capco

Capital & Counties Properties PLC

SUSTAINABILITY FRAMEWORK FOR PROJECTS & DEVELOPMENTS
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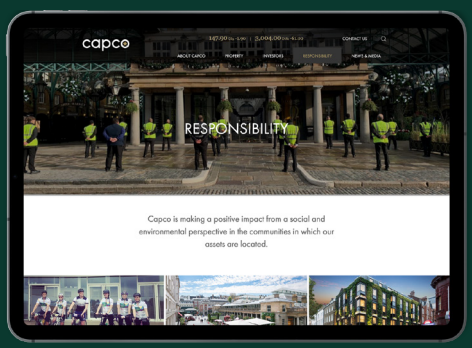
DELIVERING VALUE RESPONSIBLY

Capco aims to minimise the impact of our operations on the environment. We take a responsible and forward-looking approach to the principles of sustainability, which are embedded into our approach to asset management, strategic investment and development and our engagement with stakeholders.

Alongside our Net Zero Carbon 2030 commitment, we are committed to integrating responsible and sustainable practices into the delivery of projects and developments.



For more information visit:
www.capitalandcounties.com/responsibility

Flower Barrows, The Piazza
Cover image: The Piazza

This Sustainability Framework supports Capco in achieving its Environmental, Sustainability and Community Strategy ("ESC" Strategy). The four pillars of the ESC Strategy are:

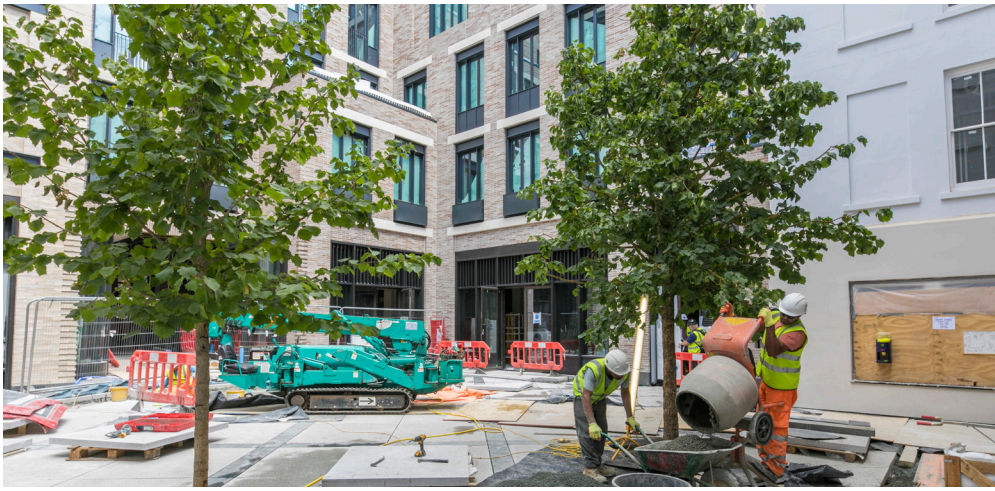
- Tackle Climate Change
- Improve Air Quality
- Drive Innovation and Change
- People and Community

The purpose of the new Framework is to establish a consistent approach to incorporating sustainability principles into the design, demolition and construction phases of Capco's projects and development. The Framework is integral to Capco's Net Zero Carbon commitment for 2030 and will be updated in line with our net zero pathway, which will be published in 2021.

The Framework is a guidance tool which supports project teams in meeting and exceeding sustainability related compliance requirements and the commitments stated in the ESC Strategy. The Framework provides a basis to measure, monitor and report on the sustainability performance of projects, and to capture learning that will support continuous improvement.

APPROACH

Following a review of sustainability planning policy, regulation and best practice in the sector, Capco has identified relevant sustainability measure that are to be addressed through the delivery of projects and development. These measures are grouped into three main categories and sub-categories in the Framework, as presented in the table below.



Construction work, Floral Court

The measures set out in the Framework principally apply to major projects & development and this is defined as;

- Residential; where 10 or more dwellings are to be constructed (or if number not available, where the site area is more than 0.5 hectares).
- For all other uses; where the floor space[1] will be 1000 sq metres or more (or if the site area is one hectare or more).
- For smaller scale projects that fall below these thresholds, the Framework indicates the minimum performance measures that are to be met.

It is recognised that there may be instances where the application of the Framework measures may not be appropriate, for example in heritage properties. In these instances, a suitable approach will be agreed internally and with external stakeholders, as necessary.

Where necessary, the Capco Tenant Fit-out guide is considered.

Our targets and metrics are reviewed annually to continuously improve our business performance and remain consistent with current guidance and industry innovations.

The Framework is to be considered from the outset of a project and applies to all stages. Reference is made to the RIBA Plan of Work Stages (2013)[2] to help identify where in the project programme the sustainability measures are to be considered.

SUSTAINABILITY FRAMEWORK FOR PROJECTS & DEVELOPMENT

ENVIRONMENTAL PERFORMANCE

- Energy & Carbon Management
- Waste Management
- Water Efficiency
- Biodiversity
- Accessibility & Transport
- Sustainable Urban Drainage

RESPONSIBLE DEVELOPMENT & PROCUREMENT

- Sustainability Standards
- Project Sustainability Performance Reporting
- Materials & Procurement
- Contractor Performance
- Building User Guide
- Pollution Management

COMMUNITY & STAKEHOLDER ENGAGEMENT

- Project Consultation
- Communication
- Engagement Activities
- London Living Wage
- Apprenticeships
- Local Employment & Training

1. Floor space is defined as the sum of floor area within the building measured externally to the external wall faces at each level. Basement car parks, rooftop plant rooms, caretaker's flats etc. should be included in floor space.
2. Major development definition taken from the Mayor of London, London Plan.

IMPLEMENTATION

Project teams are required to regularly monitor and report on project performance against the Framework using the Sustainability Performance Project Tracker (Annex A).

At the start of a project (RIBA Stage 0), the responsible Capco Manager will review the Sustainability Framework, determine the measures that are applicable to the project, and prepare the Sustainability Performance Project Tracker. The Tracker is updated at key stages of the project to ensure that the sustainability measures are being met.

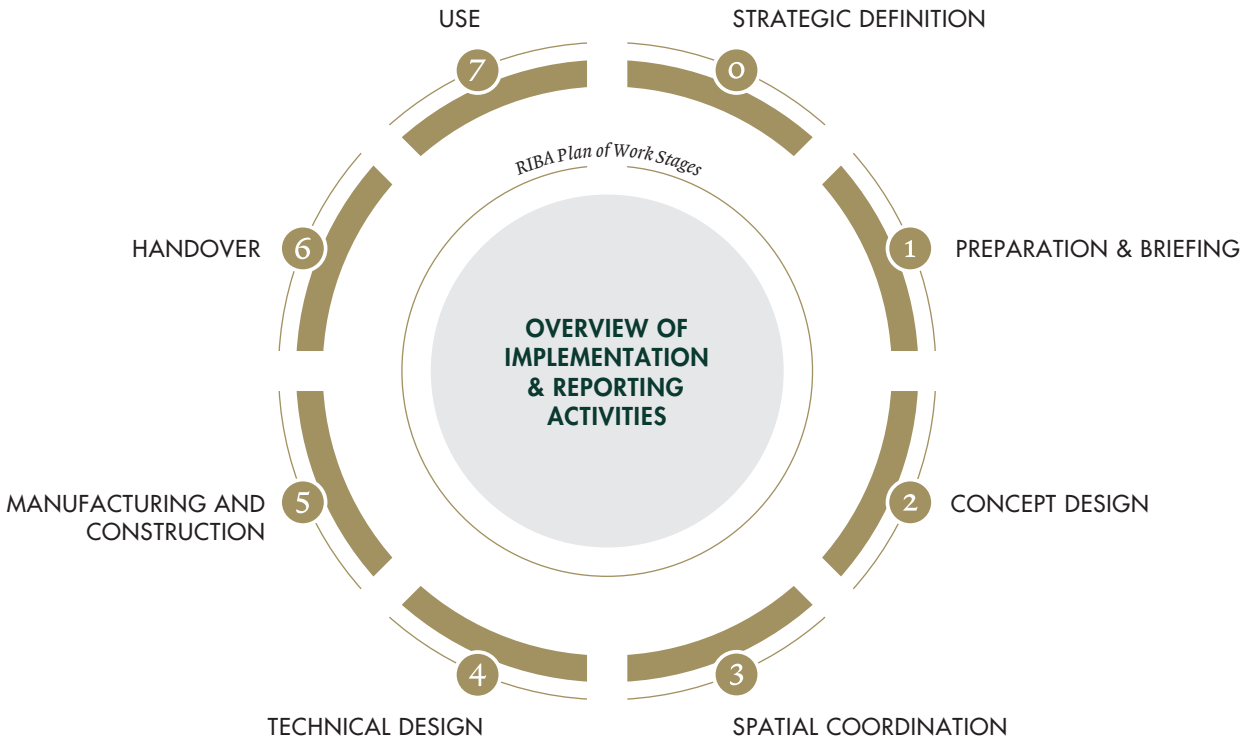
GOVERNANCE & REPORTING

This Sustainability Framework is an implementation mechanism to support Capco's corporate strategy and related policies. The Framework should be read in conjunction with related industry guidance, planning policy and applicable regulatory documentation.

The Development Manager and Project Manager are responsible for the application of the Framework and are to assign responsibilities for meeting the sustainability measures to appropriate members of the project team. The Tracker should be issued to the Director of Sustainability & Technology at executive key stages of project delivery for review. Performance will be monitored and reported to the Capco ESC (Environment, Sustainability and Community) Management Committee.

Hanging baskets, Market Building

SUSTAINABILITY IMPLEMENTATION PLAN



The Director of Asset & Property Management will have oversight of each of the 8 RIBA stages set out below:

0

STRATEGIC DEFINITION

(A-B)

CORE ACTIVITIES

Carry out a review of the project scope and the sustainability Framework.

RESPONSIBILITY

- Director of Sustainability & Technology
- Project Manager

1

PREPARATION & BRIEFING

(A-B)

CORE ACTIVITIES

Incorporate the Sustainability Framework into the Project Development Brief.

Create the Sustainability Performance Project Tracker for the project.

RESPONSIBILITY

- Director of Sustainability & Technology
- Project Manager

2

CONCEPT DESIGN

(C)

CORE ACTIVITIES

Design team to prepare concept design proposals and demonstrate application of the Framework measures.

RESPONSIBILITY

- Design Team
- Project Manager

3

SPATIAL COORDINATION

(D-E)

CORE ACTIVITIES

Design team to prepare detailed design proposals and demonstrate application of the Framework measures.

RESPONSIBILITY

- Design Team
- Project Manager

4

TECHNICAL DESIGN (E-J)

CORE ACTIVITIES

Incorporate Sustainability Framework and Tracker within tender contract documentation.

RESPONSIBILITY

- Design Team
- Project Manager

5

MANUFACTURING AND CONSTRUCTION (J-K)

CORE ACTIVITIES

Main contractor to produce monthly sustainability performance reports.

RESPONSIBILITY

- Main Contractor

6

HANDOVER (L)

CORE ACTIVITIES

Complete Sustainability Performance Project Tracker issue to Director of Sustainability & Technology.

RESPONSIBILITY

- Main Contractor
- Director of Sustainability & Technology

7

USE

CORE ACTIVITIES

Share Sustainability Tracker with operation teams and building users guide with tenants.

RESPONSIBILITY

- Project Manager
- Property Manager

ENVIRONMENTAL PERFORMANCE

Capco aims to minimise the impact of our operations on the environment. We apply a responsible and forward looking approach to environmental issues and the principles of sustainable development.

Regal House, James Street

The efficient use of energy and natural resources is a key priority for Capco projects and development. We recognise the environmental impacts of drawing on natural resources, as well as the benefits of applying efficient design in reducing operational performance as well as costs and the risk of future obsolescence.

Through smart design we aim to reduce the need for energy and therefore lower carbon emissions, reduce water demand by installing water efficient fittings, provide waste facilities that support building users to recycle, and travel amenities to encourage cycling and walking. We work closely with landscape designers and ecologists to protect and enhance ecological features and with appointed contractors to minimise environmental impacts onsite during demolition and construction activities.

ENERGY & CARBON EMISSIONS REDUCTION

Target	RIBA Stage	Responsibility	Minimum Measures
Aim to design towards net-zero carbon in accordance with the energy hierarchy as set out in the London Plan[1].	2 ▸ 3	MEP Engineer	✪
Major developments to seek to achieve airtightness rating of >7m³/hr/m² @ 50 Pascals[2]. Where appropriate, consider PassivHaus certification with airtightness of >0.6m³/hr/m² @ 50 Pascals where possible.	2 ▸ 4	Architect, MEP Engineer, Structural Engineer	
Major developments to be appropriately orientated with optimal daylighting, thermal mass and solar shading with natural ventilation where appropriate.	2 ▸ 6	Architect, MEP Engineer	
Major developments to achieve a 35 per cent improvement on Part L 2013[3] in accordance with the London Plan. Residential development should aim to achieve 10 per cent, and non-residential development should aim to achieve 15 per cent improvement directly through energy efficiency measures.	2 ▸ 6	MEP Engineer	
New build and major refurbishment projects to achieve a minimum EPC rating of B with an aspiration of achieving an A rating.	2 ▸ 6	MEP Engineer	
Undertake a low or zero carbon technology (LZCT) feasibility study appropriate to project size. Where feasible, adopt LZCT to serve a proportion of energy demand, with an aspiration of achieving 10 per cent of energy from renewable sources.	2 ▸ 3	MEP Engineer	✪
Carry out a Whole Life-Cycle Carbon Assessment in line with the London Plan.	2 ▸ 4	Sustainability Consultant	
Mandate the specification of energy efficient LED lighting and PIRs. Carry out a cost comparison feasibility study for all other energy efficient technologies such as smart heating and ventilation systems.	2 ▸ 4	MEP Engineer	✪
Specify smart energy metering with pulsed output capability and establish energy monitoring regime.	2 ▸ 4	MEP Engineer	✪
Where included, specify energy efficient white goods with an EU Energy Efficiency Labelling Scheme rating of A+ to B or Energy Star.	3	Architect, MEP Engineer	✪
The specification of space heating and hot water plant to achieve at least one credit under the BREEAM NC 2018 Pol 02 criteria. Where included gas boilers to meet NOx emission levels of ⩽27mg/kWh[4].	2 ▸ 4	MEP Engineer	✪
Monitor and report on energy use during site works in absolute and intensity ratio terms. Appoint a 'carbon champion' on site who is responsible for recording monthly meter readings.	5	Main Contractor	✪

✪ Denotes a minimum measure or requirement that is undertaken for all Capco projects and developments.

1. Greater London Authority (2021) London Plan.
2. This target is beyond the current Building Regulations target of 10m³/hr/m² @ 50 Pascals.
3. Part L: Approved Document L1A: conservation of fuel and power in new dwellings, 2013 edition with 2016 amendments.
4. Refer to BREEAM UK NC 2018 Pol02.

WASTE REDUCTION & MANAGEMENT

Target	RIBA Stage	Responsibility	Minimum Measures
Hold a 'Design Out Waste' workshop as part of the project launch. Identify opportunities to reduce waste, including prefabrication techniques, and consider waste reduction opportunities at end-of-life (demolition).	3 ▸ 5	Architect, Main Contractor, Structural Engineer, MEP Engineer	✪
At least 90 per cent of non-hazardous construction waste to be diverted from landfill.	3 ▸ 5	Main Contractor	✪
Inclusion of adequate operational waste storage for waste recycling streams (refer to BREEAM, SKA or Home Quality Mark guidance).	2 ▸ 4	Architect, MEP Engineer	✪
Ensure all waste management contractors are able to provide waste diversion from landfill rates and that these align with Capco targets.	2 ▸ 4	Main Contractor	✪
Monitor and report on type and quantities of waste arising from on-site activities and waste handling methods according to the waste hierarchy. Appoint a 'waste champion' on site who is responsible for collating all waste transfer notes and ensuring the correct data is captured from waste contractors.	5	Main Contractor	✪
New build projects to report on quantity of construction waste generated per 100m^2 of GIFA. For new build residential projects, aspirational target of ⩽ 13.3 tonnes of construction waste per 100m^2 of GIFA. For other new build projects, aspirational target of ⩽ 11.1 tonnes of construct waste per 100m2 of GIFA[1].	3 ▸ 5	Main Contractor	

WATER EFFICIENCY

Target	RIBA Stage	Responsibility	Minimum Measures
Residential projects to be designed to a maximum of 105 litres of water consumption per person per day.	2 ▸ 4	Architect, Main Contractor, MEP Engineer	✪
Non-residential new build projects to achieve a 50 per cent improvement over baseline building water consumption[2].	2 ▸ 4	Architect, Main Contractor, MEP Engineer	
Maximise recycling opportunities including rainwater and greywater recycling and review alternative sources e.g. boreholes for non-potable use and integrate attenuation where possible.	2 ▸ 3	Architect, MEP Engineer	✪
Install a water meter on the mains water supply with leak detection system and pulsed output capability. In multi-tenanted units consider a sub-metering strategy.	2 ▸ 3	Architect, MEP Engineer	✪
External irrigation for landscaping to be sourced from rainwater harvesting, where storage space is available.	2 ▸ 4	Architect, Landscape Architect	✪
Monitor and report on water use during demolition and construction activities and minimise water consumption e.g. grey water for dampening down, boot and wheel washes.	5	Main Contractor	✪

✪ Denotes a minimum measure or requirement that is undertaken for all Capco projects and developments.

1. Refer to BREEAM UK NC 2018 Wst01.
2. Refer to BREEAM UK NC 2018 Wat 01.

ECOLOGICAL PROTECTION & ENHANCEMENT

Target	RIBA stage	Responsibility	Minimum Requirement
Seek to retain existing trees and habitats, create a Biodiversity Action Plan and achieve biodiversity net-gain in the ecological value of the site.	2 ▸ 6	Architect, Landscape Architect, Ecologist	✪
All existing features of ecological value to be protected in accordance with Biodiversity Code of Practice for Planning and Development BS 42020: 2013. Create tree protection areas for all existing trees with tree protection orders (TPOs).	5	Main Contractor	✪
Where appropriate, carry out a contaminated land investigation and undertake remedial works.	1 ▸ 2	Contaminated Land Consultant	
Ensure an ecologist has been appointed prior to commencement of activities on-site to confirm that all relevant UK legislation has been complied with throughout project delivery.	2 ▸ 5	Ecologist	
Consider indigenous plant species and adopt low maintenance and low water use landscaping strategy.	2 ▸ 4	Landscape Architect, Ecologist	✪
New ecological habitats are to refer to and incorporate recommendations from Local Biodiversity Action Plans (LBAP).	2 ▸ 4	Architect, Landscape Architect, Ecologist	
Carry out a feasibility study for the application of green and brown roofs.	2 ▸ 3	Architect, MEP Engineer, Ecologist	
Identify opportunities for the inclusion of bat and bird boxes as well as bug hotels and wildflower areas with educational information boards.	2 ▸ 3	Landscape Architect, Ecologist	

TRANSPORT

Target	RIBA stage	Responsibility	Minimum Requirement
Produce a project-specific travel plan and implement recommendations in line with BREEAM guidance.	2 ▸ 4	Responsible Capco Manager, Project Manager, Consultant	
Provide cycle parking and associated facilities in line with relevant BREEAM guidance.	2 ▸ 4	Architect, Transport Consultant	
New build projects to provide safe connectivity with pedestrian and cycle routes.	2 ▸ 4	Architect, Transport Consultant	
Provide electric car-charging points and promote car sharing opportunities within car parking areas.	2 ▸ 4	Architect, Transport Consultant	
Monitor and report on transport movements and impacts resulting from delivery of major construction materials to site and construction waste from site.	5	Main Contractor	✪

SUSTAINABLE URBAN DRAINAGE

Target	RIBA stage	Responsibility	Minimum Requirement
Where there is risk of watercourse pollution, an appropriate level of pollution prevention treatment to be incorporated on site.	2 ▸ 4	Architect, MEP Engineer	✪
Drainage measures specified to mimic natural processes (e.g. infiltration, attenuation and harvesting). Ensure peak run-off from the site to watercourses (natural or municipal) is no greater than it was for the pre-development site at the one-year and 100-year return period events.	2 ▸ 4	Architect, MEP Engineer	
Undertake a Flood Risk Assessment to assess flood resistance and resilience measures and how proposed design will reduce flood risk.	3	Architect, SUDs Consultant	
Incorporate green infrastructure such as street trees and other vegetation into the public realm to support rainwater management through sustainable drainage.	2 ▸ 4	Architect	

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RESPONSIBLE DEVELOPMENT & PROCUREMENT

Capco are committed to delivering projects in an environmentally and socially considerate, responsible and accountable manner. We adopt industry certification standards, including the Building Research Establishment Environmental Assessment Method ("BREEAM") and the Considerate Constructors Scheme ("CCS"), to drive good practice and demonstrate performance.

Construction work, Floral Court

We proactively engage with our supply chain to embed responsible procurement practices and require all employees, agents and consultants acting on behalf of Capco to abide by the Capco Procurement Policy.

During the early stages of a project, we assess environmental risks and implement procedures to minimise pollution.

We are committed to being an environmentally responsible 'good neighbour' in the communities where we operate by minimising nuisance and responding appropriately and promptly to environmental incidents. Main contractors are required to monitor and regularly report on the sustainability performance of the project and to establish initiatives to continually improve performance whilst on site.

RESPONSIBLE DEVELOPMENT & PROCUREMENT

Target	RIBA stage	Responsibility	Minimum Requirement
New build non-domestic projects to achieve a minimum BREEAM Very Good rating with an aspiration to achieve BREEAM Excellent.	1 ▸ 6	Design Team, Main Contractor	✪
Major refurbishment non-domestic projects to achieve BREEAM Very Good certification with an aspiration to achieve BREEAM Excellent.	1 ▸ 6	Design Team, Main Contractor	
All non-domestic fit-out projects to achieve a minimum SKA Silver Rating.	1 ▸ 6	Design Team, Main Contractor	✪
New build residential projects to meet Home Quality Mark standard where a planning condition has been applied. All other new build residential projects to consider Home Quality Mark (HQM) certification.	1 ▸ 6	Design Team, Main Contractor	
Major refurbishment residential projects to achieve BREEAM Domestic Refurbishment Excellent certification.	1 ▸ 6	Design Team, Main Contractor	✪
Where appropriate, consider WELL Building certification standard.	1 ▸ 6	Design Team, Main Contractor	✪

PROJECT SUSTAINABILITY PERFORMANCE REPORTING

Target	RIBA stage	Responsibility	Minimum Requirement
Main contractor to provide project information and updates as detailed in Annex B 'Sustainability Project Reporting Requirements'.	5	Main Contractor	✪

MATERIALS & PROCUREMENT

Target	RIBA stage	Responsibility	Minimum Requirement
All projects to comply with the Capco Materials Specification Guidance (Annex C) and to target the BREEAM Mat03 responsible sourcing credit.	2 ▸ 5	Design Team, Main Contractor	✪
All timber to be sourced from FSC (Forest Stewardship Council) or PEFC (Programme for the Endorsement of Forest Certification) with full chain of custody certification.	2 ▸ 5	Design Team, Main Contractor	✪
All major building elements[1] to achieve a Green Guide[2] rating of A+ – C and aim to prioritise the use of materials with low embodied carbon.	2 ▸ 5	Architect, Main Contractor, Structural Engineer	
80 per cent of all external hard landscaping and 80 per cent of all boundary protection (by area) in the construction zone to achieve a Green Guide rating of A or A+.	2 ▸ 5	Architect, Main Contractor	

✪ Denotes a minimum measure or requirement that is undertaken for all Capco projects and developments.

1. Refer to BREEAM UK NC 2018 Mat01.
2. BRE Green Guide for Specification (https://www.bregroup.com/greenguide/podpage.jsp?id=2126).

CONTRACTOR PERFORMANCE

Target	RIBA stage	Responsibility	Minimum Requirement
Main contractors are to achieve an average minimum CCS (Considerate Contractors Scheme) score throughout the life of the project of 35 points (at least seven points in each of the five sections must be achieved).	5	Main Contractor	✪
Main contractor to operate a certified ISO 14001 environmental management system (EMS).	5	Main Contractor	✪
Main Contractor to prepare and implement a Construction Environmental Management Plan (CEMP).	5	Main Contractor	✪

BUILDING USER GUIDE

Target	RIBA stage	Responsibility	Minimum Requirement
A non-technical building guidance sustainability document to be provided to occupants in line with relevant sustainability certification.	5 ▸ 6	Design Team, Main Contractor	✪

POLLUTION MANAGEMENT

Target	RIBA stage	Responsibility	Minimum Requirement
Design Team and Main Contractor to consider design solutions and site practices to minimise the risk of site-related air, water, noise, dust and ground pollution.	4 ▸ 5	Design Team, Main Contractor	✪
Minimise the likelihood of noise arising from fixed installations on the new development affecting nearby noise-sensitive buildings.	2 ▸ 4	Architect, MEP Engineer	✪
Implement best practice pollution prevention policies and procedures on site in line with Environment Agency's 'Building a Better Environment' guide for developers.	5	Main Contractor	✪
Minimise the extent of upward external lighting and unnecessary light pollution.	2 ▸ 5	Architect, MEP Engineer	✪

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WELLBEING MEASURES

Target	RIBA stage	Responsibility	Minimum Requirement
Minimise indoor air pollution during the design, construction and occupation of the building by developing and maintaining an Indoor Air Quality Plan. Refer to BREEAM criteria HEA 02 Indoor Air Quality – Minimising Sources of Air Pollution.	1 ▸ 7	Project Manager Air Quality Consultant	✪
Minimise indoor air pollutants emitted from the building and materials by specifying materials with low pollutant content (including Formaldehyde, Volatile Organic Compounds (VOCs), Particulate Matter, Inorganic gases and Radon).	1 ▸ 4	Project Manager Architect| Air Quality Consultant	✪
Measure post-occupancy levels of formaldehyde and total VOCs. Levels to be below the following thresholds. Where levels are above these thresholds, remedial measures to be implemented: ○ Formaldehyde: £ 0.1 mg/m³ (100 µg/m³), averaged over 30 minutes. ○ Total VOC concentration: £ 0.5 mg/m³ (500 µg/m³), averaged over 8 hours. ○ Carbon monoxide less than 9 ppm. ○ $PM_{2.5}$ less than 15 µg/m³ ○ PM_{10} less than 50 µg/m³ ○ Ozone less than 51 ppb ○ Radon less than 4 pCi/L in the lowest occupied level of the project Where levels are above these thresholds, consider the remedial measures to be implemented.	6	Project Manager Air Quality Consultant	
Smoking not permitted within 7.5 m of all entrances, operable windows and building air intakes.	7	Capco Responsible Manager Project Manager	✪
Design ventilation to maintain adequate fresh air rates. Refer to BREEAM criteria HEA 02 Indoor Air Quality – Ventilation and SKA D33 Ventilation Rates for guidance.	1 ▸ 4	Project Manager Architect MEP Engineer	✪
Maximise opportunities for good daylighting exposure to occupants. Refer to BREAM criteria HEA 01 Visual Comfort – Daylighting for good practice daylighting factors.	1 ▸ 4	Project Manager Architect	
Review the potential for disabling glare and implement design and practical measures for occupants (in applicable areas). Refer to BREEAM criteria HEA 01 Visual Comfort – Glare Control and SKA D31 Daylight Glare Control for guidance.	1 ▸ 4	Project Manager Architect	✪
Lighting design to consider the visual comfort of occupiers and provide lighting and controls appropriate to the tasks to be undertaken. Refer to BREEAM criteria HEA 01 Visual Comfort – Internal Lighting and SKA D3 Lighting Design for guidance.	1 ▸ 4	Project Manager Architect MEP Engineer	✪
Undertake thermal modelling in accordance with CIBSE AM11 to demonstrate that the design meets CIBSE Guide A. Environmental Design and that the design limits the risk of overheating in accordance with CIBSE TM52 to maximise occupant comfort.	1 ▸ 4	Project Manager Architect MEP Engineer	
Building design and materials selection to promote acoustic comfort for occupiers and meet appropriate acoustic performance standards and testing requirements in terms of sound insulation, indoor ambient noise level and reverberation times. Refer to BREEAM HEA 05 Acoustic Performance and SKA D29 Acoustic Design for performance criteria.	1 ▸ 4	Project Manager Architect MEP Engineer Acoustic Consultant	
Undertake a feasibility study to identify opportunities to incorporate biophilic design measures that increase occupant connectivity to the natural environment.	1 ▸ 4	Project Manager Architect Specialist Consultant	
Identify opportunities to integrate 'active' design measures that support occupier physical activity and well-being e.g. proximity to easily accessible walking & cycling routes, centrally located staircases to get occupants to be more active.	1 ▸ 4	Project Manager Architect	
Conduct a Post Occupancy Evaluation (POE) to gain feedback from occupiers on the design and environmental conditions (including light, noise, temperature, air quality.	7	Capco Responsible Manager Project Manager	

✪ Denotes a minimum measure or requirement that is undertaken for all Capco projects and developments.

COMMUNITY & STAKEHOLDER ENGAGEMENT

Capco aims to make a positive impact to work to benefit the communities in which we operate. Our policy is to work closely with local authorities and other stakeholders and identify and respond to the needs of the local community when building new developments.

Covent Garden security commemorate Armistice Day

We recognise it is important to engage with local communities and regulatory bodies and other interested parties so that their views and opinions inform the plans for development. At the start of the project we establish a plan for regularly communicating project progress and updates to those in the surrounding area. During construction works and in partnership with appointed contractors, we support relevant training and education initiatives, including local employment, apprenticeship and training opportunities.

PROJECT CONSULTATION

Target	RIBA stage	Responsibility	Minimum Requirement
From the outset of the project consult with key stakeholders, share design information and obtain feedback. Utilise 3D virtual reality modelling where possible.	1 ▸ 4	Responsible Capco Manager, Project Manager, Architect	✪

COMMUNICATION

Target	RIBA stage	Responsibility	Minimum Requirement
For new build projects, prepare and implement a project Community & Local Stakeholder Engagement Plan.	1	Responsible Capco Manager, Project Manager	
Assess and evaluate social value outcomes for the development and operations using the national Social Value TOMs (Themes, Outcomes & Measures) Framework.	5 ▸ 6	Main Contractor	
For new build projects, the Main Contractor is to designate a Community Liaison Champion to manage engagement with the community and stakeholders.	5 ▸ 6	Responsible Capco Manager, Project Manager, Main Contractor, Community Liaison Champion	✪

ENGAGEMENT ACTIVITIES

Target	RIBA stage	Responsibility	Minimum Requirement
Main Contractor to engage with local schools on construction awareness programmes for projects with value of >£10m.	5	Responsible Capco Manager, Project Manager, Main Contractor	

FAIR PAY

Target	RIBA stage	Responsibility	Minimum Requirement
Best endeavours should be taken by Capco's appointed consultants, contractors and suppliers to apply the London Living Wage.	5	Responsible Capco Manager, Project Manager, Main Contractor	✪
Contractors, consultants and preferred suppliers appointed by Capco are required to confirm adherence to Capco corporate policies, including the Supply Chain Policy which sets out the ethical standard Capco requires to be upheld[1].	2 ▸ 6	All	✪

APPRENTICESHIPS

Target	RIBA stage	Responsibility	Minimum Requirement
Main Contractor to provide apprenticeship opportunities for people residing in the local area. An apprenticeship KPI to be set on projects with a value of >£10m.	5	Responsible Capco Manager, Project Manager, Main Contractor	✪

LOCAL EMPLOYMENT & TRAINING

Target	RIBA stage	Responsibility	Minimum Requirement
Local employment opportunities to be a priority for Main Contractor. A local employment KPI to be set on projects with a value of >£10m.	5	Responsible Capco Manager, Project Manager, Main Contractor	✪
Main Contractor to provide construction-based training opportunities for on-site employees for projects with a value of >£10m.	5	Responsible Capco Manager, Project Manager, Main Contractor	✪

✪ Denotes a minimum measure or requirement that is undertaken for all Capco projects and developments.

1. Should Capco believe that a Contractor, consultant or preferred supplier is not undertaking adequate action to prevent modern slavery or human trafficking, or is practising in breach of Capco's policies or legislation, then the relationship would be terminated if this were not corrected.

ANNEX A: PROJECT SUSTAINABILITY PERFORMANCE TRACKER

The Project Sustainability Performance Tracker (the "Tracker") is a tool to support project teams in embedding the sustainability measures set out in the Framework. The Tracker will assist in monitoring and reporting progress during the delivery of the project and capture where there are issues or opportunities to further enhance performance. At the start of the project the Tracker should be reviewed and amended according to the scope of the project, and the Framework and Tracker should form part of the project brief. It should then be updated regularly throughout the course of the project and circulated to the project team and Director of Sustainability & Technology.

Where any other sustainability measures or requirements are set for the project that are not included in the Framework, for example any additional requirements stated in planning conditions, then these can be added and included within the Tracker.

The Project Sustainability Performance Tracker will be included in the project brief documentation.

ANNEX B: SUSTAINABILITY REPORTING REQUIREMENTS

On commencement of activities on-site, the following information is to be collated and reported by Main Contractors in the project monthly progress reports. Data should be provided for the reporting month and project-to-date.

ENVIRONMENTAL PERFORMANCE

Energy & Carbon Management

- Total electricity (kWh) consumed.
- Total natural gas (kWh) consumed.
- Total of other fuels e.g. diesel consumed.
- Total Scope 1 and Scope 2 greenhouse gas emissions (tCO_2e).

Waste Management

- Total quantity of waste arising (tonnes).
- Total quantity (tonnes) and proportion (%) of waste diverted from landfill.
- Total construction waste (tonnes) per $100m^2$ of GIFA.
- Total quantity (tonnes) and proportion (%) of waste re-used on and off-site.
- Total quantity (tonnes) and proportion (%) of waste recovered off-site.
- Total quantity (tonnes) and proportion (%) of waste recycled on and off-site.

Water Efficiency

- Total water (m^3) consumed.
- Total water (m^3) collected and re-used on-site.

Ecological Protection & Enhancement

- Number of protected species on-site before works commenced.
- Number of protected species per hectare at end of project.
- Total number of species on site at the end of the project.

RESPONSIBLE DEVELOPMENT & PROCUREMENT

Sustainability Standards (Where appropriate)

- Target score for BREEAM, Home Quality Mark, SKA and/or WELL and current/awarded score.

Materials & Procurement

- Key building materials that have been responsibly sourced (quantity (tonnes) & proportion (%)).
- Key building materials with recycled content by weight (quantity (tonnes) & proportion (%)).
- Total timber purchased (tonnes) and proportion (%) of timber and timber-based products FSC or PEFC certified purchased.

Environmental Incidents

- Number of reportable environmental incidents on-site and details.

COMMUNITY & STAKEHOLDER ENGAGEMENT

Local Employment & Training

- Number and proportion of (%) on-site employees who are deemed local.
- Number of work experience placements.
- Number of educational visits to the site or to local schools.

Apprenticeships

- Number of apprentices on-site and total apprentices project-to-date.

ANNEX C: MATERIALS SPECIFICATION AND PROHIBITED MATERIALS REQUIREMENTS

Capco have mandatory requirements concerning the specification of materials and prohibit the use of certain materials.

Capco's policy is to avoid the use of materials that are believed to, or are proven to, pose a hazard, either by themselves or as a result of the manner of their installation, to the environment or the health of any person. In particular the Company will not specify substances that are not in accordance with the relevant British Standards or Codes of Practice existing at the time of specification.

Prohibited Materials

Each of the following is a Prohibited Material:

- Any material which is known to or is reasonably believed to pose a hazard (by itself or as a result of the manner of its installation) to the health of any person or to the environment;
- Any material which, although not in itself novel or unusual, is knowingly used in a manner or combination which is unproven;
- Any material which at the time of specification or use in the Project is generally accepted as being or is reasonably believed to be deleterious or capable of:
  - Becoming deleterious when used in a particular situation or in combination with any other material or materials; or
  - Becoming deleterious without a level of maintenance which is higher than that which would normally be expected in a building of comparable type; or
  - Being damaged by or causing damage to any structure in which it is incorporated or to which it is affixed;
- Tropical hardwood which is not obtained from a source accredited in the Good Wood Guide published by Friends of the Earth;
- Any other materials which are not in accordance with Statutory Requirements, British Standards, Codes of Practice, BRE Green Guide to Specification.

Combustible Materials

In accordance with The Building (Amendment) Regulations, SI 2018/1230 the use of combustible materials is prohibited in the building envelope, external walls of high-rise buildings over 18m above ground level and balconies. This applies to new buildings and refurbishment work where the building envelope, external wall and balconies, are in scope and the building contains one or more dwellings; contains an institution; or contains a room for residential purposes.

Materials which become part of an external wall, or specified attachment, are to meet European Classification A2-s1, do or A1, classified in accordance with the BS EN 13501-1:2007+A1:2009 entitled "Fire classification of construction products and building elements".

BS EN 13501-1 defines the classes A1 and A2 as follows:

- Class A1 Will not contribute in any stage of the fire, including the fully developed fire;
- Class A2 Will not significantly contribute to the fire load and fire growth in a fully developed fire.

Project managers are to review compliance with these requirements at each project meeting with the design team and contractor. (This is to be recorded in meeting minutes.)

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