

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., carbon reduction and increase in waste being recycled. These targets will enable us to monitor and report on our progress against these milestones.

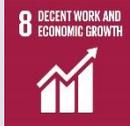
Project Managers will have day-to-day responsibility for ensuring progress against the baseline targets. They will liaise with the Facilities Manager who is also the designated Health and Safety representative, the Finance department and the Quality and Workforce Development department to implement the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

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

	Objective	Plan	Measuring performance
Energy and carbon management	Energy saving and carbon reduction 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
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 Managers to promote the travel plan to staff which promotes public transport and car sharing.	Business mileage expense data from finance department; Staff travel surveys
Procurement	Reduce waste.	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.	Ongoing throughout project
Waste	Monitor and report 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

<p>Organisational and workforce development</p>	<p>Project Managers to support staff by promoting increased awareness, supporting behavioural change, encouraging 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 to implement sustainability initiatives)</p>	<p>Include a section on sustainability in staff Induction. Review workforce policies to ensure they promote sustainable behaviour</p>	<p>% of staff who have received training on sustainability</p>
<p>Governance</p>	<p>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)</p>	<p>Project Managers to ensure SD actions are undertaken. Regular monitoring of actions showing progress Service delivery decisions consider SD impact, e.g. using Financial decisions consider whole lifecycle costing</p>	<p>Ongoing throughout project</p>
<p><u>Sustainable Development Plan- Social Aspect</u></p>	<p>Objective</p>	<p>Plan</p>	<p>Measuring performance</p>
<p>Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</p> 	<p>Operational Managers to review on a monthly basis whether project is achieving set CFO targets relating to:</p> <ol style="list-style-type: none"> 1. gaining short courses 2. vocational/educational training gaining a qualification 	<p>Deliver services outlined in CFO contract</p>	<p>Attend monthly performance meetings to assess whether areas are meeting their targets and record action if any are under performing.</p>

**sustainable economic growth,
full and productive
employment and decent work
for all**



Operational Performance managers to review on a monthly basis whether the project is achieving set CFO targets relating to 'secured employment'

Deliver services outlined in CFO contract

Attend monthly performance meetings to assess whether areas are meeting their targets and record action if any are under performing