

Sustainable Development Implementation Plan

The Sustainable Development Implementation Plan defines the actions and steps we will take to implement our commitment to sustainable development

The plan is an ongoing plan open to review, amendments and improvements. As part of the implementation of sustainability we will conduct a baseline assessment of our environmental impact which will inform the targets we will work towards, e.g., % absolute carbon reduction and % increase in waste being recycled. These targets will enable us to monitor and report on our progress against these milestones.

The Project Manager will have day-to-day responsibility for ensuring progress against the baseline targets. They will liaise with the Facilities Manager who is also the designated Health and Safety representative, the Finance department and the Quality and Workforce Development department to implement the actions in the plan.

The Sustainable Development Implementation Plan will be reviewed annually by the Senior Management Team.

	Objective	Plan	Timeframe/Delivered By	Metrics to measure performance	Baseline (% TBC following research)
Energy and carbon management	Agree energy saving and carbon reduction targets at office base of project staff	Run a staff energy awareness campaign; Implement software to turn office computers off overnight; Install energy efficient lighting		Metered energy use	Reduce absolute carbon emissions by TBC% a year
Low carbon travel, transport and access	Provide a low carbon model of service delivery	Review recurring business mileage expenditure to identify meetings that could be conducted by teleconference; Project Manager to promote the travel plan to staff which promotes public transport, car sharing and Cycle to Work scheme		Business mileage expense data from finance department; Staff travel surveys	Teleconferencing to replace a TBC% of business miles a year
Procurement	Reduce waste, agree target reductions for procurement	Review high expenditure on items such as toner cartridges, paper and other waste producing items to identify action; use local suppliers and businesses; require suppliers to have their own commitment to sustainable development			
Water	Ensure the efficient use of water at project staff office base by	Set stretching targets around operational response time for		Local water company may be able to provide carbon data and	Reduce metered water usage by TBC% a year

	measuring and monitoring its use	repairing leaks; Install water efficient technology		identify leaks	
Waste	Monitor, report and set targets on management of waste, including reduction and appropriate disposal of waste, ICT, paper and plastics	Conduct an audit of the segregation of waste streams, i.e., are the plastics, general waste, and paper recycling facilities being used correctly at the office base of project staff Are recycling bins suitable and do they provide clear guidance on what can be recycled		Audit findings Collection receipts of waste management companies	Increase the TBC% of organisational waste being recycled a year
Design of built environment	Ensure the project staff office environment is designed to encourage low carbon usage	Carry out risk assessment of head office; Update Risk Register			
Organisational and workforce development	Project Manager to support staff by promoting increased awareness, supporting behavioural change, encouraging home working, low carbon travel and the use of ICT (e.g. all staff are aware of the benefits of acting sustainably and have the skills and competencies	Include a section on sustainability in staff induction; Include sustainability as a duty in all JDs; Promote the development of leadership competencies to deliver carbon reduction and improved CSR performance; Review workforce policies to ensure they promote sustainable behaviour		% of staff who have received training on sustainability	

	to implement sustainability initiatives)				
Governance	Ensure governance processes are in place to ensure sustainability is embedded in the project (e.g. sustainability is considered in every decision made by Project Manager)	Project Manager to ensure clear SD targets and actions needed; Regular monitoring with actions showing progress; Service delivery decisions consider SD impact, e.g. using Financial decisions consider whole lifecycle costing			