



European Union

European Social Fund

SUSTAINABLE DEVELOPMENT IMPLEMENTATION PLAN



Summary of Implementation Plan

The purpose of the Implementation Plan is to define the actions and steps that will be taken to implement and demonstrate commitment to the Sustainable Development Policy.

The Plan is a working document which is subject to review, amendments and improvements. It sets out the research carried out to establish a baseline and will inform targets to work towards.

Date of creation:	February 2010
Date of last update: Next Update due:	September 2017 September 2019
Policy originator/Contact:	Property Risk Manager/Head of Accommodation Development
Line Management Responsibility:	Director of Finance & Corporate Operations/Head of Accommodation/Curriculum Managers and Project Mangers
Approved by:	Executive Leadership Group 5 September 2017

	Objective	Plan	Metrics to measure performance	Baseline
Energy and carbon management	Agree energy saving and carbon reduction initiatives	Energy efficiency awareness campaign to switch off all electrical equipment and install energy efficient lighting	Metered energy use	Reduce carbon emissions by 30% per year
Low carbon travel, travel and access	Promote and encourage a low carbon model of service delivery	Review recurring business mileage expenditure by identifying where meetings can be conducted via teleconference. Promote usage of public transport, car sharing and Cycle to Work Scheme	Business mileage expense data. Staff travel surveys	Reduce number of meetings 20% and replace with teleconference. Reduce business mileage expenses by 20%
Procurement	Reduce waste, agree target areas of high usage	Review expenditure on items such as toner, cartridges and paper. Encourage electronic filing of documents where possible, to reduce the amount of printing and paper used.	Consumables expenses data and tracking number of prints per department	Reduce the number of toners, cartridges and paper used by 20%
Water	Ensure the efficient use of water	Promote and encourage efficient use of water e.g. boiling kettle for the required amount,	Metered water use	Reduce metered water usage 20%

		turn off taps properly, report and repair any leaks promptly		
Waste	Reduce the amount of waste generated and ensure appropriate disposal in accordance with regulatory requirements	Raise awareness of waste disposal measures and recycling. Ensure the correct facilities are in place to allow for recycling e.g. bins with clear instructions on what can be put in them (recycling, food and garden waste, refuse). Use a registered waste collector (local council)	Accommodation to carry out checks of bin contents and report. Obtain report from waste collector	Reduce amount of waste generated by 20% and increase recycling by 30%
Organisational and Workforce Development	Support staff by promoting increased awareness, supporting behavioural change, low carbon travel and the use of ICT - staff are aware of the benefits of sustainable development and have the skills and competence to implement.	Include sustainable development as part of staff and learner induction. Online training when updates are due. Update policy in accordance with new developments and regulatory requirements.	Tracker of staff that have received training.	70% of staff to be trained on Sustainable Development.
Design of built environment.	Construction and staff and learner environment is designed to encourage low carbon usage.	Any new building developments or improvements will be carried out in accordance with BREEAM (Building Research Establishment Environmental Assessment Method).	Independent licensed assessors carry out an assessment of a scheme and each of the criteria is scored.	70% of new developments to be BREEAM approved.

Local community and labour market	Address skills gaps and local labour market information promoting projects that can lend themselves to supporting the local community and local employers.	Raising awareness of relevant projects and the services that they provide to benefit local people and the community - Publicity and marketing materials, information and taster days.	Success rates of projects.	Meeting project milestones. Good news stories, case studies and project evaluation.
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September 2017