



Intellectual  
Property  
Office

# Forward plan for the biodiversity & resilience of ecosystems duty

December 2022





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# Introduction

## Who we are

We are the official government body responsible for granting Intellectual Property (IP) rights in the United Kingdom (UK). These rights include:

- Patents
- Designs
- Trade marks
- Copyright

We are an Executive Agency of the Department for Business, Energy & Industrial Strategy. As part of BEIS, we are responsible for the role of IP rights in supporting innovation. Our Corporate Plan supports the Environment (Wales) Act 2016 Part 1 by outlining our main activities and targets for 2022 onwards as we help the UK to become the most creative and innovative country in the world.

## Our Aim

To be the best government organisation in respect of our environmental management. For the Intellectual Property Office to be a great place to work with senior managers and staff focused and committed to considering and mitigating the impact of our activities on the natural environment.

## Our Ambition

At the Intellectual Property Office, we want to deliver intellectual property rights with minimal impact on the environment locally and globally. We are committed to providing our employees with a sense of ownership so that they can enjoy their working day knowing we are a responsible employer. We will do our best to protect the natural environment not because it is the right thing to do, but because we believe in our commitments to environmental protection. We want our external interested parties and local communities to be able to benefit from our environmental contributions.

The coronavirus pandemic has seen a huge shift in operational change with hybrid working being introduced. Working from home became the most common way of working remotely which will impact on specific targets. Now that restrictions have lifted, we are reviewing our Hybrid working model and working patterns to consider any negative or positive environmental impact our hybrid model may have had. Our new model includes resilience measures for business continuity, collaborative working with other government departments and supply chains. We recognise that our model needs to be flexible and proportionate to staff and business potentials. We will be empowered and flexible with a range of options for when and where we work, and how we use space and technology, to help us work effectively, sustainably, efficiently and deliver for our customers.

The IPO Transformation Programme is the most complex and ambitious programme we've ever undertaken as an organisation. Our Transformation is integral to achieving our ambition to be the best IPO and to achieving our strategic objectives - making the IPO a brilliant place to work, delivering excellent IP services and creating a world-leading IP

# Biodiversity

**“ Biodiversity is a key element of IPO culture, providing a better living environment with benefits to health and wellbeing, and for many people it is simply something to enjoy. ”**

environment which underpins our ambition to be global leaders in tackling climate change and reach our net zero UK carbon emissions goals.

## **IPO Waste Hierarchy**

We are an adaptive organisation with an ever-changing working environment. Becoming adaptive impacts on how we work, deliver and how we meet the needs and expectations of our Interested Parties (Stakeholders). Improving the physical environment also brings efficiency savings and sustainable benefits.

## **Biodiversity**

Biodiversity boosts ecosystem productivity where each species, no matter how small, all have an important role to play. Biodiversity is the variety of life on earth, both flora and fauna. These species contribute to the natural cycles that help make earth habitable to humans and contribute to our way of life in many ways, from providing us with food and pharmaceuticals to helping reduce the impact of natural disasters such as floods.

Biodiversity is a key element of IPO culture, providing a better living environment with benefits to health and wellbeing, and for many people it is simply something to enjoy.

The Intellectual Property Office is committed to using opportunities to enhance biodiversity. Via our CSR commitments we support staff in achieving a sense of responsibility and ownership towards the community and environment (both ecological and social) in which we operate. We express this through:

- Implementing a Sustainability Strategy which outlines our plans for achieving Net Zero, carbon reduction and delivering on our Greening Government commitments
- Implementing waste reduction processes
- Contributing to educational and social programs
- Earning adequate returns on the employed resources
- Maintaining and enhancing the Flora/fauna on site

The Office is a responsible member of the community. Our neighbours and their premises, land and rights must always be treated with the respect and courtesy that we expect from them.

We continue to encourage staff to take responsibility in the community and take part in local initiatives. We contribute by creating opportunities and giving staff up to 6 days a year special leave to carry out these initiatives. We try to create opportunities for staff to be involved in events that will enhance their development by placing them in projects outside their usual field. As well as personal development it also offers great team building opportunities.

We have links with local businesses and voluntary networks and work in partnership with several organisation's, schools and further education establishments. Some of the organisation's that we deal with on a regular basis include Business in the Community and Career Wales.

**Section 6  
Biodiversity  
and Ecosystem  
Resilience duty of  
the Environment  
(Wales) Act 2016**



The Environment (Wales) Act was introduced in March 2016, which is a statutory duty that we must comply with. Part 1 of the Act sets out Wales' approach to planning and managing natural resources at a national, regional and local level.

Section 6 of Part 1 places a duty on the Intellectual Property Office to:

- Reduce, re-use and recycle materials
- Look for opportunities to help encourage biodiversity
- Act to support pollinators and become a Bee Friendly Organisation by maintaining and enhancing biodiversity
- Promote the resilience of ecosystems
- Provide support, involvement and/or funding for local and community-based biodiversity action



# **Context of Biodiversity for the Intellectual Property Office**

As a UK Public Organisation, we must seek to promote resilience of ecosystems. S6 duty aims to ensure that the consideration of biodiversity becomes an integral part of the decisions and actions that the Intellectual Property Office takes in relation to sustainable management.

The Intellectual Property Office is categorised a Category 2 organisation under Part 1 Section 6 of the Environment (Wales) Act 2016. Category 2 means the following Nature Recovery Action Plan for Wales (NRAP) objectives are relevant:

### **NRAP Objective 1**

Engage and support participation and understanding to embed biodiversity throughout decision making at all levels.

### **NRAP Objective 2**

Safeguard species and habitats of principal importance and improve their management.

### **NRAP Objective 3**

Increase the resilience of our natural environment by restoring degraded habitats and habitat creation.

### **NRAP Objective 4**

Tackle key pressures on species and habitats.

### **NRAP Objective 5**

Improve our evidence, understanding and monitoring.

### **NRAP Objective 6**

Put in place a framework of governance and support for delivery.

## **To achieve NRAP Objectives 1 to 6, we will ensure the following:**

### **Task 1 - Relevant NRAP Objective 1 & 6**

#### **Embed a framework of governance and support to ensure biodiversity is addressed throughout decision making at all levels**

Continual improvement: Top management are involved in the day-to-day operation of our environmental management activities. Clear leadership is demonstrated in the form of identification of business risk and opportunities in the sectors that the company operates with clear involvement in setting objectives and continual improvement projects.

### **Task 2 - Relevant NRAP Objective 1**

#### **Provide environmental education to raise awareness and encourage action**

Staff inductions on all aspects of sustainability will continue to be given to all new entrants and contractors employed by the Intellectual Property Office. Our “Green Team” will continue to raise awareness via digital and face to face initiatives.

### **Task 3 - Relevant NRAP Objective 2 & 3**

#### **Promote ecosystem resilience through management of land**

CSR: We will continue to work with external organisations to improve the local environment. We will continue to leave areas of land within the estate untouched to safeguard species and encourage natural habitat.

We:

- Installed bat boxes on several trees onsite.
- commission tree surveys via a qualified arboriculturist.
- undertake weekly ground inspections, the site inspections will ensure that all areas of our site are free from any waste type that could be a potential risk to the environment by checking all plants, hedges for damage and replace if needed. Remove any litter found on site.
- Reporting any damage due to vandalism or other to the Senior Facilities Manager and reporting any spillages to the M & E contractors who are responsible for the spill kits.
- Do not use herbicides or pesticides

## **Task 4 - Relevant NRAP Objective 4**

### **Tackle key pressures on species and habitats**

We will review our Register of Environmental Aspects, Impacts and Lifecycle Perspective, ensuring sound and proven control measures are in place regarding ecological impact.

Our Environmental Management System ensures that measures are implemented to control our activities and services; manage our risk and opportunities as well as collaborative working with key stakeholders via CSR and the Green Team.

We will monitor and measure all waste removed from site and store all waste in compliance with section 34 of the Environmental Protection Act 1990 to ensure no contamination of land/danger to habitat or species.

## **Task 5 - Relevant NRAP Objective 5**

### **Monitor the effectiveness of the plan and review**

We will continue to monitor and measure all activities undertaken and take appropriate measures via our action plan to encourage increased biodiversity onsite and within the local community.

**Environmental  
Management System  
and the Section 6  
Biodiversity Duty  
(Wales) – IPO actions  
and intended outcomes  
2022/25**

	Action	Due Date	Intended outcome, progress, results and lessons learnt
1	Continue to reduce paper usage	Ongoing	Reduce amount of paper staff use in MFD printers and support World Paper Free Day initiatives on the 6 <sup>th</sup> of November each year.
2	Transformation, we want to be adaptable and fully flexible so that we're always able to move with the times and react to what our customers want	Ongoing	To deliver excellent sustainable IP services we see it as vital that we provide services that are truly digital, end to end and support an approach. This transformation of our digital services is our key priority both in customer care and environmental benefits.
3	To take forward recommendations outlined in the Net Zero feasibility study to deliver a forward plan of proposed actions and targets	Ongoing (possible 3-year project)	To reduce our greenhouse gas emissions in line with government targets and achieve net zero. To establish our approach to achieving Net Zero, to better understand risk and to target areas that need greater resilience. To assess options for carbon offsetting in the context of achieving net zero.  The pathway to net-zero is focused on the recommended date of 2025/26 for operational (scope 1 & 2) emissions, followed by a value chain target (scope 3) of 2040/41.
4	To drive sustainability through our supply chains	Ongoing	We will have an improved understanding of the environmental impact of our existing contracts and supply chains.  A clear sustainable procurement policy will be in place.  We will continue to buy sustainable and efficient products and services to achieve the best value for money in the longer term.
5	To have clear communication, of our ambition, and increase engagement with staff in a way that is accessible and inclusive to all.	Ongoing	All IPO people will have been provided with an environmental education and will be aware of our environmental progress and achievements.  The IPO Green Team Volunteers - works with the Sustainability Team to help us improve awareness of all environmental matters; including an online forum whereby all staff can make suggestions and offer feedback.  ISO 14001 Internal Auditors - carry out specific audits, to determine whether our EMS has been properly implemented at all levels within the organisation and feed back results to the Green Team.



	<b>Action</b>	<b>Due Date</b>	<b>Intended outcome, progress, results and lessons learnt</b>
<b>6</b>	Sustainable commuting	Annually	Encourage staff to commute sustainably. To help reduce Carbon emissions, installation of new secure cycle store with essential bike pumps and tools aligned to our Bicycle salary sacrifice scheme.
<b>7</b>	Work with ONS & our appointed catering suppliers to remove single use plastics from the Newport site	Ongoing	To reduce plastic pollution by removing all avoidable single use plastics.
<b>8</b>	Act to support pollinators and become a bee friendly organisation.	Ongoing	Due to COVID 19 we were unable to have beehives on site due to a variety of restrictions, we are therefore working with a local organisation being "Natures Little Helpers" who raise over 100 colonies of bees each year, headed by young Buckfast Queens, bred on site. We will sponsor beehives continuing our approach with a circular economy approach to honey & candle production. We will achieve this by giving staff beekeeper training and volunteer time to manage the hives.
<b>9</b>	Encourage biodiversity by planting native species, wildflower areas for pollinators, leaving areas of unmown grass; manage trees on the estate.	Ongoing	To enhance our existing wildflower verges and create new, where practicable on the Duffryn Estate.  Along the A48 fence line allow the grass and brambles to grow naturally, any removal of branches as a result of tree surgery will be left on the ground to decay naturally and provide habitat for a variety of bugs.
<b>10</b>	To allow staff up to 6 days a year special leave for volunteering activities to support the community.	Ongoing	The Intellectual Property Office is committed to using opportunities to enhance biodiversity.  Via our CSR commitments we support staff in achieving a sense of responsibility and ownership towards the community and environment (both ecological and social) in which we operate.



**Intellectual  
Property Office  
ISO14001:2015  
System**

We are certified ISO14001:2015 for our Environmental Management System (EMS).

Our EMS has been developed to control the significant environmental aspects of operations of the Intellectual Property Office at its Newport, South Wales office (Concept House) and Cwmfelinfach archive facility, Nine Mile Point (NMP). We recognise what we do can have a positive and negative impact on the local and global environment.

Our environmental policy addresses the impacts that we can control or influence in order to protect the environment.

The EMS enables us to:

- identify and control our environmental aspects & impacts
- monitor and measure our environmental performance
- ensure legal compliance

As part of the EMS, we set annual objectives which states our objectives and intended outcomes.

Objectives: To reduce emissions from gas and electricity and business travel; to reduce waste, paper and water consumption; sustaining ecosystems.

IPO Corporate Target: To act on recommendations in the Net Zero Survey for Concept House by 2023.

# **Intellectual Property Office Roles & Responsibilities**

### **Director of PPS**

Ultimate responsibility for Intellectual Property Office compliance with environmental legislation and EMS procedures. Chair of EMS Management Review meetings.

Responsible for performance towards Intellectual Property Office environmental objectives and targets. Makes decision whether to communicate publicly significant environmental aspects. Provides the link with IPO CEO and IPO Board Members.

### **Head of Office Services**

Responsible for day-to-day compliance with the EMS and environmental management within the Intellectual Property Office. Oversight and approval of the same.

### **Senior Facilities Manager**

Approval of operational control procedures relating to facilities management and emergency control procedures. Dissemination of all appropriate EMS procedures and training in EMS requirements and responsibilities to all staff under their remit. Monitoring and control to ensure compliance with the EMS. Instigation of non-conformance procedures where appropriate.

Compliance with COSHH and supervision of contractors, ensuring conformance to EMS requirements and environmental performance. Ensuring that all works/projects are undertaken with minimum noise, dust and odour.

### **Sustainability Manager**

Responsible for objectives, targets and programmes and reporting thereof to top management, including recommendations for improvement. Reporting targets to government. Responsible for the collection and monitoring of travel data and reporting on results in accordance with Government targets.

### **Environmental Manager**

Responsible for ensuring Environmental Management System is implemented and maintained within the Intellectual Property Office by controlling ISO1401:2015 external audits. Responsible owner of all control documents and spreadsheets relating to certificate renewal. Makes recommendations for improvement of the environmental management system and initiates projects for their implementation.

- Development of environmental policies.
- Responsible for the appropriate disposal of all wastes and management of all waste documentation.
- Responsible for legislative compliance.
- Responsible for ISO14001:2015 certificate renewal
- Chair of Environmental meetings.

### **Health & Safety Manager**

Responsible for implementing H&S management systems ensuring risk assessments are undertaken and control resources are put in place to reduce risks as far as is reasonably practicable. Compliance with COSHH.

### **Creative & Print Manager**

Responsibility for ensuring that all print work is carried out as sustainably as possible.

### **Head of IT Operations**

Responsible for the recycling of WEEE in accordance with regulations and for specifying environmental requirements in IT equipment.

### **Procurement Manager**

Responsible for managing the procurement process by advising on the most appropriate procurement strategy, and the development of invitation to tender documentation with end-users and contract managers resulting in the award of contracts that will achieve value for money and facilitate the achievement of the EMS objectives.

### **Sustainability Officer**

Administrative support for EMS related activities.

### **FM Services Manager**

Responsible for the management and retention of waste transfer notes ensuring legal compliance; collation of waste statistics.

### **Sustainability Champion**

A senior manager who champions the sustainability cause within IPO. Attends management review meetings.

Concept House  
Cardiff Road  
Newport  
NP10 8QQ

**Tel:** 0300 300 2000

**Email:** [information@ipo.gov.uk](mailto:information@ipo.gov.uk)

**Web:** [www.gov.uk/ipo](http://www.gov.uk/ipo)

**Facebook:** Intellectual Property Office UK

**Twitter:** @The\_IPO

**YouTube:** Intellectual Property Office UK

**LinkedIn:** Intellectual Property Office UK

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