



An Ghníomhaireacht
Tithíochta
The Housing Agency

Climate Action Roadmap 2024



Approval, Sign Off and Publication

Role	Name	Date	Signature
Nominated Climate and Sustainability Champion (Acting)	Michael Galvin	23/10/2024	<i>Michael Galvin</i>
Housing Agency Chief Executive (Acting)	David Silke	23/10/2024	<i>David Silke</i>

Housing Agency Board Approval	14/11/2024
-------------------------------	------------

The Housing Agency Roadmap will be submitted to the Nominated Climate and Sustainability Champion in the Department of Housing, Local Government and Heritage as well as the SEAI's Public Sector Team.

The Roadmap will also be published on the Housing Agency website.

Contents

Approval, Sign Off and Publication	2
Contents.....	3
Overview	4
Organisational Context	4
Climate Action Mandate	4
Our People	5
Leadership and Governance	5
Green Team	6
Current Green Team Members	6
Engaging our People	7
bright ideas	7
cookalong	7
cycle clinic.....	7
Our Targets.....	8
Our Way of Working.....	10
Green Public Procurement	10
Resource Use	11
food.....	11
paper	11
Our Buildings and Vehicles.....	12
Climate Action Mandate.....	13
Appendix A	17
Green Team Terms of Reference	17
Appendix B	19
Building Stock Register	19

Overview

The Climate Action Roadmap produced by The Housing Agency aims to communicate how The Agency will meet the requirements of the Climate Action Mandate and reach the 2030 carbon and energy efficiency targets set out in [The Climate Action Plan 2024](#) (CAP24). The Climate Action Plan 2024 provides a detailed plan for taking decisive action to achieve a 51% reduction in overall greenhouse gas emissions by 2030 and setting us on a path to reach net-zero emissions by no later than 2050.

The [Public Sector Climate Action Strategy](#) was published in March 2023 and focuses on the governance required to support public sector decarbonisation. This strategy runs to 2025, to align with the end of the first carbon budget period.

This Roadmap will be reviewed and updated annually within 6 months of the publication of the Climate Action Plan. This is the third Roadmap produced by the Housing Agency.

Organisational Context

The Housing Agency is a government agency with a focus on supporting local authorities, the Department of Housing, Local Government and Heritage, and Approved Housing Bodies (AHBs). We also implement the Pyrite Remediation Scheme.

We are a non-commercial state agency under the aegis of the Department of Housing, Local Government and Heritage. We work closely with our colleagues in the Department to ensure and support the delivery of ministerial policy objectives. We are subject to the Code of Practice for the Governance of State- Sponsored Bodies and the Public Spending Code. We work to act in a fully accountable and transparent way.

The Housing Agency is located at 52,53,54 Mount Street Upper, Dublin 2 and occupies three late Georgian houses. The office buildings are a protected structure and while some renovations have been completed there are many restrictions on the type of upgrades permitted on such buildings.

The heating system in number 53 and 54 is electric while the system in 52 uses gas and accounts for all the thermal emissions the Agency produces.

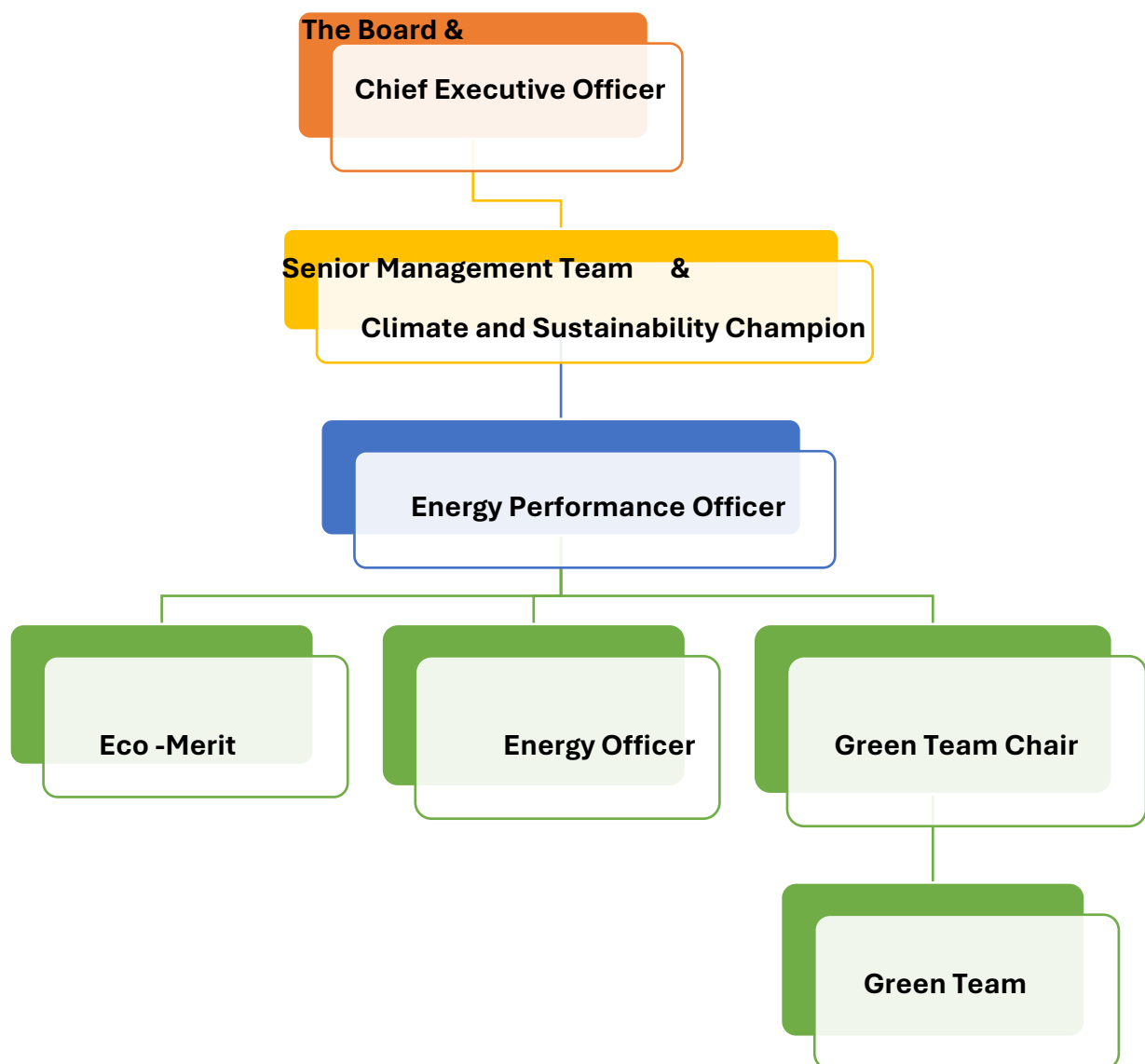
Climate Action Mandate

[The Public Sector Climate Action Mandate](#) applies to all bodies covered by decarbonisation targets. The Mandate highlights the main climate action objectives for public bodies and requires public sector bodies to show leadership in climate action and demonstrate how they are taking the required actions. It will be reviewed annually.

Our People

Leadership and Governance

The Climate Action Mandate requires that leadership and governance structures for climate action are set up, and that staff are engaged with climate action and have appropriate training. The governance structure for climate action within the Agency is set out below. The Housing Agency is currently engaged in the recruitment process for a number of Senior Management roles. In the interim Michael Galvin, Head of HR, is acting Energy Performance Office and Climate and Sustainability Champion.











Green Team

The Housing Agency Green Team meetings are held quarterly to discuss sustainability measures and initiatives in the Agency. Members of the Green Team act as “Green Reps” throughout the various teams across the organisation where employees can contact any member of the Green Team highlighting any suggestions or issues they may have relating to sustainability. The Green Team is open to all Housing Agency employees, and we send regular recruitment emails encouraging any colleagues that are passionate about sustainability to join.

Terms of Reference for the Green Team can be found in Appendix A of this document.

CURRENT GREEN TEAM MEMBERS

 <p>Ciara McCoy Facilities Manager</p>	 <p>Jasmin Clancy Energy Officer</p>	 <p>Santa Kapteine Facilities</p>	 <p>Catriona Lawlor Part V</p>
 <p>Graeme Fryer Policy & Practice</p>	 <p>Ciarán Gilchrist IT</p>	 <p>Derval Tannam Governance</p>	 <p>Jasmin Pathe LA Services</p>
<p>Peter Mulhern Pyrite Remediation</p>		<p>Rebecca Gilligan Local Authority Services</p>	
<p>Andrew Fayne Local Authority Services</p>		<p>David Rouse Multi-Unit Developments</p>	

Engaging our People

Engaging staff members on sustainability issues is crucial to creating a positive impact within the organisation. The Housing Agency aims to create a sense of community around sustainability through events, workshops and activities related to environmental awareness. Encouraging employees to contribute to ways in which the Agency can be greener through sharing suggestions with Green Reps promotes a collaborative environment where employees feel invested in the activities of the Agency.

BRIGHT IDEAS

The Agency held a “Bright Ideas” competition encouraging all staff to submit their ideas to the Green Team on how we could make our organisation a greener place, this encouraged active participation, creativity and out of the box thinking in addition to providing the Green Team with innovative ideas to work on throughout the coming year.

COOKALONG

Food waste contributes to greenhouse gas emissions as food sent to landfill releases methane which is 25 times more potent than carbon dioxide, Ireland generates over 1 million tonnes of food waste per year which equals to €500 to €700 per household. To highlight this issue and draw attention to its effects on the environment The Housing Agency organised a live cooking demonstration from Cepta at Cookalicious. The online cooking demo was available to all staff and the focus of the event was “loving your leftovers and avoiding food waste”. Cepta cooked three different dishes all focused on using up food that you may otherwise throw away, the cookalong was recorded and available to staff who may have missed it at the time in addition to document with the recipes and other hints and tips to save food waste.

CYCLE CLINIC

The Housing Agency will provide a cycle clinic to all employees during quarter 2, employees will have the opportunity to get a basic service on bikes to encourage cycling to work where possible. This will coincide with “Leave the car at home” week, all staff will be encouraged to travel to work by public transport, walking or cycling during this week. Promotion of the bike to work scheme and tax saver schemes which are available to all employees of the Housing Agency will take place frequently leading up to this time. A lunch and learn will be provided on the day of the cycle clinic focused on the benefits of cycling for health, wellbeing and the environment along with bike care tips for cyclists.

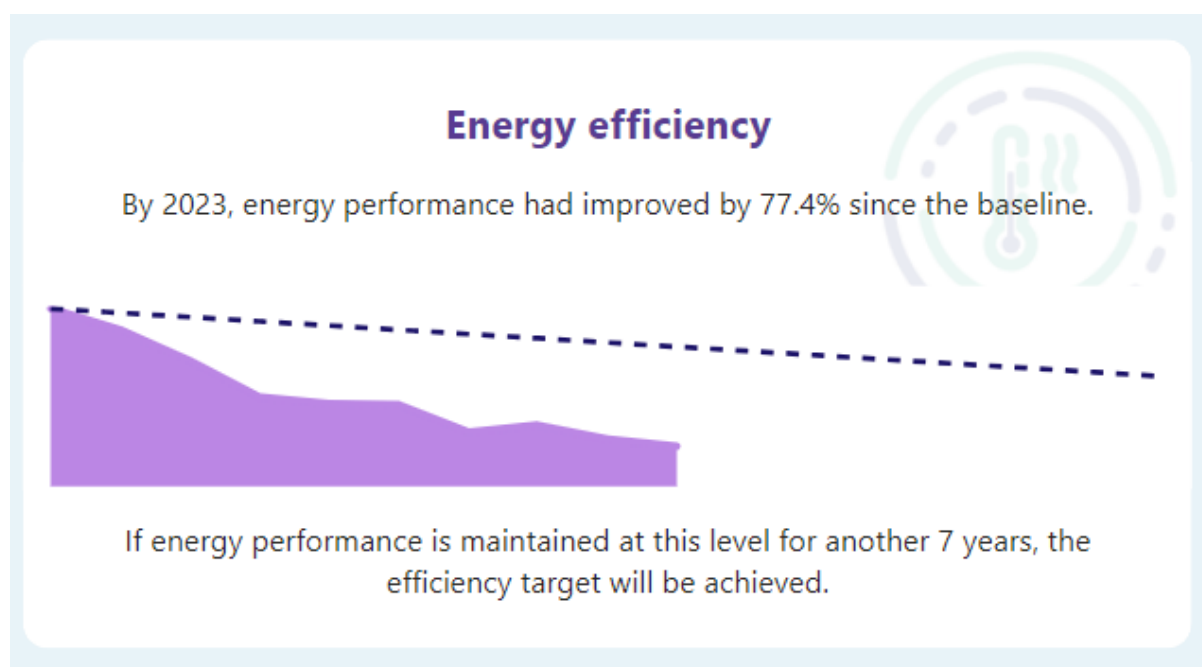
The Green Team will also be providing further webinars throughout the year to encourage sustainable practices at home and in the office.

Our Targets

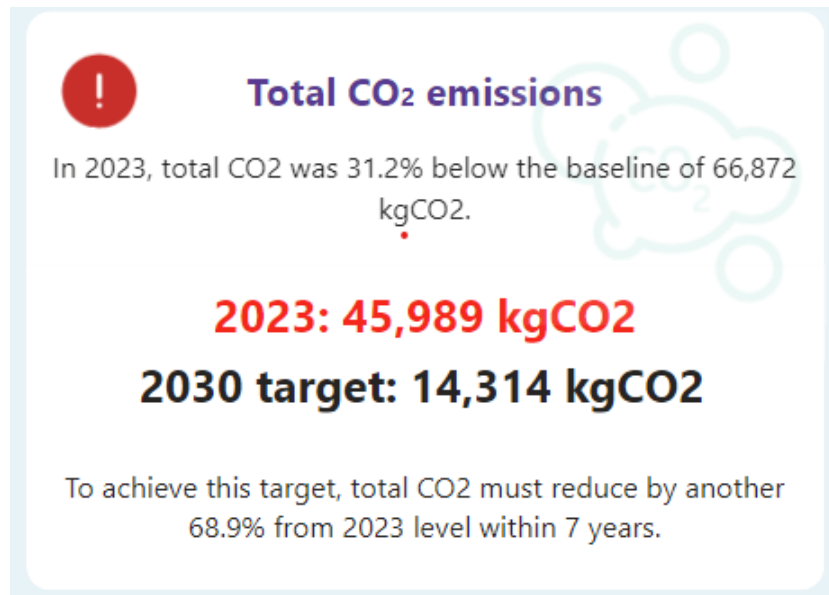
2030 Targets	2050 Target
51% Reduction in CO2 Emissions	Net Zero CO2 Emissions
50% Improvement in Energy Efficiency	

Under the Climate Action Plan 2021 and 2023, the government set ambitious targets for public bodies to achieve a 51% reduction in energy-related greenhouse gas (GHG) emissions and a 50% improvement in energy efficiency by 2030. SEAI redeveloped the M&R system to enable reporting and tracking against these targets and other legal requirements.

The graphs and data in this section of the roadmap have been taken from SEAI's Monitoring and Reporting System.



The Housing Agency has improved energy efficiency in our buildings by 77.4% since 2014. We are on track to achieve the government target of a 50% improvement in energy efficiency by 2030 if we continue on this trajectory.



Total CO₂ emissions are the emissions that come from electricity use and fossil fuel use combined, although the total emissions was 31.2% below the baseline, The Housing Agency must continue to work on reducing emissions to achieve the ambitious target within the next 7 years. A further 68.9% reduction is required to meet the 2030 target.



Fossil CO₂ emissions have reduced significantly for three years running, all fossil CO₂ emissions are generated from the gas heating system in no. 52 which is operating on significantly reduced hours and is switched off completely between June and September, this is having a substantial effect as outlined above.

Our Way of Working

Eco-Merit are the Housing Agency's energy efficiency consultants. They were procured in 2020 to assess our office buildings and to provide us with a 5-year improvement plan for making changes to reduce our carbon footprint.

We were awarded our certification officially in 2022 and we are audited by them every year to ensure that we are implementing the changes on the improvement plan and are continuing to track our energy consumption on a monthly basis. The Housing Agency are currently certified to ISO50001 standard.

Green Public Procurement

Green Public Procurement (GPP) has been identified as an area that can contribute towards Ireland achieving a more resource-efficient, circular economy. The Department of The Environment, Climate and Communications recently published the **Green Public Procurement Strategy and Action Plan 2024-2027**. In line with this document, the Housing Agency is committed to including green criteria in public procurement processes where they are relevant to the specific goods and services required, in addition to the ten specific sectors where national GPP criteria are available.

We continue to use our contracted cleaning service, a supplier with impressive green credentials who uses environmentally friendly cleaning products. Our print service contract includes a recycling function for cartridges. This supplier also committed to disposing of consumables in compliance with WEEE regulations. We have accessed paper products through an Office of Government Procurement agreement. All paper provided is produced in accordance with strict environmental standards and best practice. Towards the end of 2023, we procured a supplier to write a sustainability strategy for the Housing Agency and we are hoping that this will support our central procurement coordination service in implementing Green Public Procurement.

We will apply environmental and social considerations into our procurement wherever applicable and are researching GPP training for all procurement representatives in the Housing Agency. We are hoping that this will ensure that environmental considerations are considered from the very start of the procurement process.

Resource Use

Part of the continuing accreditation with Eco-Merit requires monthly monitoring of the use of all resources on our premises. A log is kept of electricity, gas, water and waste usage. Refillable drinking water points are available throughout all buildings and glasses/cups are provided. All single use items have been removed from our offices since 2022. Waste collection is segregated into three streams: general, recyclable and organic. The weight of each collection is monitored and recorded.

Coffee pod recycling and battery recycling is provided in our buildings.

FOOD

Food waste is minimal as onsite catering is not provided in our buildings, food waste bins are provided in all kitchenette areas and signage is posted on the walls detailing how to segregate waste correctly and ensure that waste items are going in the relevant bins. As part of our annual certification with Eco-Merit all waste including food waste is recorded on a monthly basis.

PAPER

The Housing Agency use Nitrosign, a software that provides the facility to sign and fill out documentation digitally, and this has led to a large reduction in the amount of paper being used on a daily basis in addition to streamlining our work processes. Microsoft Teams is used to create a digital hub for teamwork, video conferencing, screen sharing and collaboration. This reduces the need to print collaborative material.

Printers in our premises require a login after sending items to the printer, reducing some unnecessary printing and all printers are set to double sided black and white printing as default. A mix of recycled and regular paper is used throughout all of our buildings.

Our Buildings and Vehicles

The Housing Agency does not have any official vehicles and therefore does not have any procurement, monitoring or reporting requirements in relation to fleet.

Our travel and subsistence policy states that:

- Only essential travel should be undertaken and that the number of employees on any official journey be kept to a minimum.
- Ensure that all journeys are planned in the most effective and cost efficient manner
- To use public transport whenever possible
- Mileage is only paid on the basis that no public transport is available and is approved in advanced by the Chief Executive

Our premises provides secure and covered bicycle parking onsite, showers and storage lockers are also provided in all our buildings. Housing Agency employees can avail of the cycle to work and tax saver schemes at any time.

The Housing Agency building stock plans were completed and submitted to SEAI, the plans are concise as we do not own a large number of buildings. The building stock plan can be found in Appendix B of this document.

Climate Action Mandate

1.	Our Targets		
1.1	Reduce energy related GHG emissions by 51% in 2030	Ongoing	
1.2	Improve energy efficiency in the public sector by 50% by 2030	Ongoing	
1.3	Update Climate Action Roadmaps annually within 6 months of the publication of the CAP	Completed	
2.	Our People		
2.1	Establish and resource Green Teams reporting to senior management	Completed	
2.2	Nominate a Climate and Sustainability Champion	Completed	
2.3	Incorporate appropriate sustainability training into learning and development strategies for staff	Ongoing	
2.4	Organise staff workshops annually to engage on climate issues	Completed	
2.5	Ensure all senior management complete climate leadership training	Awaiting commencement	Awaiting guidance from SEAI/DECC on the development of this training for the public sector
3.	Our Way of Working		
3.1	Report on the following in the Annual Report of the public sector body: GHG emissions, implementation of the mandate, sustainability activities, compliance with Circular 1/2020	Ongoing	Awaiting final scorecard to become available from SEAI M&R system

3.2	Using SEAI's M&R System, public bodies should report annually on implementation of mandate requirements using comply and explain approach	Awaiting availability	This will be completed when the system is opened
3.3	Achieve formal environmental certification	Completed	ISO 50001 accreditation achieved
3.4	Implement Green Public Procurement using the EPA GPP guidance and OGP's GPP criteria	Implemented where possible	
3.5	Construction		
3.5.1	Specify low carbon construction methods and low cement material	N/A	
3.5.2	Adhere to best practice guidelines for the preparation of resource and waste management plan for construction and demolition projects	N/A	
3.6	Food Waste		
3.6.1	Measure and monitor the food waste generated on premises	Completed	
3.6.2	All new contract arrangements related to canteen or food services, including events and conferences, to include measures that are targeted at addressing food waste	In progress	
3.7	Paper		
3.7.1	Review any paper-based processes and evaluate the possibilities for digitisation so it becomes the default approach	Completed	
3.7.2	Measure and monitor paper consumption	Completed	

3.8	Provide suitable drinking water refill points for all staff and in any premises accessed by the public and measure and monitor usage of the refill points	Completed	
3.9	Single Use		
3.9.1	Cease using disposable cups, plates and cutlery in any public sector canteen or closed facility	Completed	
3.9.2	Progressively eliminate all single use items within the organisation	Completed	
3.10	Other materials		
3.10.1	Support Ireland's Producer Responsibility Initiatives in the collection and recycling of products	Completed	
3.10.2	Use waste collection services that are segregated into a minimum of 3 streams	Completed	
4.	Our Buildings and Vehicles		
4.1	Promote the use of bicycles and shared mobility options as an alternative to car use among employees and visitors by creating and maintaining facilities	Completed	
4.2	Phase out the use of parking in buildings that have access to a range of public transport services	Planned	
4.3	Display an up-to-date Display Energy Certificate in every public building that is open to the public to clearly show energy use	N/A	Buildings are not open to the public
4.4	The public sector will not install heating systems that use fossil fuels after 2023, in (1) new buildings, and (2) "major renovation" retrofit projects	Completed	

4.5	Existing Buildings		
4.5.1	Public sector bodies and sectoral groups with a large estate should commence a deep retrofit of at least one building in 2024	N/A	Do not have a large estate
4.5.2	Public sector bodies and sectoral groups with a large estate should develop a portfolio building stock plan	N/A	Do not have a large estate
4.5.3	As part of the building stock plan, large public sector bodies and sectoral groups with a large estate should undertake data gathering and consider the long term (to 2050) retrofit key performance indicators to upgrade their building stock	N/A	Do not have a large estate
4.5.4	Small public sector bodies should include a basic building stock analysis or statement as part of their Climate Action Roadmap	Completed	Building stock plan included in Appendix B of this document
4.6	Procure (purchase or lease) only zero-emissions vehicles from the end of 2022	N/A	THE HA does not have a fleet

Appendix A

Green Team Terms of Reference

1. Origin of the Green Team

The Housing Agency Green Team was established in Quarter 3 2020 to act as an integrated driver of sustainability within the agency, the Green Team currently has no definite end date.

The purpose of this document is to set out the terms of reference of the Green Team. These terms of reference will be brought to the Green Team for discussion on 3rd November 2022 and will be effective following approval.

2. Function of the Green Team

The Climate Action Plan 2021 has outlined that every public body is required to achieve a 50% improvement in energy efficiency by the end of 2030 and a 51% reduction in greenhouse gas emissions by 2030, the function of the Green Team is to assist in achieving the targets set out in the Climate Action plan. Green Team members will act as green representatives among their various teams providing an opportunity to all staff to link in with them regarding issues or ideas relating to sustainability in the Housing Agency.

3. Governance

A member of the senior management team will be appointed as Energy Performance Officer, as is outlined a requirement in the Public Sector Energy Strategy 2017. The Energy Performance Officer (EPO) should have decision making powers with respect to facilities, corporate budgets and procurement. The Green Team will report directly to the Energy Performance Officer.

The Energy Performance Officer will report to the Housing Agency's appointed Climate and Sustainability Champion.

The current Energy Performance Officer is Christina Smith.

The current Climate and Sustainability Champion is David Silke.

4. Membership

Membership of the Green Team is on a voluntary basis and is open to all employees of the Housing Agency but should include some or all of the key roles required to deliver of climate action: EPO, Energy Officer and Facilities Manager at a minimum. IT, Procurement and HR functions would also be an advantage. Members of the Green Team act as "Green Reps" within the Agency helping to promote green initiatives within their relevant teams.

1. CURRENT MEMBERSHIP

Name	Department	Role
Ciara McCoy	Facilities Manager	Chairperson
Jasmin Clancy	Energy Officer	Secretary
Peter Mulhern	Pyrite Remediation	Member
Catriona Lawlor	Part V	Member
Graeme Fryer	HR Department	Member
Ciaran Gilchrist	IT Department	Member
Jasmin Pathe	La Services	Member
David Rousse	MUDs	Member
Santa Kapteine	Facilities	Member

Andrew Fayne	Local Authority Services	Member
Derval Tannam	Governance	Member
Rebecca Gilligan	Local Authority Services	Member

5. Meetings

Frequency of meetings

The Green Team will meet 4 times per annum at a minimum, there will also be a request for ad hoc meetings as and when required.

Notice of meetings

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed will be forwarded to each member of the Green Team no later than 3 working days before the date of the meeting.

Quorum

The quorum necessary for a meeting to take place will be 3 members.

Minutes of meetings

The secretary of the team will minute the actions to come from each meeting. Minutes of the meetings will be accessible to all members of the team.

6. Reporting Responsibilities

Annual Report

The Green Team must report on sustainability activities in the Housing Agency Annual Report.

The Public Sector Climate Action Mandate

The Mandate requires public sector bodies to show leadership in climate action by taking, and reporting on, the actions of the Mandate. The Mandate was approved by Government on 4th July 2022 and issued to all departments by the Minister for Environment, Climate and Communications. The Green Team actions will be reported in the Mandate.

Eco-Merit

The actions of the Green Team will be reported to Eco-Merit in order to work together on achieving sustainability goals for the Agency.

Appendix B

Building Stock Register

M&R PB ID	PB-09784	ORGANISATION	Housing & Sustainable Communities Agency		
STEP 1 Identify and classify your buildings	Total number of buildings Identified and classified		TOTAL	3	
	Total number of sites/campuses identified		TOTAL	0	
	Total floor area (m2)		TOTAL		
	Percentage in state ownership		Percentage	50	
	Percentage rented or leased		Percentage	50	
	* Classification 1	Office	TOTAL	3	
	Classification 2	e.g. office	TOTAL		
Classification 3	e.g. office	TOTAL			
Classification 4		TOTAL			
			TOTAL		
STEP 2 Complete the building register	The SEAI Building Register has been completed for all buildings for Housing & Sustainable Communities Agency		Status	Fully complete	

STEP 3

Use M&R and other data to quantify energy use and identify buildings that are biggest users and emitters

The largest energy using buildings have been identified and linked to the M&R and energy use data
 Note the largest energy using buildings are those accounting for over 80% of the organisational **heat** use.

No of largest energy use buildings	TOTAL	2
Heat usage of largest energy use buildings/ organisational heat usage	%	66
No of largest energy use buildings that are leased	TOTAL	0

STEP 4

Identify buildings that have been earmarked for exit in short-medium term

Number of buildings planned for exit - if known	TOTAL	3
Total floor area of buildings planned for exit - if known	TOTAL	1452

Commentary (the degree to which the increase or decrease will impact your fossil fuel use)
 Huge impact on fossil fuel use as the plan is to move to A rated building.

STEP 5

Undertake a preliminary assessment of your accommodation needs to 2030 & beyond

Preliminary future assessment of accommodation needs		
Accommodation floor area requirements to 2030	INCREASE	50%
	STATIC	
	DECREASE	%

Commentary (the degree to which the increase or decrease will impact your fossil fuel use)
 The total floor area will increase but fuel use should be down overall.

Building Stock Plan STAGE 1 Completed by

Completed by Jasmin Clancy (Energy Officer)

Email jasmin.clancy@housingagency.ie

* Please use the classification categories used in the Building Register