

		<p>provision of portable heaters.</p> <p>SHWS have endorsed this approach on the basis that office temps will be in excess of the 16 degrees C after the first hour (the HSE guidance) so there is no reason to expect any impact on health and they are content to be consulted on individual cases regarding the provision of supplementary heaters needed on health grounds (not preference)</p> <p>Government's advice on maintaining comfort for people more vulnerable to temperature (as referenced on the Live Well web pages) include maintaining temperatures in winter between 18-21°C and at a minimum of 16°C, dressing appropriately and keeping active. The recommended temperatures are aligned with those proposed.</p>
	Impact	The evidence suggests that the proposal for implementation of temperature thresholds and timings has the potential for a negative impact on this protected group which can be successfully managed by the proposed mitigation.
Gender reassignment	Evidence	There is no evidence to suggest that the proposals have any impact on this protected group.
	Impact	There is no evidence to suggest that the proposals have any impact on this protected group.
Marriage and Civil Partnership	Evidence	There is no evidence to suggest that the proposals have any impact on this protected group.
	Impact	There is no evidence to suggest that the proposals have any impact on this protected group.
Pregnancy and Maternity	Evidence	There is no evidence to suggest that the proposals have any impact on this protected group.
	Impact	There is no evidence to suggest that the proposals have any impact on this protected group.
Race	Evidence	There is no evidence to suggest that the proposals have any impact on this protected group.
	Impact	There is no evidence to suggest that the proposals have any impact on this protected group.
Religion or Belief	Evidence	There is no evidence to suggest that the proposals have any impact on this protected group.
	Impact	There is no evidence to suggest that the proposals have any impact on this protected group.
Sex	Evidence	There is no evidence to suggest that the proposals have any impact on this protected group.
	Impact	There is no evidence to suggest that the proposals have any impact on this protected group.
Sexual orientation	Evidence	There is no evidence to suggest that the proposals have any impact on this protected group.
	Impact	There is no evidence to suggest that the proposals have any impact on this protected group.

8. Conclusions

As a result of your findings, do you conclude:

The policy is robust from an equality perspective, and no major change is needed?	X
There are potential problems or missed opportunities that require an adjustment to the policy?	
There are negative impacts but these can be justified?	
There is actual or potential discrimination and the policy should be stopped all together in its current form?	
There are other findings (please comment below)	

Add any other findings or further comments

The policy and proposals are robust from an equality perspective. Dr Hashtroudi has confirmed that the proposed mitigations to accommodate individual needs of those more vulnerable to temperature due to age, ill health or disability are adequate.

Step 4: Action planning

<p>9. How will you build on the positive impacts?</p>	<p>N/A</p>
<p>10. How will you mitigate negative impacts?</p>	<p>Occupants of the Parliamentary Estate who are more vulnerable to temperature due to age, ill health or disability, with the support and endorsement of SHWS, will continue to have their individual needs accommodated e.g. through provision of portable heaters. SHWS have endorsed this approach.</p> <p>Revise and re-launch building user guides explaining how to use environmental facilities. Ensure that the information provided is clear and provided in an accessible format.</p> <p>Ensure that waste bin labelling and information is clear and provided in an accessible format.</p>
<p>11. What additional evidence do you require in the future to evaluate whether the policy works well for all groups?</p>	<p>A request for feedback from ParliAble members will be made one month after implementation and as the winter heating period begins.</p>
<p>12. What is your plan for getting this information (if applicable)?</p>	<p>As indicated above.</p>

Step 4: Approval and publication

Name of policy	Environmental performance and improvements	
I approve the screening and/or full analysis of this policy, and the action plan	Director name	John Borley
	Director signature	
	Date	