

BSO Environment and Sustainability Policy

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Title	BSO Environment and Sustainability Policy		
Authors	Suzanne Sinclair		
Ownership	Director of Strategic Planning & Customer Engagement (SP&CE)		
Approved By	ELT		
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Director Responsible	Karen Hunter		
Directorate	SP&CE		
Lead Author	Suzanne Sinclair		
Position	Sustainability Manager		
Department	SP&CE		
Contact Details	suzanne.sinclair@hscni.net		
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27.08.2026	0.5	S. Sinclair	Revised Policy

Business Services Organisation (BSO)

The Business Services Organisation (BSO) was established on 1 April 2009, to deliver a range of business and specialist professional support services to Health and Social Care (HSC) organisations across Northern Ireland. Services are provided to 11 Arm's Length Bodies of the Department of Health as well as to the 6 HSC Trusts. BSO delivers services in a number of key areas including Procurement & Logistics, Information Technology Support, Legal, Internal Audit, Corporate Services, Human Resources, Counter Fraud & Probity, Family Practitioner Services, Equality, Research, Finance, Pensions, Training and Performance.

Business Services Organisation (BSO) recognises that its services and operations have environmental impacts both locally and globally. This policy aligns with the Climate Change Act (Northern Ireland) 2022, which legally requires public bodies to support Northern Ireland's pathway to net-zero greenhouse gas emissions by 2050, with interim 2030 and 2040 targets. This policy also reflects DAERA's statutory Environmental Improvement Plan (EIP) - Northern Ireland's first legally required environmental plan which sets strategic outcomes on air, water and land quality, nature recovery, waste and circular economy, and climate resilience. It also complements the BSO Sustainability Strategy 2025–2030, which outlines BSO's roadmap to reduce emissions, improve resource efficiency, and embed climate adaptation principles in all business activities.

1. Policy Commitments

1.1 Compliance

- Comply with all NI environmental legislation, including obligations under the Climate Change Act (NI) 2022 and subsequent regulations made under it. This includes contributing to carbon budgets and supporting sectoral climate plans, ensuring that BSO operations align with Northern Ireland's net zero and decarbonisation commitments.
- Comply with all reporting duties placed on public bodies under the Climate Change (Reporting Bodies) Regulations (Northern Ireland) 2024, including submissions of Climate Change Mitigation Reports and Climate Change Adaptation Reports.
- Align organisational actions and planning with DAERA's Environmental Improvement Plan (EIP) ensuring continuous progress in priority areas including air quality, biodiversity, waste reduction, resource efficiency and climate resilience.
- Ensure compliance with all environmental reporting, monitoring and disclosure requirements including those associated with DAERA's Public Body Reporting framework and wider government climate-governance arrangements.
- Conduct periodic internal audits to evaluate environmental performance and ensure continuous improvement of the Environmental Management System (EMS).

1.2 Pollution Prevention & Climate Mitigation

- Prevent and minimise pollution to air, land and water, aligned to EIP quality targets.
- Reduce Scope 1, Scope 2 and material Scope 3 greenhouse-gas emissions consistent with BSO's Net Zero roadmap and the Climate Change Act (NI) 2022 statutory emissions pathway.

1.3 Climate Adaptation

- Identify climate-related risks to estates, services and supply chains; integrate resilience measures into procurement, facilities management and business continuity.

1.4 Sustainable Procurement & Circular Economy

- Adopt circular economy principles in procurement practices aligned with DAERA's circular economy and waste management priorities.
- Apply life-cycle and sustainability criteria for goods, services and capital projects.
- Strengthen supplier and contractor requirements to ensure environmental compliance and best-practice.
- Support HSC Trust decarbonisation pathways through low-carbon, resource-efficient procurement.

1.5 Travel & Transport

- Support low-carbon sustainable travel options (active travel, public transport, digital alternatives).
- Reduce emissions from fleet operations in line with sector-wide HSC decarbonisation plans for transport.

1.6 Estates, Energy & Water

- Improve energy performance, including energy efficiency, operational controls, optimise building management systems and water efficiency.
- Ensure new builds and refurbishments incorporate low-carbon design principles and climate resilience.

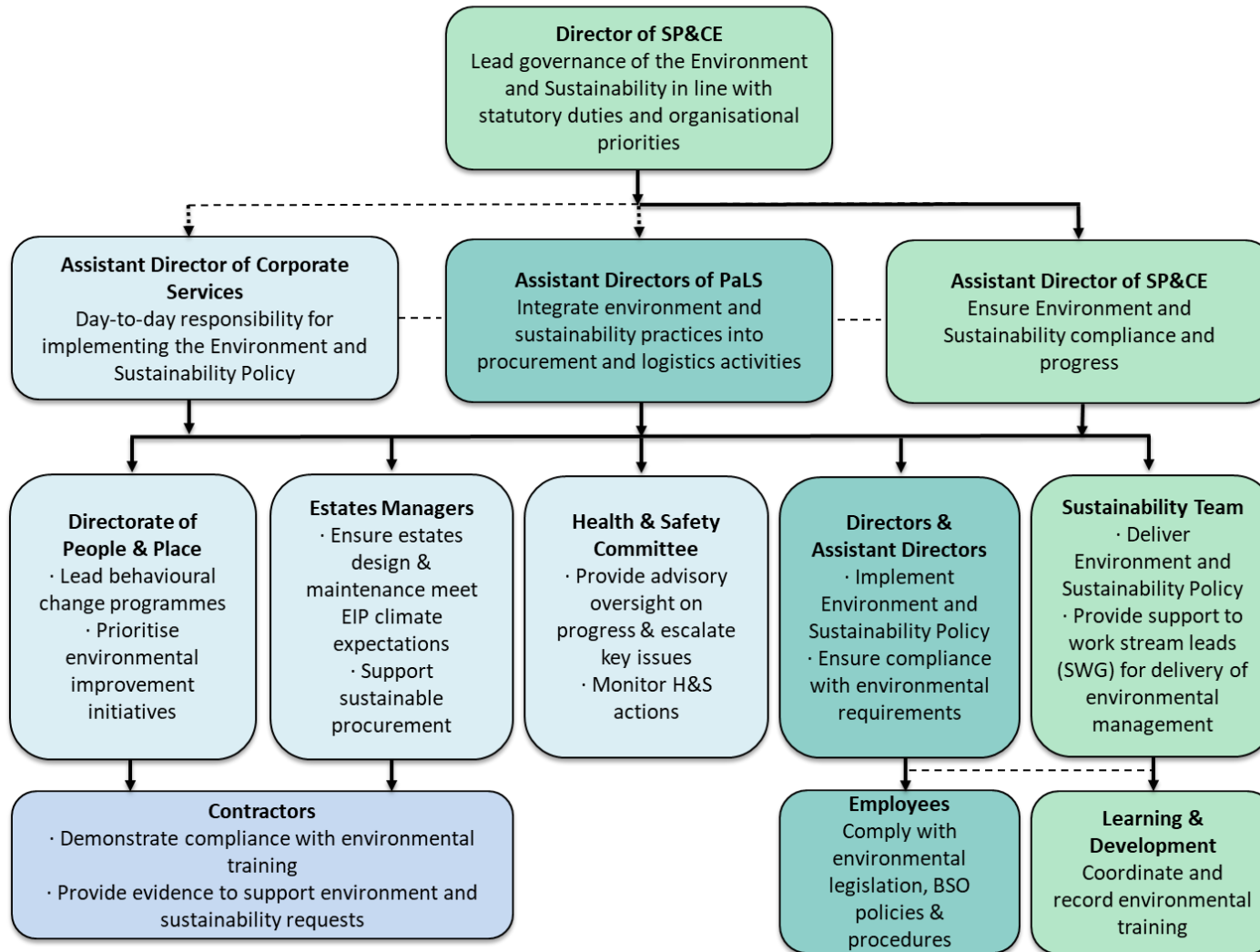
1.7 Staff Engagement, Training & Behaviour Change

- Provide mandatory environmental/sustainability training and e-learning aligned with statutory requirements and BSO's Net Zero and sustainability aims.
- Deliver and support behavioural-change initiatives that reduce emissions, waste and energy consumption, and reflecting BSO Sustainability Strategy's behavioural change roadmap.
- Engage all stakeholders, including employees, visitors, contractors and suppliers to raise awareness of environmental responsibilities.
- Communicate regularly with staff and stakeholders about environmental issues, progress and responsibilities.

1.8 Transparency and Data Assurance

- Report annually on environmental performance publishing key metrics.
- Publish key environmental performance metrics and progress where appropriate.

Environment and Sustainability Roles & Responsibilities



2. Roles and Responsibilities

Environmental responsibilities within BSO are overseen by the Chief Executive, who holds overall accountability for statutory compliance and continuous improvement, while the Director of SP&CE has executive leadership and oversight of the Environment and Sustainability Policy, supported by the Assistant Director of SP&CE and the BSO Sustainability Manager. Directors, Assistant Directors and Managers are responsible for staff training, awareness and operational compliance, with the Premises and Health & Safety Committee providing ongoing support for environmental risks and issues. The Sustainability Team are responsible for delivering the policy's objectives, supported by the Sustainability Working Group. Within the Directorate of People and Place, the Corporate Services team will monitor compliance, communicate legal requirements, and lead behavioural change and environmental improvement initiatives that fall within their areas of responsibility. All contractors working on behalf of BSO should demonstrate compliance with relevant environmental legislation and BSO sustainability requirements, and may be required to provide evidence of their own environmental management practices.

All BSO staff should:

- Comply with environmental legislation, BSO policies and procedures.
- Perform duties safely with regard for environmental protection.
- Contribute to BSO's sustainability goals by supporting resource efficiency, reducing waste, and making environmentally responsible choices.
- Report defects, incidents or shortcomings without delay.
- Attend training and awareness sessions.

3. Environmental Management Arrangements

Corporate Services will undertake operational monitoring of environmental requirements and provide evidence for the Sustainability Manager. The Sustainability Manager will maintain strategic oversight of environment and sustainability through the Environmental Management System (EMS), centralising environmental performance, co-ordinating and reviewing compliance and supporting continual improvement across the business. They will also be responsible for maintaining an Environmental Aspects and Impacts (EA&I) Register, offering assurance that environmental risks, obligations and sustainability commitments associated with BSO activities, are effectively identified, monitored and escalated. The Sustainability Manager will ensure that outputs from the EMS and EA&I Register, including risks and emerging legislative changes, will inform operational policy through the appropriate governance arrangements, supporting compliance with DAERA's statutory environmental requirements and the delivery of BSO's Sustainability Strategy.

3.1 Energy & Carbon Management

- Support NI's statutory carbon budgets and net-zero targets under the Climate Change Act (NI) 2022.
- Align carbon reduction measures with the Northern Ireland Energy Strategy and HSCNI guidance.

- Align emissions data and actions with BSO Sustainability Strategy and Public Body Reporting requirements.
- Reduce Scope 1, Scope 2 and material Scope 3 emissions by improving energy efficiency, optimising building controls, promoting low-carbon technologies, and incorporating decarbonisation actions into operational planning.

3.2 Built Environment

- Incorporate DAERA's EIP climate resilience expectations into all construction and refurbishment plans.
- Maintenance activities will consider climate-related risks such as extreme weather, damp, and increased storm frequency, and ensure buildings remain safe, resilient and efficient throughout their lifecycle.

3.3 Transport & Travel

- Promote Electric Vehicle (EV) transition where viable, public transport, active travel and remote working as appropriate.
- Business travel will be managed to minimise carbon impacts, with digital alternatives encouraged wherever possible.

3.4 Waste

- BSO will manage waste streams in accordance with all applicable legislation, DAERA's waste priorities, and BSO's internal Waste Management Policy. This includes applying circular economy principles, reducing waste generation at source, increasing reuse and recycling rates, minimising reliance on landfill and ensuring all waste streams are handled, stored and disposed of responsibly.

3.5 Procurement

- Embed sustainable procurement aligned with DAERA policy direction and NI circular-economy priorities.
- Procurement processes will require suppliers to meet environmental standards, support carbon-reduction objectives, minimise packaging, reduce waste, and demonstrate responsible material use.

3.6 Corporate Approach

- Maintain staff engagement via e-learning, intranet and communications and internal campaigns to promote best practice.

This policy applies to all employees and contractors and will be made publicly available to stakeholders and the public. It will be reviewed every three years or sooner to reflect new DAERA legislation, EIP updates, Climate Action Plan developments or BSO Sustainability Strategy changes.