



**SUSTAINABLE
CONSTRUCTION
GROUP**

**GUIDANCE
FOR
PROJECT SPONSORS
AND
PROJECT MANAGERS**

**GUIDANCE NOTE 1:
GENERAL ROLES AND
RESPONSIBILITIES**

February 2006

GUIDANCE NOTE 1: GENERAL ROLES AND RESPONSIBILITIES

The roles and responsibilities of Central Procurement Directorate (CPD), Government Construction Clients, Contracting Authorities, Centres of Procurement Expertise and Project Managers in relation to sustainable construction are detailed below. The term 'Project Manager' is defined as the person who leads, manages and co-ordinates the project team on a day-to-day basis. Various organisations may use other titles for this role, for example Lead Consultant.

1.1 CENTRAL PROCUREMENT DIRECTORATE

- Chairs the Sustainable Construction Group, which comprises members from the Construction Centres of Procurement Expertise and other Government Construction Clients (Contracting Authorities)
- Disseminates agreed policies in relation to sustainable construction
- Collects, collates and monitors data relating to sustainable construction such as the reuse and recycling of bulk materials
- Consults with the Procurement Practitioners' Group
- Reports to the Procurement Board.

1.2 CONTRACTING AUTHORITIES AND CENTRES OF PROCUREMENT EXPERTISE

- Investment Decision-Makers, Senior Responsible Owners and Project Sponsors are to give sustainability issues due consideration
- Ensure that all Project Managers, including Consultants, are aware of their roles and responsibilities
- Collect and collate data on sustainable construction. Forward returns by mid-February and mid-August to Central Procurement Directorate. (Details of the specific returns are shown in the relevant guides.)
- Implement environmental assessments, such as the Building Research Establishment Environmental Assessment Method (BREEAM), Civil Engineering Environmental Quality and Assessment Scheme (CEEQUAL) and National Health Service Environmental Assessment Tool (NEAT) especially for major contracts
- Ensure that standard specifications are regularly updated (in consultation with CPD as necessary) to take account of developments in sustainable construction
- Promote exemplar projects
- Provide a 'Co-ordinator' to liaise with Central Procurement Directorate regarding returns of data, implementation and dissemination of policy and procedures
- Provide representative(s) for the Sustainable Construction Group

- Report sustainability infractions by contractors to Constructionline.

1.3 PROJECT MANAGER

Detailed and specific guidance is provided in each of the guides but in general the following practices should be followed:

1.3.1 At Pre-contract Stage (including feasibility studies and procurement)

- Sustainable issues to be addressed at the earliest opportunity
- Take a lead in minimising waste by design. For example, do not design above the Client's requirements
- Use recycled materials where practical. (Waste and Resources Action Programme have many examples on their web-site showing where recycled materials have been used at less or no extra cost on construction projects.)
- Encourage minimisation of waste product during demolition and construction
- Encourage maximisation of the use of reclaimed materials that are generated during demolition and construction
- Address sustainability issues at pre-qualification stage
- In the tender documentation and assessments include and take account of sustainability issues.

1.3.2 At Construction Stage

- Ensure method statements are implemented
- Ensure that formal progress meetings have an agenda item regarding environmental issues
- Ensure that the appropriate environmental codes of practice are followed. For example, *Waste Management Duty of Care* and *Site Waste Management Plans*
- Report environmental infractions by the contractor or sub-contractors to the Environment and Heritage Service (EHS) and the Contracting Authority/COPE
- Provide report on material re-use and recycling to the Contracting Authority's co-ordinator.

1.4 IMPLEMENTATION

The requirements contained within this *Guidance Note* are to be implemented from 1st April 2006.