

Public Sector Pensions Authority (PSPA)
Climate Change Policy and Plans 2023-2025

The Climate Change Act 2021 places climate change duties on the PSPA as a public body of the Isle of Man Government. As a Statutory Authority of the Isle of Man Government we will adopt many of the policies and practices established by the Government which then inform our actions.

The climate change duties are a key part of the framework created by the Climate Change Act 2021 as they ensure that all Manx public bodies must work toward the common goal of reducing emissions, in a way that provides benefit for our Island.

The PSPA is a Category B Public Body and to comply with the reporting requirements of the Climate Change Act 2021, each year the PSPA will submit its climate change duties report detailing the climate change performance of the Authority for that year.

The PSPA recognises the importance of tackling climate change and we are committed to reducing our impact on the environment through effective sustainable management of our operations and where possible, our office.

About the PSPA

The PSPA is a Statutory Board of the Isle of Man Government responsible for the management and administration of public sector pensions for Government workers. The PSPA has a staff of 18 FTE's with one office at Floor 3, Prospect House, Prospect Hill Douglas.

The PSPA has no buildings, estates or vehicles in its management.

Its offices are provided and managed by the DOI Estates and Services.

PSPA Climate Change Champion is Catherine Devine.

The PSPA provides an internal pensions administration service for current and past employees of the public sector and the pensions of its members are paid by OHR, Payroll.

The PSPA recognises that it has a legal and ethical responsibility to protect and enhance the environment and will work towards more sustainable practices in its use, retention and disposal of materials, data, energy and transport.

Objective

Isle of Man Statutory climate goals:

1. net zero greenhouse gas (GHG) emissions by 2050
2. 35% emissions reduction by 2030

3. 45% emissions reduction by 2035

As a Category B body no baseline was set for 2022-23.

The emissions under Scope 1 and 2 will be reported by the DOI, as landlord of Prospect House.

Emissions Scope 1 and 2

Scope 1 Direct Emissions:

1. Fuel used in the vehicles owned by PSPA – no vehicles owned by the PSPA
2. GAS/Oil burned by the PSPA for office heating: Heating (natural gas) = 23,972.50 kWh*.

Baseline@ March 2023: 23,972.50 kWh

PSPA Controllable impacts comments 2022-23:

Scope 2- Indirect Emissions

Purchased Electricity used by the public body and Electricity = 12,655.50 kWhg*.

*Based on allocation of 50% of Prospect House (this has been determined by headcounts of the public bodies occupying the building. Reported DOI Landlord).

Baseline@ March 2023: 12,655.50 kWhg.

Office Energy: What the PSPA is collectively doing to reduce its electricity usage:

IT Equipment: Electricity usage can be directly related to staff numbers and to the number of PCs in operation. PSPA's usage is directly related to the 18 staff who all use PCs and when not in use, automatic shutdown systems are in place for IT equipment. Furthermore, approximately 100 days were saved from 2 employees working at home during 2022-23. All electrical equipment is turned off at night and nothing is left running.

Windows: effective use is made of natural light and the PSPA has requested privacy film for windows which will reduce glare and mean the team can work with blinds open and make use of natural rather than artificial light in the working environment.

Lights: Sensor-controlled lighting system is installed to provide energy efficiency savings in the toilet, landing and stairs.

LED Lighting: all lighting were upgraded to LED Lighting; these are more energy efficient and will bring further efficiency savings going forward.

Heating: DOI centrally control heating and air conditioning, the aim being to provide a more comfortable balanced temperature for staff and visitors to work in. The office has no modern design details or upgrading plans in place via the DOI to lower its emissions. The open plan environment and large expanse of windows present disadvantages during exceptionally cold weather where heating is required. It is important to the PSPA that it maintains a comfortable

temperature for staff to work in as we strive to control our CO2 emissions. However, we do acknowledge that the heating and air conditioning, as appropriate, need to be maintained at an “acceptable” level rather than over used and set to higher limits.

Scope 3 – Indirect Emissions – PSPA is not required to calculate and report emissions, but will be mindful about reducing them by considering its supply chains and waste & data management.

Outsourced Activities:

The PSPA uses a number of third parties to help it undertake its statutory and administrative duties. Most have challenging Climate Change goals all of which are reportable and published on respective websites:

PSPA Actuaries: Hymans Robertson. Based in UK with the majority of meetings take place via Teams and all data and information shared via secure portals. The firm has a goal to halve its core carbon footprint by 2025. Highlight achievement reported *..“travel less and travel smarter”. Projecting average business travel emissions reductions of 60% against its pre-pandemic figures”.*

PSPA Defined Contribution Arrangement Provider: Aviva. Based on the island, all documentation is shared electronically. Aviva has donated £38million to climate change activities part of which is the re-growth of ancient rain forest on the island.

Aviva ESG Funds: ESG considerations are also a fundamental part of Aviva’s core investment activities which will apply to the PSPA Defined Contribution arrangement and Aviva will actively disinvest from companies which are unwilling to discuss their future climate change plans. Aviva’s ESG policies allow savers to invest in climate-impact solutions, helping to improve engagement and return potential and to support progress towards global net climate change goals.

Other Energy Savings:

Waste Disposal

The PSPA aims to be a paperless office and holds and shares most data electronically.

The PSPA will aim to monitor Print levels and staff are discouraged from printing documents unnecessarily and encouraged to re-use any misprints as scrap paper.

All waste paper is destroyed and recycled.

In accordance with pan-government contracts with Doxbond and DOI and subject to delivery of waste bins, the PSPA aim to introduce new recycling stations including bins for crisp and sweet packets, used stationery and a food waste collection service. This all contributes to the reduction in waste being sent to landfill. The waste being sent to landfill has reduced by implementing a new waste strategy for separating waste so more is recycled.

Project Triskelion: this is the PSPA’s new replacement Pensions Administration System, and will promote member self-service, via a web based App. All pension scheme members will be encouraged to sign up to use the App, where they will be able to talk to the PSPA and receive all communications and documents. This will be mandatory for new joiners and the PSPA has a target to have 60% engagement in year 1 (2024-25) from current Scheme members. This new system will significantly reduce the PSPA’s use of paper communications and its stationary and postage and email/data storage costs.

The new system is cloud based and thus the PSPA data storage costs will be significantly reduced.

Stationary: Paper and envelopes are procured from environmentally friendly sources.

Commuting and Business travel:

The PSPA promotes the use of video conferencing and working from home (when appropriate) to reduce travel requirements on and off the island. Of the PSPA's 18 staff only 5 use vehicles to travel to work and are encouraged to consider alternative modes of transport (e.g. cycle to work) where available to travel into work.

Actions for 2023-24

Summary of PSPA Actions:

1. Order Re-cycling bins from DOI;
2. Climate Changes duties to be added as standing agenda to Management Meetings for ongoing consideration and actions;
3. Climate Change duties to be added as a standing agenda to Staff Briefings;
4. Implementation of Project Triskelion – to reduce paper and postage costs: Data destruction, 60% Member Engagement on App by end of 2024-25
5. Monitor and reduce reported emissions by 35% by 2030

Action Plan Reduce reported emissions by 35% by 2030

Action	How / Actions	Measure	Progress	Lead
Re-cycling waste	Dedicated recycling bins	Monitor and encourage staff to re-cycle and the bins will be filled. Less waste in kitchen bin	Bins still on order – no date for delivery from DoI.	Catherine Devine
Standing agenda to Management Meetings and staff briefings	Completed. CC team set up.	Included on each monthly meeting		Catherine Devine
Reduce paper uses	Start data destruction programme. Reduce postage, printing and paper costs	Reduce number of historic paper files held in storage 60% Member Engagement on MSS App by end of 2024-25. Using Abode signature to approve claims – reduce paper and printing costs.	Policy in place No resources assigned until mid 2024-5. On target to deliver MSS.	

Public Bodies - Climate Change Reporting

This form is your annual report, required under the Climate Change (Public Bodies' Reporting Requirements) Regulations 2022 (as amended by the Climate Change (Public Bodies' Reporting Requirements) Amendment Regulations 2023).

This report relates to compliance with the climate change duties set out in Section 21 of the Climate Change Act 2021.

The climate change duties are:

- (1) *A public body, in performing its duties, must act in the way that it considers best to contribute to –*
- (a) *the meeting of the net zero emissions target*
 - (b) *the meeting of any interim target;*
 - (c) *supporting the just transition principles and the climate justice principle;*
 - (d) *sustainable development, including the achievement of the United Nations sustainable development goals; and*
 - (e) *protecting and enhancing biodiversity, ecosystems and ecosystem services.*

Please complete this form and submit it to: publicbodiesclimate@gov.im along with any supporting documents.

Public bodies' climate change reporting does **not** feed into the national GHG inventory.
 It is intended to provide an overview of climate action within the public sector and ensure that the climate change duties are understood and being implemented.
 The report therefore focusses on a small number of high-level indicators.
 It is not a full-scale, detailed emissions report, which would need to be undertaken by a suitably experienced emissions auditor.

Guidance is included throughout and FAQs are included on a separate tab.
 However, if you have any queries about how to complete this form please email: publicbodiesclimate@gov.im.

>>>> In each section relevant to your public body ONLY complete the GREEN fields <<<<

Only complete the sections (tabs) relevant to your category of public body, as follows:

Category A	Category B	Category C
More than 150 fte stationed employees	Between 16 and 150 fte stationed employees	Inactive or 15 or fewer fte stationed employees
Introduction	Introduction	Introduction
Reporting Period	Reporting Period	Category C
Baseline (if baseline year different to reporting period)	Governance & Behaviour	
Governance & Behaviour	Missing & Estimated Data (if applicable)	
Missing & Estimated Data (if applicable)		

Q-11

PUBLIC BODY INFORMATION

Name of public body (choose from drop down)	Public Sector Pensions Authority
Contact phone number	01624 687023
Contact email address	kath.brondon@pspa.im
Number of fte stationed employees	18

CATEGORIES A & B ONLY

GOVERNANCE & BEHAVIOUR

In this tab enter the data for the period 1 April 2022 - 31 March 2023

Only fill in the GREEN fields

Q-G1

DECISION MAKING

Only category A and B public bodies should complete this question.

	Description	Name of supporting document (if applicable)
Please describe any processes or mechanisms by which the public body has included the climate change duties in its decision making processes. See guidance notes if you are not sure how to answer.	Climate Change	PSPA Actions Addressing Climate Change Duties 2023-25
	PSPA Addressing its Climate Change Duties	PSPA Actions Addressing Climate Change Duties 2023-25
	Standing Agenda item to Management and Staff meetings	PSPA Actions Addressing Climate Change Duties 2023-25

Q-G2

AWARENESS

Only category A and B public bodies should complete this question.

	Description	Name of supporting document (if applicable)
Please describe any ways in which the public body has raised staff awareness of the climate change duties. See guidance notes if you are not sure how to answer.	Appointed a PSPA Climate Champion	PSPA Actions Addressing Climate Change Duties 2023-25
	Information on PSPA Notice Boards	PSPA Actions Addressing Climate Change Duties 2023-25
	Promoting paperless office where possible	PSPA Actions Addressing Climate Change Duties 2023-25
	Reviewed Mangement Meetings	PSPA Actions Addressing Climate Change Duties 2023-25

Q-G3

EMISSIONS REDUCTION PLANS

Only category A and B public bodies should complete this question.

Has the public body prepared a climate change/emissions reduction plan? Please choose from the drop down list and enter the name of the document.	Status	Name of document (if applicable)
	Actions in other relevant documents (below)	

Q-G4

OTHER RELEVANT DOCUMENTS

Only category A and B public bodies should complete this question.

Has the public body prepared any other documents, in relation to the climate change duties, during the reporting period?	Yes - see below		
Please enter details of any plans, strategies or other similar documents relating to the climate change duties. Please refer to the guidance if you are not sure how to answer.	Name of document	Relevant climate change duty	Status
	PSPA Actions Addressing Climate Change Duties 2023-25		

Q-G5

CLIMATE ACTION

Only category A and B public bodies should complete this question.

Has the public body taken any action to reduce its emissions, or in relation to any other aspect of the climate change duties, during the reporting period?	Yes - see below/attached
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Please complete the table below with details of any actions taken.
If multiple actions are contained within a supporting document please feel free to refer directly to the document, rather than listing the actions individually.

Description of action/s	Relevant climate change duty	Status	Name of document
IT equipment has auto standby	Emissions reduction	Complete	PSPA Actions Addressing Climate Change Duties 2023-25
Some staff working at home	Emissions reduction	Complete	PSPA Actions Addressing Climate Change Duties 2023-25
Privacy film for windows	Emissions reduction	In progress/under development	PSPA Actions Addressing Climate Change Duties 2023-25
LED lights	Fair Change	Complete	PSPA Actions Addressing Climate Change Duties 2023-25
DOI centrally controlled heating and AC	Emissions reduction	Complete	PSPA Actions Addressing Climate Change Duties 2023-25
Paperless office	All	On-going	PSPA Actions Addressing Climate Change Duties 2023-25
Use of video conferencing to reduce travel	All	Complete	PSPA Actions Addressing Climate Change Duties 2023-25
New IT administration system - member self service. Using cloud storage and digital comms via an APP/Web, reduced paper and postage use and costs	Multiple (please specify in description)	In progress/under development	PSPA Buisness Case/PID

Q-G6

HIGHLIGHTS

Only category A and B public bodies should complete this question.

Are there any actions or initiatives taken by the public body over the reporting period, in relation to the climate change duties, that you would like to highlight?

If so, please describe the action, project or initiative:	Project Triskelion: New replacement Pensions Administration System, will promote member self service, via a web based App.
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To which aspect of the climate change duties does the action, project or initiative relate?	Indirect Emissions.
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Please briefly explain why you have chosen to highlight this action, project or initiative:	<p>All pension scheme members will be encouraged to sign up to use the APP, where they will be able to talk to PSPA and receive all communications and documents. This will be mandatory for new joiners and the PSPA has a target to have 60% engagement in year 1 (2024-25). This new system will significantly reduce the PSPA's use of paper communications and its stationary and postage and email/data storage costs.</p> <p>The new system is cloud based and thus the PSPA data storage costs will be significantly reduced.</p>
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