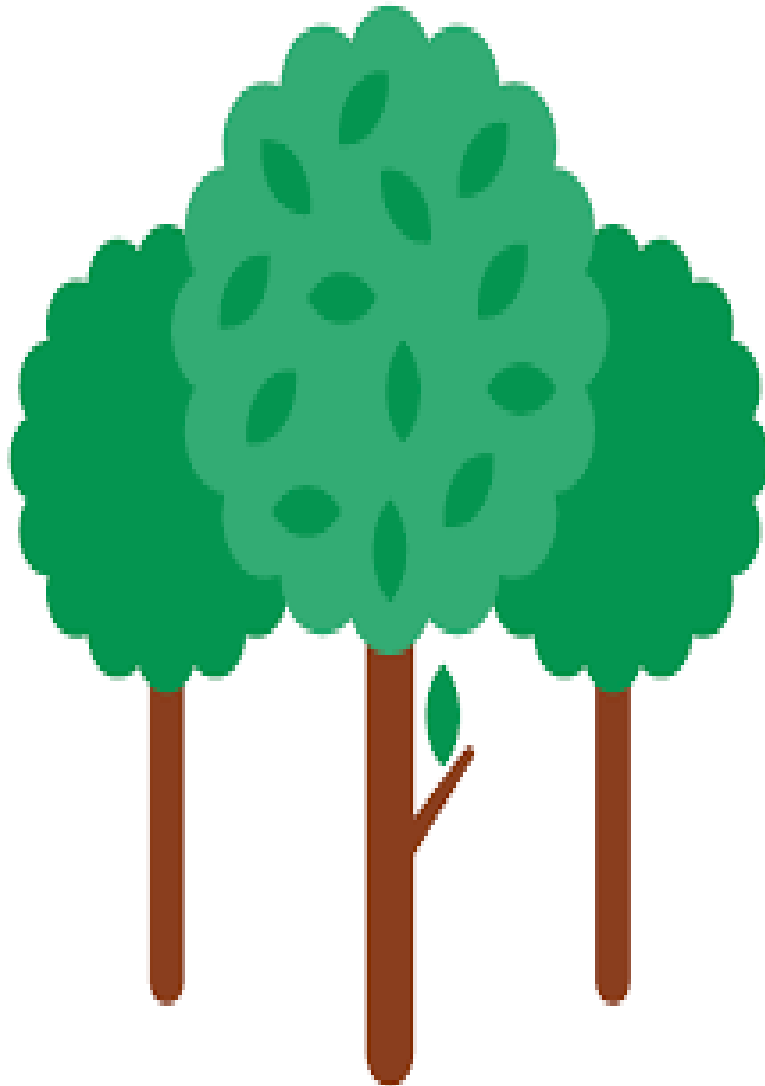


**HILLHEAD HOUSING ASSOCIATION  
SUSTAINABILITY STRATEGY 2018**



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## Introduction

This Sustainability Policy outlines Hillhead Housing Association's business commitment and strategy towards sustainability covering several areas. The policy outlines and delineates our proposed approach with regards to implementing our objectives in both a realistic and effective way.

The following documents have been consulted in preparing this strategy:

- Scottish Government's "The Climate Change Plan: Third Report on Policies and Proposals" published on 28 February 2018 and outlines the country's aim to reduce current emissions by 80% by 2032
- Scottish Government's "Programme for Government 17-18" published on 5 September 2017 on the Government's plan to decarbonise the economy

The Association, as a business and employer, acknowledges the part it must play, to ensure that the country is a low carbon society as far as possible. The Association takes its role seriously in ensuring that behaviours respect the requirement for everyone to play a part in the need to reduce our carbon footprint and has identified the following engagement programmes to help deliver this.

The main objectives of the Association in relation to sustainability are:

- To meet relevant, current legislation and targets
- To spend money efficiently in terms of consumption, waste and recycling
- To increase efficiency via the supply chain
- To reduce our carbon footprint on the environment
- To promote a sustainable community that offers affordable, energy efficient housing

The Association will demonstrate its commitment to sustainability by considering the impact its operations have on the environment and natural resources. As a business, including that of a developer and manager of housing stock, the Association has taken cognisance, and will continue to do so, to reduce any negative impact its activities may subsequently have on the environment and future generations. The Association subscribes to the notion of 'being green,' whilst enhancing our involvement with the community as a whole; displaying the ethical component encompassed within our work. The Association seeks to continue to build this element into the ethos of the business and motivate all members of the organisation to contribute to such.

To ensure that a comprehensive and effective plan is employed, this strategy has been divided into five main areas, namely:

- Hillhead Housing Association as an Employer
- Hillhead Housing Association as a Place of Work
- Hillhead Housing Association as a Procurer of Works and Services
- Hillhead Housing Association as an Owner and Manager of Housing Stock
- Hillhead Housing Association Community Initiatives

Each area will address its aim and describe the proposed actions to be taken in accordance with this aim.

## **Section 1: Sustainability in relation to Hillhead Housing Association as an Employer**

### **Aim**

The Association proposes to minimise, as far as possible, any adverse impacts its employment practices have on the environment. Via staff training and meetings, the Association will raise awareness of environmental responsibilities among the staff as the Association acknowledges that collectively, more can be achieved, when all members of staff are “buying in” to the policy. To help achieve this aim, the Association will promote the following:

- Encourage car sharing and cycling to work. Shower facilities are available within the office for employees who opt to cycle to work. A “Sheffield” bike rack is provided as part of the Association’s office for the use of staff, tenants and visitors to the office.
- Encourage employees to walk or cycle while travelling at work within the community, particularly bearing in mind that the Association’s current stock base is within a 1-mile radius. Provide an office bike for the use of staff while visiting sites and meeting tenants within the community.
- Where the use of public transport is an option for meetings, training and other events held out with the community, encourage staff to adopt this mode of transport and reclaim travelling costs via petty cash.
- Purchase fuel efficient fleet vehicles for the use of the Estates Team.
- Lunchtime walking club. In order to encourage staff to be fit and healthy we offer staff the option of participating in a 30 minute walk with 15 mins “paid time” included.

## **Section 2: Sustainability in relation to Hillhead Housing Association as a Place of Work**

### **Aim**

The Association will minimise any adverse effects on the environment, caused by its business activities by operating and managing its office in such a way as to ensure sustainability by adhering to the following:

- Segregate waste at source as far as possible through the provision of recycling bins throughout the office. Recycling bins have been provided on both the ground and first floors of the Association's office and take account of how recycling is carried out by East Dunbartonshire Council. As such, recycling bins are in place for: 1) paper, newspaper and cardboard 2) glass jars and bottles, food and drink cans, household plastic cartons and bottles, including milk cartons and cleaning product bottles 3) food waste and 4) non-recyclable items
- External recycling bins have also been provided for uplift by the Council's Cleansing Department in relation to 1) paper, newspaper and cardboard and 2) general waste. Other items as highlighted at 2) and 3) above are taken to the Council's recycling centre by the Association's Estates Officer
- A shredder for disposing of confidential papers is located on the first floor of the office. An arrangement is in place with IDSL who provide a Duty of Care Controlled Waste Transfer Note.
- The storing of data electronically on the Association's hard-drive has actively been promoted for some time with paper copies only generated where electronic copies are not an option.
- Paper copies of files, including e-mails are only to be printed when electronic copies will not suffice.
- When not in use, employees will be advised to switch off their computers. This will include when employees leave the office to attend meetings, meet with tenants etc. Computer screens will be set to go in to "sleep mode" if they remain inactive for more than 4 minutes.
- Budget paper is purchased from a company who source paper from sustainable forests and mills. Good quality paper purchased is FSC certified and eco-label accredited.
- Ink cartridges are removed by a company who also provides a waste transfer note.
- Batteries that have reached the end of their life are deposited in a box held with the Corporate Services office and taken to a battery recycling company.

The Association's office, built in 2015, was designed with sustainability uppermost in mind, taking account of the following:

- The building is orientated with large south facing windows to exploit passive solar gains
- Large south facing windows are deep-set and protected by cantilevers to deter overheating from greenhouse effect
- North facing windows kept to a minimum to reduce fabric heat loss

- A hybrid central heating and ventilation system was designed, including A rated combination boilers. The running costs are offset by electrical gains from roof mounted photovoltaic panels
- Low energy light fittings have been installed throughout
- Dual flush WCs have been included to reduce water wastage
- A highly insulated building fabric ensures fabric heat losses are mitigated
- Most of building components were sourced from local suppliers, including timber products being sourced from sustainable forests

### **Section 3: Sustainability in relation to Hillhead Housing Association as a Procurer of Works and Services**

#### **Aim**

The Association has always and will continue to encourage sustainability via its procurement practices in relation to new build housing and improvements to existing stock. Through sustainable procurement processes, suppliers and contractors will be required to demonstrate their commitment to the Association's objectives.

This has included specifying that any raw materials are from renewable or sustainable sources and where feasible, specifying local producers and suppliers. The Association, through its standard, environmentally friendly specification, which forms part of the Building Contract can ensure and control the materials used on its projects.

The Association has six main strategic priorities in terms of its development and maintenance programmes, all of which conform to relevant legislation and compliance.

#### **Provision of Energy Efficient, Affordable Homes**

The Association's main aim and purpose is to provide its tenants with affordable and energy efficient homes. In a bid to provide energy efficient homes, whilst minimising carbon emissions, both new build and all retained stock has been insulated to the highest standard. High levels of insulation, coupled with timber windows that are double glazed, along with A rated combination boilers have helped address the issue of fuel poverty. As well as these practical measures, the Association will continue to work with EDC and other groups, such as Our Power, in a bid to assist as many tenants as possible who still suffer from fuel poverty.

#### **Creation of a Sustainable Community**

The Association appreciates the importance of helping to secure a long-term, sustainable community. This has been offered via the improved housing conditions, both new build and refurbishment to help address housing need and demand and to match families with the required house size that they require. The Association engages with its tenants via formal Committee meetings, comprising of several local people, some of whom are tenants, hosting open days and more recently by social media. The Association has its own Facebook page and Twitter account.

#### **Protecting the existing environment**

At the inception of the Association in 2004, it was determined that a Masterplan would be developed in terms of the future development and maintenance programmes. This included new build developments on brownfield sites, taking account of orientation in relation to solar gain, new homes built close to existing infrastructure, including road networks and existing public utilities apparatus. Through the development of a standard specification, the Association only specifies



sustainable materials from renewable resources, including recycled or re-usable materials wherever feasible.

## Section 4: Hillhead Housing Association as an Owner and Manager of Housing Stock

### Aim

#### 4.1 Stock Profile

The Association currently owns and manages 802 units, including a mixture of new build housing (191 units) developed between 2008 and 2016 and retained stock (611 units) built between 1925 and 1976 with the majority built during the 1950s and 1960s.

The table below highlights the split by age of each property type:

	<b>All Types</b>	<b>House</b>	<b>Bungalows</b>	<b>Tenement</b>	<b>4-in-a-block</b>	<b>Main entrance cottage flats</b>
1919-1944	247	12	0	18	217	0
1945-1964	286	222	11	50	0	1
1965-1982	65	16	16	33	0	0
New build	191	97	12	0	0	82
<b>Total</b>	<b>802</b>	<b>361</b>	<b>39</b>	<b>102</b>	<b>217</b>	<b>83</b>

#### SHQS

The requirement to meet the SHQS by April 2015 has been one of the Association's major business drivers. The 5 broad criteria as listed by The Housing Regulator is listed below:

- A - Meets the Tolerable Standard
- B - Is free from serious disrepair
- C - Is energy efficient
- D - Is equipped with modern facilities and services
- E - Is healthy, safe and secure

As at March 2018, 99.88% of the stock fully met the standard, including in relation to energy efficiency. The one property failing the standard due to failures within Category C, sub-element 34B (inefficient central heating systems) also fails under sub-element 35 (inefficient SAP ratings). This property is being treated as "in abeyance" until such times that the existing tenant vacates the property enabling the necessary works to take place.

#### 4.2 Energy Performance Certificates

From January 2009, it has been the responsibility of all domestic building owners, under the direction of the Energy Performance of Buildings Directive 2002/91/EC to produce an EPC at the point of let. Of the 802 units in the Association's ownership, EPCs are in place for 493 units.

#### EPC SUMMARY TABLE

EPC Rating	Number of Units
B	133
C	317
D	40
E	3

This directive was transposed in to Scottish Law as part of the Energy Performance of Buildings (Scotland) Regulations 2008.

It is understood that the higher the ratings of the home, not only will this reduce the carbon footprint and reduce CO2 emissions, but will also help to tackle fuel poverty whilst offering the tenants safe homes and enhancing their standard of living.

EPCs which gained a rating of D or E, were carried out prior to building fabric renewal works. These will be updated in due course and it is expected all of the 42 units (1 electric heated property is a "D" pass) will now achieve a band C rating.

#### 4.3 Energy Efficiency/EESHS

As expected, all the Association's new build stock complies fully with current EESHS standards. Following considerable investment in the retained stock totalling some £17m, the retained stock too is largely proving to be energy efficient due to high levels of wall and attic insulation and double glazing. The last EESHS return submitted to the Housing Regulator highlighted that 78.6% of the stock met the standard. The remaining 21.4% of the stock is currently classed as unknown, with surveys ongoing. It is fully expected that the majority of stock currently meet the EESHS standards. The Association's staff is staying abreast of the new standards that will apply from 2032 onwards and has been developing an EESHS Register over the last 2 years. Through ongoing training and awareness raised at forums, the Association is satisfied that they are well informed not only in relation to the standards requiring to be met by 2020, but the requirements of EESHS 2.

EESHS Status	
Pass where EPC Completed	453
Pass Where Information Cloned From EPC	192
Unknown (No EPC in Place)	115
Fail (EPC Complete Prior to Upgrade Work)	42

#### **4.4 Statutory Compliance**

As well as compliance with the SHQS and working towards the EESSH, the Association keeps abreast of current and new legislation. Full cognisance is taken of the following:

- Building Standards
- Health and Safety Regulations
- Working at Height Regulations
- Gas Safety Regulations
- Asbestos Management
- Legionella/Water Systems Management
- Procurement, including EU Regulations

#### **4.4 Retained Stock**

The Association has invested heavily in its retained stock, since the stock transfer took place from East Dunbartonshire Council in 2004. The stock has been improved over 11 phases resulting in expenditure of over £17 million. The works have included:

- Insulation to cavity walls
- Loft insulation
- Double glazed windows
- Highly efficient central heating systems, including A rated combination, condensing boilers and TRVs fitted at individual radiators
- Over-cladding to non-traditional properties

#### **4.5 New Build**

To date the Association has developed 191 new homes, all of which have been developed on brownfield sites, close to existing infrastructure, including schools, shops, roads and parks thus reducing the need for tenants to rely on cars and public transport. All Architects employed to design for the Association have been and will continue to be requested to design buildings that reduce the carbon footprint for future generations.

Partner organisation and developers will require having in place a Sustainability policy that considers, safeguarding the environment - by minimising the environmental impact of the development and supply chain, while increasing the resource efficiency of homes built by:-

- Investing to improve the energy efficiency of new homes.
- Improving the design of homes and developments so that we deliver high quality sustainable places to live.
- Reducing the impact on the environment, both during and post construction, by using less energy, water, materials, and minimising waste.

- Creating, enhancing, maintaining or restoring the ecology and biodiversity systems impacted by developments and where appropriate introducing relevant new habitats and species.
- Creating accessible developments that integrate with existing communities and thereby minimise their traffic and transport impact.
- Ensuring that robust arrangements are put in place so that public realm and communal areas are well maintained following the completion of developments

## **Section 5: Hillhead Housing Association Community Initiatives**

In a bid to enhance the natural environment whilst encouraging biodiversity, the Association has been involved in two main community initiatives to date.

### **5.1 Community Garden and Orchard**

Following a successful bid for funding to the Big Lottery, the Association developed two redundant sites within its area of operation producing a large community garden for the use of local people and groups to grow their own healthy fruit and vegetables. The project was completed in 2015 and the garden is now in its third year of producing a healthy crop. Likewise, the orchard developed is producing fruit on its trees for the local residents.

### **5.2 Canal Cycle Path**

Subject to securing the necessary funding, the principal objective of this project is to establish a harmonious relationship between the Forth and Clyde canal side and the Hillhead community. It is proposed that this will be achieved through a newly constructed canal side access path, approximately 1600 metres in length. The proposed path is located to the south side of the Forth and Clyde Canal stretching from Tintock Tunnel in the east to Banks Road in the west. An established path already exists to the north side of the canal and can be linked through the Tintock Tunnel. This will allow the Hillhead community to access the National Cycle network in addition to a safe pedestrian route to Kirkintilloch town centre.

This new path will also connect into existing paths that lead from the south bank of the Canal into existing residential areas.