Appendix D

Calderdale Council

Building Environmental Standards

Draft – October 2011

Introduction

1.1 The purpose of Calderdale Council's Building Environmental Standards (BES) is to reduce the environmental impact of new and existing Council buildings in relation to four broad issues:

- mitigating climate change by reducing greenhouse gas emissions
- adapting to the effects of inevitable climate change
- sustainable and efficient use of resources
- local air, land and water pollution

More information about these issues can be found in the *Environmental Design & Construction Guide* [insert link].

1.2 The BES, the Environmental Design & Construction Checklist and the accompanying guidance documents seek to support, strengthen and develop a number of other Council policies, as laid out in the Corporate Priorities, the Calderdale Sustainable Community Strategy, the Unitary Development Plan and the Environmental Policy. Adherence to the BES will also play an important role in meeting national and local carbon reduction targets.

1.3 It should be noted that all new buildings and significant improvements to existing buildings are covered by the UK Building Regulations (Part L is of particular relevance in terms of environmental standards). Calderdale Council's Building Environmental Standards do not seek to replicate the content of the Building Regulations, and compliance with the Regulations is assumed as a minimum standard.

Policy

2.1 All Council new-build projects commencing on or after 1 April 2012 which have a capital cost of more than £500,000, including projects carried out by third parties to be bought or leased by the Council, will be designed to achieve a minimum BREEAM rating of Excellent, with an aspiration to achieve Outstanding where possible. Refurbishment and extension projects with a capital cost greater than £500,000 will be designed to achieve a minimum of BREEAM Very Good. All projects will undergo a full BREEAM assessment. Only in exceptional circumstances will a lower BREEAM rating be acceptable (see Procedure below).

2.2 The project team for any Council building or maintenance project costing between £60,000 and £500,000 will be required to complete the Environmental Design and Construction Checklist [insert link] for approval, and will implement the measures agreed in the Checklist.

Technical Group

3.1 The Building Environmental Standards Technical Group will liaise with building projects covered by this policy, providing guidance and overseeing compliance with the policy requirements. The Technical Group comprises officers from Building Design and Maintenance, Environmental Management and Asset Management/Facilities Management.

3.2 In addition, officers from relevant directorates will be invited to join the Technical Group on an ad hoc basis, to provide sectorial expertise. For example, an officer from Children & Young People's Access & Capital team will be invited to participate where the building in question is a school or youth centre; in the case of a leisure centre or a library an officer from Safer and Stronger Communities' Projects & Assets team will be invited to comment.

3.3 The contact for the BES Technical Group is:

Kate Bisson
Sustainability Officer
Northgate House
Halifax HX1 1UN

Tel: (01422 39)2049
Kate.bisson@calderdale.gov.uk

Procedure – BREEAM Standards

4.1 There are two possible scenarios:

- The Council commissions a building through Building Design & Maintenance
- The Council commissions a building without using the services of Building Design & Maintenance by procuring a developer and/or design-and-build package

In either case, it is the Council's responsibility as client to incorporate procedures at the feasibility stage for achieving the necessary BREEAM rating. The project team must engage a BREEAM assessor with the relevant qualifications for the type of building[1] proposed. The assessor will also act as pre-assessment advisor, and should therefore be engaged and fully consulted from RIBA Stage B onwards. If BREEAM is incorporated as a component of the project from its inception, it is very unlikely that any extra cost will be incurred. See the Appendix to this document for more information regarding the financial implications of BREEAM rated building projects.

4.2 In exceptional circumstances, it may occur that a project is unable to achieve its target BREEAM rating. In this situation the project team must submit a report to the Technical Group, clearly explaining the situation and requesting that the project aim for a lower BREEAM rating. The BES Technical Group will examine the report and make a recommendation to Members regarding whether to lower the target BREEAM rating for that project.

4.3 The project manager should report progress on the BREEAM target to the Technical Group at each RIBA stage during the project. Compliance monitoring will be carried out by internal audit on a cyclical basis, as well as by external auditors as part of the Council's Environmental Management System.

Procedure – Internal Checklist and Guide

[1] For a list of the different BREEAM Building categories, see www.breeam.org

5.1 For Council building projects – new build, refurbishment or maintenance – with a capital cost between £60,000 and £500,000, the Environmental Design & Construction Checklist [insert link] ('the Checklist') and the accompanying Environmental Design & Construction Guide [insert link] ('the Guide') must be used. From the project's inception, the Checklist and Guide should be used as prompts to inform the design. The project manager or lead officer on the design team should contact the BES Technical Group early on to agree which parts of the Checklist are applicable for the project, who is responsible for completion of the Checklist, and when the completed Checklist should be submitted.

5.2 Each point on the Checklist must be marked 'Yes' or 'No'. Where 'Yes' is marked, sufficient supporting evidence must be provided to show how the requirement has been met. Examples of the type of supporting evidence expected for each point on the Checklist are given in the Appendix to the Checklist. Where 'No' has been marked, a clear justification of this decision must be provided in the table at the end of the Checklist (p8).

5.3 The completed Checklist must be sent by email or internal post to the BES Technical Group (see section 3 above) at the agreed submission time. The Technical Group will consider the evidence provided and if satisfied with the Checklist, the proposed building design will be accepted and may proceed. If there is insufficient evidence or explanation provided, the Technical Group will return the Checklist to the project team with a request for further information and/or suggested adjustments to the design. Projects may only proceed once the Checklist has been accepted.

5.4 The Council officer designated as lead officer for the project will be responsible for ensuring that the design commitments made in the Checklist are carried out during construction. Evidence of the completed project's compliance with the Checklist should be compiled and retained for the audit trail. This evidence pack will include documents such as Energy Performance Certificates, certificates of installation or compliance (e.g. with airtightness levels), copies of relevant elements of the Health & Safety file.

5.5 Monitoring of the Checklist's usage will be carried out by internal audit on a cyclical basis, as well as by external auditors as part of the Council's Environmental Management System.