**Sustainable Development**

**Key Areas for Action / Action Plan 2020-21**

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| **What** | **Who** | **How** | **Note** |
| **For the curriculum** |
| Promote a more equal, inclusive society by designing and promoting curriculum that engages adults with low prior attainment specific focus on priority groups that are currently under-represented in learning with a view to progressing them to positive outcomes including employment:* Long term unemployed
* Adults with health conditions including mental health issues
* Adults with a disability including learning disabilities
* Adults with low prior attainment
* Adults with low level Functional Skills
 | S&E teamCommissioned partners | * Embedding Equality and Diversity throughout service delivery – see policy.
* Targeted commissioning of learning provision.
* Data analysis of learning provision to ensure no disparity in positive outcomes across all groups of learners
* Work Zone operating model including data analysis of engagement and job outcomes.
 | ILR Data, PMFWork Zone monthly monitoring spreadsheet |
| Promote sustainable development within all curriculum areas, including amongst partner organisations:* Mindful use of learning resources including technology to minimise waste
* Green issues as discussion topics within provision.
 | S&E teamCommissioned partners | * Switch to Agile working
* Promotion of this policy across providers
* Observation of practice
* Termly newsletter to partners
 |  |
| Develop skills provision aligned to the emerging Green Economy to provide access to employment opportunities at entry level and above. | S&E team Commissioned partners | * Awareness of Green Economy skills requirements
* Procurement of appropriate curriculum to develop the required skills
* Identification of skills pathways to ‘green’ jobs.
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| **Within Skills & Employment team offices, project delivery and learning centres** |
| Identify a ‘Green Champion’ for the service | S&E Manager is Green Champion for the Service | Green Champion to co-ordinate delivery of routine actions and promotion. | In place |
| Move to Agile Working arrangements | S&E staff | Greater home working and use of technology for communications.  | In place |
| Build Sustainable Development Goals into our Operating Plan to align activity.  | S&E Champion |  | In placeNo measures of impact currently in place. |
| Support the Council’s Climate Emergency work programme | S&E staff | * Awareness and aligning of activity
 | To be developed. |
| Provide employees with the capabilities, knowledge and resources necessary to instil personal ownership and motivation to achieve environmental awareness as second nature through promotion of this policy | Champion QCP teamCommissioned partners | * Promotion of this policy across providers
* Observation of practice
* Termly newsletter to partners
 | In place but further awareness raising required. |
| Work with partners to disseminate sustainable practices across the borough | Champion and SO Contracting & Performance  | **As above*** Inclusion of Sustainable Development clause in Adult Education contract
 | Not yet in place. |
| Encourage local spend and maximise our positive impact on our local community | Purchase order generators and approvers | Order best sustainable options within CW&C preferred suppliers list.Choice of sub-contracted providers focused on borough. | In place |
| Endeavour to source suppliers who adopt similar environmental practices | C&P teamCW&C procurement system The Chest  | As above. |  |
| **Energy** |
| Ensure all PCs are completely switched off each evening | S&E staff | Monitored by S&E site staff. |  |
| Ensure that all lighting, heating and hot water systems are utilised efficiently and effectively | CW&C building teamsS & E staff | Automatic lighting installed in offices; movement sensor taps installed when refurbishment completed |  |
| Utilise the energy saving features of office equipment  | S&E staff | Monitored by S&E site staff. |  |
| Ensure that doors and windows are not left open unnecessarily | S&E staffCW&C building teams | Monitored by S&E site staff. |  |
| utilise non-fossil fuel sources ie renewable energy, where possible | S&E staffCW&C building teams | S&E team to reduce mileage through mindful travel and use of technology to reduce the need for travel. |  |
| **Water** |
| Ensure water is not wasted unnecessarily, such as taps left running  | CW&C building teamsS&E staff | Movement sensor taps installed, dual flush toiletsStaff to report issues/improvements |  |
| Utilise water saving devices where possible, such as cistern capacity reducers in toilets | CW&C building teamsS&E staff | ­­­­­Movement sensor taps installed, dual flush toiletsStaff to report issues/improvements |  |
| Utilise mains water coolers to replace bottled water  | S&E management team | Only to approve purchase of bottled water when no other option available in that venue and no use of single use plastic cups | Venue check to be conducted. |
| **Waste** |
| Minimise resultant waste material production impacts by separating waste streams and reusing or recycling materials wherever possible  | S&E staffCW&C building teams (QWEST) | Building teams provide various recycle bins and staff to use correctly.  | In place and operational |
| Reduce paper consumption by keeping printing and copying to a minimum and utilising the black to back printing facility as the default setting. | S&E staff | Back to back printing, mono printing is CW&C IT set up default for all staff. | In place and operationalStaff working mainly from home |
| Ensure that waste that cannot be reduced or recycled will be disposed of using the best possible environmental solution | CW&C building teams (QWEST) & staff | Building teams provide various recycle options and staff to use correctly.  | In place and operational |
| **Resources** |
| Use products and processes that assist in reducing the environmental life cycle impacts of activities, and those of clients, partner organisations and suppliers | ICP team via low level procurementCW&C Procurement | In relevant procurements we ask social value questions, ie what we will get over and above what's required in the contract.Sustainability - contingency plans / financial checking / Credit Rating monitoring reports / previous experience / references | To be further developed within the contracting process |
| Utilise products, services and materials which demonstrate the least environmental impacts i.e. recycled paper for printers and copiers | CW&C Building Teams (QWEST) | Recycled paper in use in all photocopiers. Focus on minimising printing. |  |
| Buy Fair Trade products for office consumption and learner events wherever possible | S&E staff  | Fair trade coffee and tea purchased for use in centres. Milk purchased in large recyclable containers.Local providers used for event food/drink |  |
| **Transport** |
| Reduce the environmental impacts of fuel used by vehicles on Skills and Employment team business by encouraging the use of pool cars, public transport, car sharing or other, more environmentally friendly, forms of transport  | CW&C management team | Business mileage monitored for usage and reduction.CW&C Cycle Plus and cycle to work schemes via working rewards  | To be implemented through SE management team meetings. |
| Encourage the use of communication technology rather than face to face meeting wherever possible to reduce mileage | S&E management team | Ensure teams car share or use online meeting options where possible.Interviews for team positions to take place via MS Teams | In place via MS Teams |
| **For capital build and refurbishment of existing buildings for project delivery and learning** |
| Promote and deliver good sustainable practice in all new and refurbishment activities | CW&C / QWEST building management teams / Procurement | Skills & Employment team members ensure request to central teams combine sustainability where possible |  |
| Ensure that all procurement practices reflect social and environment as well as economic costs |
| Ensure that environmental conservation is a managed process within all building projects |
| Reduce the impact of travel on the environment | CW&C managers and staff | Ensure teams car share or use online meeting options where possible and mileage to be monitored and reduced where possible. | In place |
| Comply with all relevant environmental legislation | QWEST building teams |  |  |
| Contribute to economic, environmental and social sustainability in the short and long term | S&E staff | Greater awareness and focus on sustainability issues throughout all working practice.CW&C are implementing an Agile Working Strategy to enable best use of resources and staff locations | Ongoing promotion and awareness raising.Mandatory – training for all staff |