

Climate Action Roadmap 2022-2023

Version 1

Date: November 2023

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Background

Overview

The Government's Climate Action Plan 2021 envisages that the public sector leads by example on climate action to reach the target of reducing Ireland's greenhouse gas emissions by 51% by 2030 and achieving climate neutrality by 2050. The plan is underpinned by the Climate Action and Low Carbon Development (Amendment) Act 2021, under which public bodies are required to perform their functions consistently with national climate ambitions.

To support public sector bodies leading by example, a Public Sector Climate Action Mandate applies to public bodies covered by the Climate Action Plan, including PSI. The Climate Action Mandate sets out objectives across four categories for public sector bodies to meet to support climate action and sustainability targets. All bodies are required to implement a Climate Action Roadmap setting out how they will implement the Mandate's objectives and review this document annually.

Organisational Context

The Pharmaceutical Society of Ireland (PSI), the pharmacy regulator, is a public body established under the Pharmacy Act 2007 to protect the health, safety and wellbeing of patients and the public by regulating pharmacists and pharmacies in Ireland. Current data on the number of pharmacists, pharmaceutical assistants and retail pharmacies registered with the PSI are available [on the PSI website](#).

The head office is located at PSI House, Fenian Street, Dublin 2. Approximately 54 staff operate out of the office building with office opening hours typically 7.00 am to 7.00 pm, Monday to Friday. The building consists of a 5-storey over - basement building with a plant room located at roof level. The building comprises open-plan office spaces, cubicle offices, meeting rooms, Council meeting rooms, inquiry rooms, ICT comms rooms, lift lobbies, toilet blocks and plant rooms. The building was constructed circa 1980, and an extensive refurbishment was carried out in 2012.

Establishing PSI's Roadmap

In order to develop PSI's first Climate Action Roadmap, an audit of existing processes was undertaken, and previous reporting data and project documentation were analysed. This initial baseline was further informed by a staff engagement workshop with all PSI staff to consider actions already undertaken to promote sustainability and identify possible future projects to implement. The findings of this workshop were aligned with the objectives of the Climate Action Mandate and resulted in the development of PSI's Climate Action Roadmap, which has been developed as a tool to guide the ongoing implementation of climate action activities within PSI and represents the organisation's commitment to sustainable practice.

Public Sector Climate Action Mandate – a Summary

1. Our People

- Establish and resource Green Teams.
- Nominate a Climate and Sustainability Champion.
- Incorporate appropriate climate action and sustainability training for staff.
- Organise staff workshops to engage on climate issues.
- Ensure all senior management complete a climate action leadership training course in 2023.

2. Our Targets

- Reduce GHG Emissions by 51% by 2030
- Increase the improvement in energy efficiency in the public sector from the 33% target in 2020 to 50% by 2030
- Establish and Update Climate Action Roadmaps annually.

3. Our Way of Working

- Report on the required information in the Annual Report.
- Review and eliminate any paper-based processes, as far as practicable (digitisation as default approach).
- Achieve formal environmental certification for large public sector bodies, or implement energy management programmes
- Implement Green Public Procurement (GPP).

4. Our Buildings and Vehicles

- Promote the use of bicycles and shared mobility options as an alternative to car use.
- Phase out the use of parking in buildings that have access to a range of public transport services and active/shared mobility options (maintaining accessibility parking).
- Display an up-to-date Display Energy Certificate in every public building.
- The public sector will not install heating systems that use fossil fuels after 2023 (unless exceptions apply).
- Align with large building requirements if applicable.
- Procure (purchase or lease) only zero-emission vehicles from the end of 2022.

1. Our People

The Climate Action Mandate requires that public bodies address staff engagement with climate action and ensure that appropriate training, and leadership and governance structures are set up for such.

1.1 Leadership and Governance

The PSI is fully committed to, and engaged with, the Public Sector Energy Strategy published in 2017 and the subsequent Public Sector Climate Action Strategy 2023. To ensure strong climate action governance within the organisation, PSI has implemented the following leadership positions:

- *Climate and Sustainability Champion* - Eileen Troy, Finance and Support Services Manager.
- *Energy Performance Officer* - Lorraine Horgan, Head of Corporate Services.

In order to further drive this agenda, the PSI, in May 2018, established the *Health, Safety and Sustainability Committee* of voluntary membership, previously known as the Workplace Safety and Environmental Sustainability Committee.

The Committee will represent the views of PSI staff on health, safety, and environmental sustainability issues and will heighten awareness amongst all colleagues on these issues with the aim of encouraging individual as well as collective responsibility and ensure engagement at all levels of the organisation, with the PSI's health, safety, and environmental sustainability objectives.

The main functions of the *Health, Safety and Sustainability Committee* in relation to climate action are to:

- Promote health, safety, and environmental sustainability awareness in the workplace.
- Inform and update all staff about health and safety in the workplace, as well as environmental sustainability awareness.
- Foster collaboration and enthusiasm among colleagues on health, safety and environmental sustainability issues.
- Organise health and safety-related and environmental sustainability-related events throughout the year to maintain a focus on these matters with the aim of improving health and safety and environmental sustainability awareness in our workplace.
- Gather ideas and suggestions from staff about ways to improve health and safety in the workplace and environmental sustainability awareness.
- Review and agree on any health, safety and environmental initiatives and projects that staff may present for consideration and submission to ELT for approval.
- With the assistance of the appropriate external expertise, review proposals relating to office layout and configuration for submission to ELT.
- Advise ELT on measures to ensure the PSI complies with all applicable environmental legislation.
- Identify and encourage areas of collaboration between the *Health, Safety and Sustainability Committee* and other workplace groups as well as relevant external parties.

Membership of the *Health, Safety and Sustainability Committee* is drawn from across the organisation and seeks to reflect a balanced representation of the PSI workforce. It includes employees whose work patterns are blended (ie working at PSI House and from home) and those, such as Quality Assessors/Authorised Officers, whose role requires them to travel to multiple locations during their work.

Actions:

- Review the possibility of implementing further cross-organisational climate governance representatives, including Climate Action Champions for each business area, as suggested in the October 2023 staff engagement workshop on this subject.

1.2 Staff Training and Engagement

PSI has previously coordinated ad-hoc engagement and knowledge-building initiatives on the subject of climate action, such as Global Climate Change Week. Sustainability tips are also circulated, and posters are placed near bins to ensure waste is sorted correctly. Since its establishment in 2018, the HSS committee has overseen regular communications and engagement with staff on energy and resource efficiency.

An example of such past activities includes their organisation of a talk from a sustainability expert to mark World Environmental Day in June 2019 on an 'Introduction to Sustainable Living'.

Additionally, the Committee has overseen various initiatives each year during Environmental Awareness Week. The theme for the campaign in 2020 was "Fast Fashion". Staff received daily educational emails during this week explaining what fast fashion is, its impact on the environment, the ethical issues associated with it, and some top tips on how to invest responsibly in clothing. Another campaign was overseen by the HSS committee in November 2020 for World Vegan Month, and weekly email outputs were sent to all staff as part of this campaign. Emails provided information on the environmental impact of consuming meat and animal products and encouraged staff to make small lifestyle changes, such as using egg substitutes or trying some vegan recipes. Follow-up emails contained sample vegan recipes, in addition to highlighting some food products that staff may already frequently use that are "accidentally vegan".

Environmental Awareness Week activities in 2022 consisted of three informative email outputs to staff and one Team Brief presentation. Email outputs involved a focus on the Irish energy crisis and what PSI employees could do to help both in the workplace and at home.

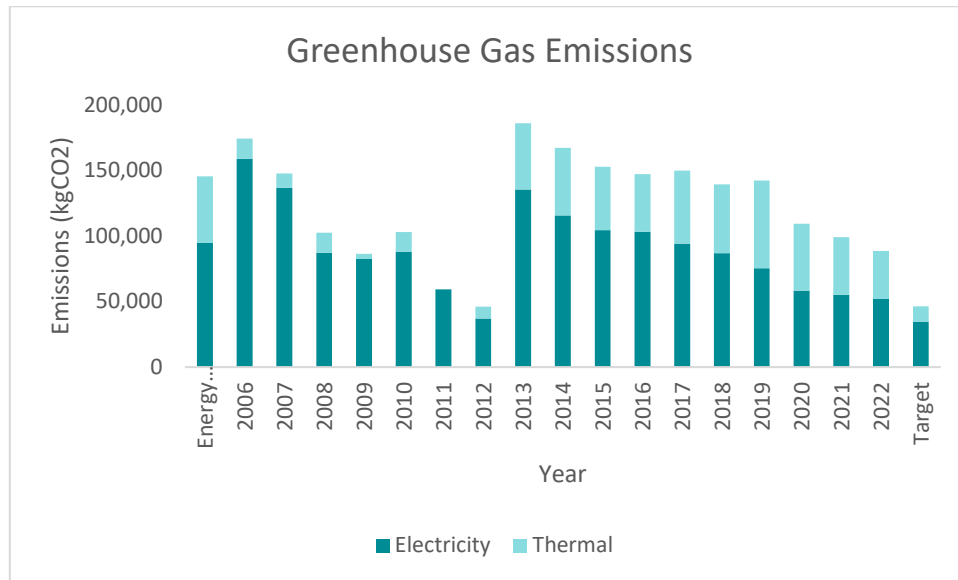
Actions:

- Facilitate a coordinated and planned programme of external talks and tailored training for specific 'champions' to support ongoing staff awareness-raising.
- Review other methods of ensuring staff engagement, including regular communications, a communal sustainability tip library, or emission-friendly transport competitions, as suggested during the October workshop.
- Draw from existing sustainability campaigns and resources to increase staff engagement capabilities, including participation in government-led programmes such as the 'Reduce Your Use' campaign.
- Schedule annual staff engagement workshops to enable ongoing feedback on climate action approaches and issues, taking advantage of anchor days to reduce unnecessary travel.
- Prioritise attendance at a climate action leadership training course for all members of the Executive Leadership Team.
- Consider specific role-based climate and sustainability training for Facilities and Business Support staff and other business groups where available.
- Review and implement sustainability content in the organisation-wide employee induction package.

2. Our Targets

2.1 Carbon Emissions Analysis

Under the mandate, public bodies must implement plans to achieve a reduction in greenhouse gas (GHG) emissions by 52% in 2030. PSI's baseline energy emissions, as calculated from the 2016-2018 average, total 145,718.3 kgCO₂. As a result, PSI's 2030 GHG emissions target totals 46,333.1 kgCO₂.



The Gap to Target, as calculated from the baseline to the 2030 Target Total, is 99,385.2kg CO₂. This equates to a 68% reduction required to meet the target, including a 51% reduction in non-electricity emissions.

To date, the PSI has achieved a GHG reduction of 57,119.9kg CO₂, requiring an additional reduction of 42,265.3kg CO₂ to meet the 2030 decarbonisation target. It is anticipated that 36,505.6kg CO₂, or approximately 87% of this remaining reduction requirement, will be met by supply-side decarbonisation starting in 2022. Resultingly, the PSI is required to reduce emissions by a further 5,759.8kg CO₂ (approximately) to reach the target.

Further actions are being considered to address the electrical consumption of the building, as addressed by PSI's 2022 Energy Audit. Analysis of the PSI's emissions shows that electricity is the primary significant emitter, at 59% of GHG emissions, followed by thermal (natural gas) at 41%. Consideration will be given to opportunities for renewable energy sources, such as photovoltaic panels, as recommended following the 2022 energy audit. In particular, analysis of the annual electricity consumption broken down by day/night rates showed that the current night usage is relatively high, accounting for 37.5% of the total electrical energy consumption. This would suggest similar electricity consumption as during the day when the office is occupied. Further, the base load accounts for 82% of the electrical load, suggesting electrical items may be operational during the night when not required. This is particularly relevant as the PSI continues to support a blended work policy, allowing staff to work both from home and the office environment, and the office will not be at full capacity daily. As a start, PSI is implementing a reduction of the number of network switches at PSI house, which link the equipment at individual desks to the internet.

The audit further highlights that 12% of the electrical consumption of the building is attributed to lighting. The PSI will shortly undertake an upgrade of both the general lighting and emergency

lighting systems at PSI house, which will involve replacing the standard lighting fittings, many of which are fluorescent, with LED fittings. The proposed upgrade is estimated to equate to an annual saving in carbon emissions of 19,727kg.

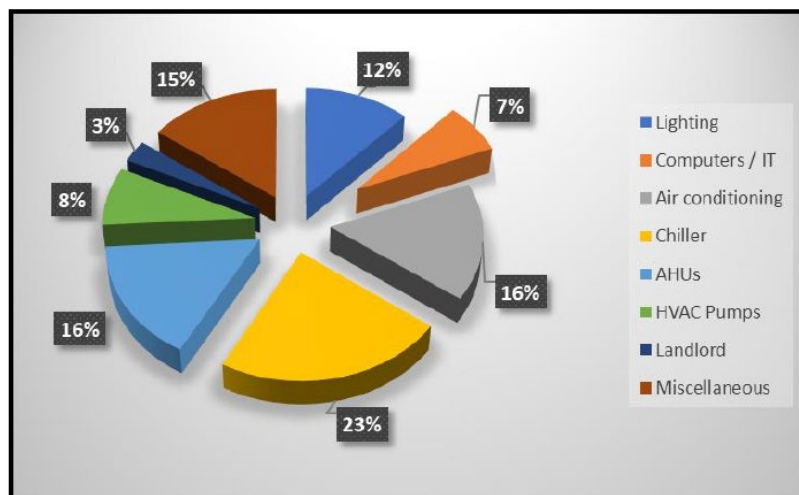
It is anticipated that the Life Cycle Review of PSI house, due to be undertaken in early 2024, will review the energy efficiency and maintenance of the building and, as such, may address further opportunities for decarbonisation.

Actions:

- Following the upgrade to the Emergency and General Lighting System review the operation of the new system to ensure it is maximising efficiencies.
- Further review configuration of computer equipment on site to prioritise energy-saving modes and low electrical consumption where possible, including reminders to staff about switching off monitors if not in use.
- Review cleaning and maintenance scheduling of fridges and freezers to decrease frost build-up and seal degradation.
- Increase staff awareness of efficient use of kitchen appliances, including fridges, microwaves, toasters and kettles.
- Conduct a Life Cycle Review of PSI house and implement additional emissions reductions as recommended.

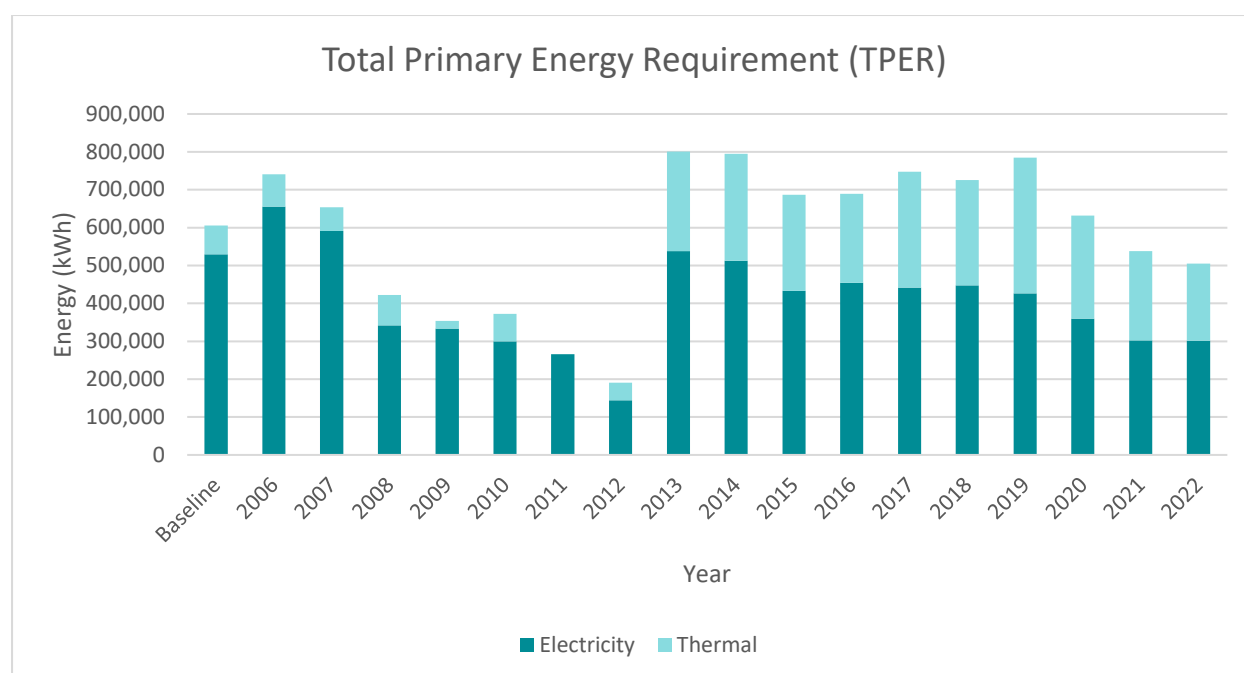
2.2 Energy Efficiency Analysis

The Mandate aims to increase the improvement in energy efficiency in the public sector from the 33% target in 2020 to 50% by 2030. This reduction value is calculated from the baseline as drawn from the 2006-2008 energy performance data. PSI's target EnPI (Energy Performance Indicators) is equal to 12,615 kWh for FTE employees, and the 2022 EnPI value is 9,526 kWh per FTE Employees. As a result, in 2022 PSI's energy efficiency was recorded as 62.2% better than the energy efficiency baseline, and 24.5% better than the 2030 target. The PSI undertook an Energy Audit in 2022, which included an analysis of Significant Energy Users (SEUs). Analysis of the initial Energy Performance Indicator for the building showed that the consumption benchmarks exceeded CIBSE's guide for good practice for air-conditioned offices.



Summary of Significant Energy Users

Lighting, accounting for 12% of energy users in the building, is expected to undergo a system upgrade, potentially resulting in energy savings of 65% based on unit price per kWh of 0.30c and 50 hours per week running hours. It is anticipated that the 2024 Life Cycle Review of PSI House will identify further opportunities for increasing energy efficiency.



Actions:

- Review set point temperatures and heating schedules for the building and identify areas where they can be reduced.
- Implement an energy awareness programme aimed at all management and staff to make them more aware of the need for energy efficiency and the role they can play in reducing overall energy costs.
- Review the existing processes for analysis of meter reading data to identify opportunities for energy-saving projects and their effectiveness.

3. Our Way of Working

3.1 Annual Reporting Requirements

PSI confirmed its commitment to energy efficiency and sustainability in the 2022 Annual Report, including the electrical and energy consumption values from the previous year. Reporting requirements for public bodies are met by PSI under the Monitoring & Reporting system overseen by the Sustainable Energy Authority of Ireland (SEAI).

Actions:

- Continue climate action reporting, particularly including mandate-required activities:
 - o GHG emissions

- Implementation of the mandate
- Sustainability activities report
- Continued compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.

3.2 Energy and environmental management systems

As a small public sector body, the PSI is not required to achieve formal environmental accreditation such as ISO 50001 (Energy Management Standard) or ISO 14001 (Environmental Management System) or to progress beyond ISO14001 to adopting EMAS (Eco Management and Audit Scheme).

The PSI actively engages with SEAI on a continuous basis to remain apprised of any developments with regard to energy management systems and requirements.

Actions:

- Review PSI's energy management approach following the scheduled Life Cycle review of PSI House in 2024.

3.3 Green Public Procurement

Green Public Procurement (GPP) is a process where public authorities can meet their needs for goods, services or works and utilities through choosing solutions that have a reduced impact on the environment throughout their lifecycle, as compared to alternative products/services.

The Environmental Protection Agency (EPA) has published guidance and ten accompanying criteria sets that support the inclusion of sustainable and green practices into public sector procurement procedures.

The ten criteria sets published are Road Transport Vehicles & Services; ICT Products & Services; Food & Catering Services; Indoor Cleaning Services; Office Buildings Design, Construction & Management; Indoor & Outdoor Lighting; Heating Equipment; Energy-related Products and Paper Products & Printing Services.

The PSI operates a centralised procurement structure, with the Finance and Support Services Team administering, coordinating, advising and supporting the procurement activities for all business areas.

As part of commitments made under the Corporate Procurement Policy 2021 – 2023, the PSI has committed to ensure consideration for environmental and social sustainability factors. Such factors can be relevant at several stages of the procurement process, including the specification, selection, award and contract management stages of a procurement. In this regard, for inclusion of green criteria in all procurements, the PSI make reference to Government policy and the EPA's Green Procurement Guidance for the Public Sector.

PSI does not use single-use disposable cutlery or kitchenware and ensures catering is served to visitors and staff using the reusable kitchen equipment available in the canteen at PSI House.

The PSI undertakes actions to improve procurement processes and expertise on an ongoing basis, ensuring that purchasing practices and procurement staff have the necessary competence to operate in line with best practice and our declared values.

Actions:

- Review the Procurement Policy to identify opportunities for increasing the consideration of green criteria in procurement, with reference to the GPP Criteria Search tool and criteria guidance available.
- Continue to include a commitment to GPP in the subsequent review of the Corporate Procurement Plan in 2024.
- Review the existing capabilities of GPP implementation data captured and reported, with reference to Government reporting guidance and templates.
- Review the process for stationery orders to ensure procurement of recycled paper as a default and sustainable office supplies where possible.

3.4 Digitisation of processes

In 2018, the PSI initiated a Business Transformation Programme with the objective of changing the ways of working across the organisation enabled through well-designed, reliable and effective Digital ICT systems. The ultimate goal is to transform the PSI into a 'digital first' organisation.

This project also gave effect to the PSI's [Digital Policy Statement](#) – Digital First 2018-2021, which reflects the broader public service context within which the PSI operates.

The PSI's Digital Policy Statement – Digital First 2018–2021, operates under three headline actions, with Action 2: Maximise the use of digital channels, holding a specific focus on minimising the requirement for paper-based processes when availing of PSI services.

The first major development in our digital transformation journey was the implementation of a new online registration system and online portal in early 2021, offering a much improved, streamlined and user-friendly experience for all who register with the PSI and for those who want to update their details. Further phases of this new system will be developed and implemented in 2024-2025.

Strategic Objective 3 of the PSI Corporate Strategy 2021–2024: Building our Capability and Performance as a Regulatory Organisation seeks to further enhance the PSI's digital offerings. The development of PSI's first ICT Strategy under this objective, to cover the period 2024–2027, will set out the PSI's vision as to how technology will be used to support and shape the implementation of PSI's strategic goals and ongoing continuous improvement initiatives. A digital future for the PSI will require cultural change, learning new skills, simplifying or removing obsolete processes, and becoming a data-driven organisation. The impact on the environment of how PSI conducts its business must be factored into all future technology considerations.

Actions:

- Consider the possibility of removing all paper-based elements from PSI's processes where possible, such as the qualification recognition and first-time registration processes, or the digitisation of the duty registers used by registered retail pharmacy businesses, and promote legislative change, where required, to enable this.
- Ensure that PSI's ICT Strategy contains future sustainability commitments.

3.5 Resource Use

PSI endeavours to use all resources sustainably and efficiently. The organisation recycles all computers/devices that are no longer required for use by the charity [Camara](#), and has several battery recycling boxes in the office.

PSI is transforming its approach to waste and has removed all singular staff rubbish bins, instead opting for shared rubbish bins, both recycling and general waste, on all floors. In 2020, PSI completed the CSO Waste Generation Survey, which presented a high-level overview of the waste generation of PSI House across 2020.

Water use is tracked upon receipt of the biannual water bill and usage report; however, management and analysis of this data present an opportunity for further consideration.

Actions:

- Introduce a 'brown' food waste bin to PSI House.
- Review the data collection and monitoring systems for water use and waste production at PSI House to inform reduction opportunities.
- Consider opportunities to prevent waste, particularly when catering is procured for Council or Committee meetings.
- Explore opportunities to minimise personal resources at PSI House, including shared stationery libraries in central locations.
- Implement a 'swap shop' for staff with surplus resources to provide to their colleagues, such as homewares, clothing, or toys, as suggested in the October idea generation workshop.

4. Our Buildings and Vehicles

4.1 Our Vehicles

PSI supports more sustainable commuting practices to assist Ireland in moving towards a lower global carbon footprint and, as such, promotes the use of bicycles and shared mobility services as transport options.

PSI is committed to promoting our 'Cycle to Work' scheme, which allows a bicycle (and/or safety equipment) to be purchased by PSI on behalf of its employees, and the cost is deducted through payroll over an agreed period of time, up to 12 months. The bicycles are purchased for employees' personal use and 'qualifying journeys', i.e., commuting to and from work. We are in the process of procuring an upgraded bicycle shelter for the PSI House office, which, along with the shower and changing facilities, will promote the use of bicycles among employees.

PSI's Travel and Subsistence Policy is being reviewed and updated in 2023 to incorporate sustainability and emissions reduction as a priority, as well as cost and efficiency. The policy requires staff to consider alternatives to travel to conduct business in a sustainable manner, including virtual collaboration tools. However, when travel is required, public transport should be the primary method of transportation used unless there is a clear, efficiency reason not to do so. The updated policy also supports the use of carpooling with colleagues where feasible or using a personal bicycle to travel, with mileage rates being available to be reimbursed. It should be noted, however, that Authorised Officers (inspectors/quality assessors) within PSI are required to drive as part of their roles, and, as such, business and operational needs will have to be considered in the context of how the provisions outlined in this document may apply to the effective functioning of those roles and PSI's inspection functions.

PSI offers Tax Saver tickets, which provide substantial savings on annual and monthly public transport tickets for employees. The tickets apply to both bus and rail passes and are purchased directly by PSI and deducted through payroll over an agreed period of time up to 12 months.

A car park with 13 parking spaces is available at PSI House for staff, which are allocated on a “first come, first served” basis and are not available to visitors. PSI does not procure vehicles; however, it supports the use of zero-emission vehicles through the installation of two electric vehicle chargers in the car park.

Actions:

- Continue to promote the Cycle to Work Scheme to staff.
- Explore opportunities to promote sustainable transport for Council and committee members, visitors and stakeholders.

4.2 Our Buildings

PSI has one building in its building stock, PSI House, located on Fenian Street in Dublin. PSI House is open to the public by appointment only. The building does not hold a current Display Energy Certificate (DEC).

The building and its key infrastructure (including roof, lifts, tarmac, mechanical and electrical components, and windows) are due to undergo a Building Survey and Technical Diligence (Life cycle) Review in the first half of 2024. This will assist in managing and maintaining the property, identifying plans for future upgrades and improvements, opportunities for energy consumption reductions, and compliance with health and safety regulations. The project will involve reporting on a projected timeline for the replacement and upgrade of the building and its key infrastructure, with an estimated cost for such, as well as a review of the energy efficiency of PSI House. The completed life cycle review will inform the foundation of the building stock management and maintenance plan for PSI going forward.

PSI is not planning to acquire a new building or undergo a major renovation of the existing building and, as such, will be compliant with the requirement to implement no fossil fuel heating systems after 2023. PSI commits to incorporate this requirement into the procurement procedures in their upcoming reviews to ensure continued compliance.

Actions:

- Obtain a Display Energy Certificate (DEC) for PSI House.
- Review and implement recommendations as provided upon completion of the Building Survey and Technical Diligence (Life Cycle) Review.
- Input data into the Pilot Building Register where required.

Appendix 1: Table of Actions

Category	Action
Our People	Review the possibility of implementing further cross-organisational climate governance, including Climate Action Champions for each business area, as suggested in the October 2023 staff engagement workshop on this subject.
	Facilitate a coordinated and planned programme of external talks and tailored training for specific 'champions' to support ongoing staff awareness-raising.
	Review other methods of ensuring staff engagement, including regular communications, a communal sustainability tip library, or emission-friendly transport competitions, as suggested during the October workshop.
	Draw from existing sustainability campaigns and resources to increase staff engagement capabilities, including participation in government-led programmes such as the 'Reduce Your Use' campaign.
	Schedule annual staff engagement workshops to enable ongoing feedback on climate action approaches and issues, taking advantage of anchor days to reduce unnecessary travel.
	Prioritise attendance at a climate action leadership training course for all senior management.
	Consider specific role-based climate and sustainability training for Facilities and Business Support staff and other business groups where available.
	Review and implement sustainability content in the organisation-wide employee induction package.
Our Targets	Following the upgrade to the Emergency and General Lighting System review the operation of the new system to ensure it is maximising efficiencies.
	Further review configuration of computer equipment on site to prioritise energy-saving modes and low electrical consumption where possible, including reminders to staff about switching off monitors if not in use.
	Review cleaning and maintenance scheduling of fridges and freezers to decrease frost build-up and seal degradation.
	Increase staff awareness of efficient use of kitchen appliances, including fridges, microwaves, toasters and kettles.
	Conduct a Life Cycle Review of PSI House and implement additional emissions reductions as recommended.
	Review set point temperatures and heating schedules for the building and identify areas where they can be reduced.
	Implement an energy awareness programme aimed at all management and staff to make them more aware of the need for energy efficiency and the role they can play in reducing overall energy costs.
	Review the existing processes for analysis of meter reading data to identify opportunities for energy-saving projects and their effectiveness.
Our Ways of Working	Continue climate action reporting, particularly including mandate-required activities: <ul style="list-style-type: none"> - GHG emissions - Implementation of the mandate - Sustainability activities report - Continued compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.

	Review PSI's energy management approach following the scheduled Life Cycle review of PSI House in 2024.
	Review the Procurement Policy to identify opportunities for increasing the consideration of green criteria in procurement, with reference to the GPP Criteria Search tool and criteria guidance available.
	Continue to include a commitment to green public procurement in the subsequent review of the Corporate Procurement Plan in 2024.
	Review the existing capabilities of GPP implementation data captured and reported, with reference to Government reporting guidance and templates.
	Review the process for stationery orders to ensure procurement of recycled paper as a default and sustainable office supplies where possible.
	Consider the possibility of removing paper-based elements from PSI's processes where possible, such as the qualification recognition and registration/continued registration processes or the digitisation of the duty registers used by registered retail pharmacy businesses, and promote legislative change where required to that effect.
	Ensure that PSI's ICT Strategy contains future sustainability commitments.
	Introduce a 'brown' food waste bin to PSI House.
	Review the data collection and monitoring systems for water use and waste production at PSI House to inform reduction opportunities.
	Consider opportunities to prevent waste, particularly when catering is procured for Council or Committee meetings.
	Explore opportunities to minimise personal resources at PSI House, including shared stationery libraries in central locations.
	Implement a 'swap shop' for staff with surplus resources to provide to their colleagues, such as homewares, clothing, or toys, as suggested in the October idea generation workshop.
Our Buildings and Vehicles	Continue to promote the Cycle to Work Scheme to staff.
	Explore opportunities to promote sustainable transport for Council and committee members, visitors and stakeholders.
	Obtain a Display Energy Certificate (DEC) for PSI House.
	Review and implement recommendations as provided upon completion of the Building Survey and Technical Diligence (Life Cycle) Review.
	Input data into the Pilot Building Register where required.