

**Policy & Business Process on Sustainability (4).**

**AS WITH ALL OF THE ASSOCIATION'S POLICIES and PROCEDURES, THIS GUIDE, IN FULL AND IN PART, CAN BE MADE AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE, AND IN TRANSLATION INTO MOST OTHER LANGUAGES**

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**PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE  
A VERSION IN A DIFFERENT FORMAT**

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| Approved By | Committee of Management at the meeting on 28 <sup>th</sup> July 2004 |
| Last review | 2 <sup>nd</sup> August 2017  |
| Next Review | August 2022  |

### 1.0 INTRODUCTION AND AIM OF POLICY.

- 1.1 The European Union's sustainable development strategy – **'A Sustainable Europe for a Better World'** - identified the following major threats -
- Emission of greenhouse gases causing severe climate change
  - Environmental damage and human misery as a consequence of global warming and pollution
  - Poverty, social exclusion and injustice
  - Transport congestion.
- 1.2 **Regardless of the United Kingdom preparing to leave the European Union, the Scottish Government is committed to promote more sustainable patterns of development within Scotland. The Government's strategic objective is to improve Scotland's natural and built environment and the sustainable use and enjoyment of it and facilitate a low carbon economy. It aims to deliver a Greener Scotland through a set of outcomes<sup>1</sup>, with a focus on the following:**
- "We value and enjoy our built and natural environment and protect it and enhance it for future generations."
  - "We reduce the local and global environmental impact of our consumption and production. "
  - "We live in well-designed, sustainable places where we are able to access the amenities and services we need."

Key drivers for the Government are as follows:

- **Sustainable consumption and production:** achieving more with less. This includes reducing the inefficient use of resources, looking at the impact of products and materials across their whole lifecycle and encouraging people to think about the social and environmental consequences of their purchasing choices.
- **Climate change and energy:** securing a profound change in the way we generate and use energy, and reducing greenhouse gas emissions.

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<sup>1</sup> <http://www.scotland.gov.uk/About/scotPerforms/objectives/greener>

- **Natural resource protection and environmental enhancement:** protecting our natural resources, building a better understanding of environmental limits, and improving the quality of the environment.
- **Sustainable communities:** creating communities that embody the principles of sustainable development locally.

To encourage this policy, RSLs, as recipients of public money, are required to embrace the sustainability agenda and operate Sustainable Development Policies in order to obtain grant funding for their development programme.

- 1.3 The Association will ensure that the principles of '*sustainability*' are applied, not just to Development Projects but to every aspect of Association activity. This includes managing and maintaining its buildings and resources and in this respect the Association will follow relevant governmental guidance and best practice where appropriate. The policy also applies to how the Association interacts with the local community.
- 1.4 For over 30 years the Association's primary concern has been the provision of good quality affordable homes and the sustainability of the local community. This policy builds on the Association's existing practices and tries to improve them.
- 1.5 The Association sees itself as an enabler for the wider community and not simply a provider of housing. Sustainability goes beyond housing and its immediate environment; it brings wider socio-economic factors into play.
- 1.6 The Association seeks to build on its existing work in the social and economic fields, in partnership with the relevant authorities and organisations. The Association will work with local residents and community groups on energy advice, recycling and other sustainability issues.
- 1.7 The policy relies on communication between the relevant sections of the organisation. Its aim is to enhance the quality of life by adopting a 'green' approach, which will deliver direct environmental benefits to the community.

- 1.8 The same policy is applied to the management of the Association's business. The policy will be subject to periodic review as the Association continues its holistic approach.

## 2.0 POLICY AIMS.

2.1 The aims of the Sustainability Policy are:

- Reduce our carbon footprint by reducing greenhouse gas emissions from the Association activities,
- Improve the energy efficiency of existing stock to minimise the impact of fuel poverty across our community,
- Reduce the amount of raw materials used,
- Encourage the use of sustainable travel practices,
- Develop a sustainable approach to the built environment in our development, refurbishment and maintenance programmes,
- Minimise waste and reduce landfill use through increasing reuse and recycling,
- Consider sustainability when procuring goods and services,
- Source goods from sustainable, fair and ethical sources when local products are not available,
- Support staff, tenants and local residents to participate in activities which promote a more sustainable future,
- Comply with all legal and statutory duties and
- Comply with all Development and Regeneration Services (DRS) development and refurbishment standards for projects funded through the Affordable Housing Supply Programme (AHSP).

NB: Each paragraph in the subsequent items 3.0 to 7.0 is formatted in three parts:

Part 1: **The objective of the policy item (Bold),**

Part 2: *The proposed action required to implement it (Italic's) and*

Part 3: The desired outcome (Standard).

### 3.0 PROCUREMENT

#### 3.1 **The Association will demonstrate its commitment to sustainable development through its role as a 'Best Practice' Client.**

*Sustainability starts at project inception. A clear statement of objectives and outputs will be incorporated within the Project Brief for every proposed development and planned maintenance project. The Sustainable Housing Design Guide (2007) remains the most comprehensive document on the subject and will feature in all briefing material issued by the Association.*

Consultants and Contractors will have a clear indication of the standards required by the Association for each development.

#### 3.2 **The Association will seek to maintain and improve on the standard of its new and improved housing.**

*The Association's Design Guide and Standard Specification will be reviewed every five years or as required to meet changing guidelines and practices. EcoHomes is presently being phased out and the Association will comply with the revised building regulations 2016, Technical Standards Section 7, Silver level, Aspects 1-8, which reflect current best practice in build quality and sustainable housing. The Association will also comply with the new Glasgow Housing Standard when introduced.*

Our new and refurbished housing will take account of best practice and all the latest developments and guidance in sustainable design.

#### 3.3 **Efficiencies in the construction process will be achieved to the benefit of tenants, the Association and the community**

*Innovative working relationships with Consultants and Contractors will be explored in all projects.*

Procurement will be considered through Partnering or other similar non-traditional arrangements (subject to the requirements of the European and Scottish Government Procurement Rules).

- 3.4 The best available expertise will be obtained in the design, specification and construction of any development or major maintenance projects.**

*Selection processes for Consultants and Contractors on large scale development, planned and relevant cyclical maintenance projects will involve consideration of their knowledge and experience of sustainability issues at both short-listing stage and at interview. In particular, all Contractors will require to demonstrate their approach to waste management.*

All appointments will enhance the sustainability of the design, the design process, the construction phase and future maintenance

- 3.5 The Association will maintain its commitment to developing a sustainable community by providing employment opportunities, training and widening the scope for community involvement and ownership.**

*Where appropriate, the Association will seek to organise employment and local economic measures with both Contractors and Consultants. Where possible training and employment initiatives will be promoted through the Association and its partners. The Association will continue to arrange traineeships and apprenticeships through its Development and Maintenance programmes where economically practicable.*

## **4.0 SITE DEVELOPMENT**

- 4.1 Future development opportunities will attempt to favour brownfield sites.**

*The current condition of a site and the impact of its development on the wider area will be taken into account in assessing development potential.*

Where all other issues are considered equal, derelict sites are to be preferred to landscaped areas.

- 4.2 The development of any site will seek to maximise its potential for the provision of housing.**

*Within the scope of Glasgow City Council policy and Housing Strategy, the overall approach will be holistic and try to integrate all relevant factors into the final design solution.*

The latest sustainable housing design standards and guidance will be incorporated into all construction and refurbishment activities. The Glasgow Standard is presently out to consultation and the Association will incorporate the agreed standards for projects funded through the Affordable Housing Supply Programme.

**4.3 The overall site layout will take account of and respect the existing natural and urban environment.**

*Site selection and design will seek to achieve a sheltered microclimate to reduce energy costs and create a healthier living space. In relation to the built form, the development will seek to integrate itself within the existing streetscape environment and the wider urban community in general.*

This is detailed in the Association's Design Guide.

**4.4 Proposed development will encourage harmony in the community**

*The Association will endeavour to produce a balanced housing mix. Continuity and a low turnover of residents together with a social balance will be achieved to ensure long term community sustainability.*

**4.5 The Association will aim to provide Lifetime Homes and follow the principles of Housing for Varying Needs.**

*Design proposals will take into account the existing and proposed service infrastructure, including local public transport facilities and ease of pedestrian access. Designers will require to complete Housing for Varying Need checklists.*

Design proposals will allow flexibility to take account of future developments in service provision.

**4.6 The Association will complement housing development with the provision of other facilities for the benefit of the community.**

*Where appropriate and economically viable, the Association will continue its policy of providing community facilities and other service provision as part of its overall development proposals.*

In conjunction with other organisations, the Association will aim to provide more than housing in the regeneration of its area of operation.

## 5.0 MATERIALS SPECIFICATION

- 5.1 **The Association will seek to conserve physical resources and reduce energy consumption in all its construction and maintenance activities.**

*The Association will incorporate this principle into any Partnering or similar agreement with Consultants and the Contractor for development, planned maintenance, cyclical maintenance and repairs contracts.*

The Association will encourage the building industry to change the way it operates in order to reduce waste.

- 5.2 **The Association acknowledges that the quality of its new housing depends upon a more holistic approach to sustainable design.**

*The Association is committed to eco-friendly specification and will continue to review its Design Guide and Standard Specification in this respect.*

The sustainable approach will not be limited to design and layout criteria.

- 5.3 **Construction proposals will seek to maximise the re-use of any materials on site.**

*Where it is not feasible to retain buildings, the use of demolition spoil as fill material will be encouraged wherever possible. In new build projects, the design proposals will aim to reduce the movement of earth both within the site and to and from the site.*

The initial development proposals will consider the retention and re-use of existing buildings where appropriate

- 5.4 **The Association will encourage the use of eco- friendly materials and will seek to eliminate products, which contain toxins, carcinogens and mutagens.**

*Where costs allow, the Association will prioritise the use of low-embodied energy materials or materials from renewable resources, should recycled or re-usable materials not be suitable or available.*

The design proposals will seek to minimise the use of resources within the construction phase.



**5.5 The Association prefers materials sourced locally or from the nearest acceptable market.**

*The Contractor will be encouraged where economic and practical to source materials from local suppliers where possible.*

The Contractor will be encouraged to reduce transport costs and resources during construction.

**5.6 The production and disposal of on-site waste will be minimised during construction.**

*On large scale development and planned maintenance projects, the Contractor will be required to develop and demonstrate a waste management policy.*

Savings and efficiencies will be achieved to the benefit of all parties to the contract.

**5.7 The Association will build on its work on Life Cycle Costings.**

*In assessing Life Cycle Costs, the running costs of occupying the house will be taken into account - as well as the capital costs of provision and replacement. Association projects will seek to reduce and minimise future maintenance requirements.*

On each project the impact of the design and specification on maintenance will be thoroughly researched on a whole life basis.

**6.0 ENERGY EFFICIENCY**

**6.1 The Association will seek to reduce and eliminate fuel poverty for tenants and other residents.**

*Where possible the thermal performance of new housing will be increased from current Building Standard by optimising solar gain and increasing the level of insulation.*

The ultimate outcome will be to minimise the need for the use of central heating systems.

**6.2 The Association will ensure that Developments comply with the Energy Efficiency Silver Level as defined in the current Building Standards. (From 2018 the Gold level standard will apply)**

*For all new housing, the energy performance SAP rating will meet or exceed the requirement specified, while the average carbon dioxide emissions will not exceed the maximum level stated.*

Compliance with these standards will reduce tenants heating costs and improve the longer term sustainability of the stock.

**6.3 The use of innovative power sources and supplies will be investigated and used where appropriate**

*These systems will include combined heat and power (CHP), district heating and other similar systems.*

This will provide efficiencies for the benefit of our tenants and other residents.

**6.4 The Association will seek to promote the use of renewable power sources.**

*The Association will consider the use of renewable fuel sources such as the use of photovoltaic cells, ground source heating, air source heating etc. on a case by case basis where economically viable and there is adequate grant funding available.*

This will provide efficiencies for the benefit of our tenants and other residents.

**6.5 The Association will endeavour to monitor the cost of space and water heating for tenants within new or improved housing.**

*The Association will aim to ensure that it meets the target costs specified and agreed at the outset of a project, taking into account tenant's lifestyles.*

The Association will establish the benefits of sustainable design for its tenants to ensure that fuel poverty is minimised as far as reasonably practicable.

**6.6 In Major Repairs or Rehabilitation schemes the thermal performance of existing housing will be assessed.**

*Measures for improvement will be identified where the thermal performance does not achieve the Energy Efficiency Standard for Social Housing (EESH).*

The Association will aim to ensure that all existing stock meets the Scottish Governments EESH standards by the 2020 deadline.

## **7.0 RESIDENT CONSULTATION & ADVICE**

**7.1 The Association believes residents have a right to contribute to the provision of their new or improved homes.**

*Only through effective participation can the Association be sure that it is meeting the aspirations of the tenant and residents.*

This will assist in contributing to a successful and sustainable development and to ensure wider community sustainability.

- 7.2 In all housing projects the Association will seek to promote resident awareness and Committee consultation.**  
*This will allow all aspects of the design process to be informed by the views of the tenants.*  
This will provide greater resident input, control and ownership and ensure that homes are designed with tenant's particular needs in mind.
- 7.3 The Association will ensure that tenants are made aware of the issues inherent in a sustainable agenda.**  
*Committee will be involved in design development of projects through regular reporting and discussion at Committee Meetings and wherever possible, tenants will be involved in the design process through consultation.*  
The tenants will be made aware of the wider environmental issues as well as how sustainability affects their own home. Tenants will be encouraged to contribute to the design process.
- 7.4 Resident Satisfaction surveys for new build and rehabilitation projects will specifically refer to the sustainable agenda.**  
*The survey forms will identify satisfaction with the heating and hot water provision as well as customer satisfaction with the end product.*  
The surveys will be carried out in line with the Association's internal audit processes.
- 7.5 Every resident is to be provided with basic energy saving advice.**  
*A user Handbook will be provided to all residents on entry to their new/improved house, giving advice and information on the use of the systems in the house. This handbook will incorporate energy advice.*  
The tenant will obtain the greatest benefits from their new/improved house, as well as generally reducing their energy costs.
- 7.6 The Association will continue to promote tenant involvement in every area of the Association.**  
*Provide resources and services to encourage and enable tenants to exert democratic control and initiative from the customer upwards.*  
A two-way dialogue will help secure 'buy in' and the long-term viability of the Association and the wider community.

### **8.0 EQUAL OPPORTUNITIES TESTING**

- 8.1 In accordance with the Association's Equality & Diversity Policy, this Policy has been consciously considered to judge whether there is any likelihood that its presentation or operation could in any way lead, no matter how inadvertently, to discrimination. The conclusion of this exercise is that it is believed that the Policy should operate in a non-discriminatory way.

### **9.0 POLICY REVIEW**

- 9.1 This Policy will be reviewed every five years or sooner if legislative, regulatory or best practice changes require this.

## **APPENDIX 1 – Key Development Standards.**

Glasgow City Council (GCC) are presently consulting on a ‘Glasgow Housing Standard’ to bring together all of the existing good practice in the City and set out the minimum standard for all new housing in Glasgow, funded through the Affordable Housing Supply Programme. The Glasgow Housing Standard takes into account local and national standards and good practice guidance to be followed such as:

1. Housing for Varying Needs,
2. Secure by Design, Gold Standard,
3. Building Standard Technical Handbook, Domestic 2016 section, Section 7 – Sustainability Silver Level 1 – 8 inclusive for all new build from 2017. (This supersedes the EcoHomes standards),
4. Quality of design, Defined Floor Areas and Minimum Space Standards,
5. Creating Places,
6. Designing Streets,
7. Age, Home and Community,
8. Future Proofing Internet and Broadband Access,
9. Contractor or Developer to be a member of the Considerate Constructors Scheme and
10. 10% of New Build Properties to be Wheel Chair Adaptable.

The Glasgow Housing Standard will shortly become the prime reference document for all new Development and Refurbished homes funded through the Affordable Housing Supply Programme in Glasgow.

From autumn of 2017, all information will require to be submitted electronically on the Scottish Government’s Housing and Regeneration Housing Programme (HARP) system.