

Achieve North West Connect: CFO3 Sustainability Policy

SCOPE

- To demonstrate a commitment to SD whilst delivering an ESF programme
- This policy confirms the way in which ANWC will carry out its responsibilities for reducing the negative environmental impact of delivering on the environment.

REVIEW

Author	Review Date	Approval Date	Version Control
Dave Christian	18.11.18	18.11.17	V1
Dave Christian	17.12.19	17.12.19	V2

STATEMENT OF POLICY

- ANWC is committed to reduce the negative impact of its business on the environment and play its part in preventing pollution. Career Connect will comply with relevant environmental legislation and best practice guidelines and set objectives & targets to drive continuous improvement.
- ANWC will measure and control elements of SD within ANWC HQ building . All other ANWC staff members are co-located in other locations (including custody and community sites), therefore they have no control over lowering energy costs, water etc. We will however ensure all ANWC

staff are aware of SD and the importance to ANWC as an organisation. ANWC staff will evidence a commitment to adhere to SD principles (low carbon travel etc.) where possible.

- ANWC will report their progress against the implementation plan on a six monthly basis to ensure all aspects receive full coverage and remain high on ANWC's agenda.

SUB-CONTRACTORS

When ANWC uses subcontractors we will check to ensure they have a SD policy and implementation plan and that their environmental and sustainability practices comply with all SD principles.

RESPONSIBILITY

The Project Manager will ensure this policy is carried out across the project

The ICT Manager is responsible for developing and monitoring the implementation of aspects of this policy which relate to computers and other technical equipment.

The Assistant Director of Finance is responsible for overseeing environmental issues relating to premises, waste reduction, car usage and procurement.

The Human Resources Manager will support the promotion of environmental awareness amongst staff and manage initiatives relating to reducing car usage as part of the staff welfare & benefits policy.

The Marketing & Communication Manager is responsible for monitoring environmental performance, reviewing & communicating the policy and related documents & promoting environmental awareness.

Designated members of the IT Team are responsible for supporting the monitoring & reporting of environmental performance and adherence to contractual requirements such as the safe disposal of electrical and electronic equipment.

All staff have a responsibility for environmental protection when carrying out their duties, in association with service users and partners

ANWC Sustainable Development Implementation Plan 2020

Sustainable Development aspect & objective	Plan	Purpose of monitoring process	Responsibility	Measuring performance
Energy and carbon management: Energy saving and carbon reduction at office base of project staff	Run an staff awareness campaign	Staff bulletins produced throughout the year. Monthly team meetings draw attention to environmental issues in order to retain focus on sustainability	Local managers and Career Connect SD lead	Monthly meeting minutes available Presentation slides from induction meeting with all new staff SD is included in Job descriptions and part of appraisal process.
	Implement software to turn office computers off overnight	All computer equipment fitted with automatic close down after a period of inactivity. This reduces electricity consumption	IT manager and local team managers	All computer systems have this facility and each new allocation is checked for the same
	Analyse Sub-Contractors SD policy & plans to evidence if improvements have been made or if potential energy ideas have been implemented	Sub contractors are asked to have policies in place that display contribution to sustainable development	ANWC Business Director	Copies of Sub-Contractors SD policies and plans available upon request

Low carbon travel, transport and access: Provide a low carbon model of service delivery	Identify meetings that could be conducted by Teleconference	The CFO contract covers a wide area of the North West and if journeys can be avoided it will contribute to reduction in carbon footprint	All team managers to identify opportunities for teleconferencing	New computer software to be introduced in the new year to enable Skype style communications between offices
	Project Managers to promote the travel plan to staff which promotes public transport and car sharing	Reduce car journeys where possible to impact on carbon footprint	Team Managers	Mileage claims by staff monitored by team managers
	Encourage Sub-Contractors to consider lowering travel costs for the CFO3 project and ensure this forms part of their policy and plan	To participate in overall project contribution to carbon reduction	ANWC business director	Evidence- copies of Sub-Contractors SD policies and plans available upon request
Procurement: Reduce Waste	Review high expenditure on items such as toner cartridges, paper and other waste producing items to identify action	Reduction and recycling of waste where possible	Career Connect SD lead	Career Connect produce quarterly report on waste and recycling
	Use local suppliers and businesses	Local suppliers reduce delivery journeys. All sub-contractors are based in delivery areas to reduce travel by participants	Career Connect SD lead ANWC Business Director	Supply chain documented and Penkeths for stationary as local offices in each delivery area
	Require suppliers to evidence their commitment to reducing waste	This will adhere to SD principles as ANWC will ensure Sub-Contractors are demonstrating a commitment to reducing waste	ANWC Business Director	ANWC hold central copies of each Sub-Contractor's Sustainable Development policy and implementation plan and monitor to evidence their commitment to reducing waste

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	Waste segregation to ensure recycling where possible and reduce landfill.	Career Connect SD lead	CC Quarterly logs
	Assess whether recycling bins suitable and do they provide clear guidance on what can be recycled	To ensure disposal is correctly facilitated	Career Connect SD lead	CC Quarterly logs
	Adhere to WEEE regulations	Ensuring correct disposal that enables recycling and reducing toxic landfill	Career Connect IT manager	CC's Disposal policy
	Ensure Sub-Contractors adhere to WEEE regulations	As above	ANWC Business Director	ANWC hold central copies of each Sub-Contractor's Sustainable Development policy and implementation plan and ensure Subs detail their commitment to WEEE Confidential waste boxes used and collected on a monthly basis. Waste is sorted at HQ into relevant depositories Where co located, cartridges are recycled, in liaison with NPS recycling processes. Career Connect have a record of recycling collections available upon request

				<p>All staff locations comply with recycling requirements of local host organisation.</p> <p>Local firm SITD used https://www.sitd.co.uk/</p> <p>Laptop and computer disposal is infrequent however the last major event occurred when we moved premises in December 2016</p>
<p>Organisational and workforce development: Project Managers to support staff by promoting increased awareness, supporting behavioural change, encouraging low carbon travel and the use of ICT</p>	<p>Include a section on sustainability in staff Induction.</p>	<p>Staff awareness of environmental impact is raised. Company policy is outlined</p>	<p>Induction Manager</p>	<p>New staff are now receiving SD briefing as part of initial induction and issued with laptops when located in the community- copies available upon request</p>
	<p>Review workforce policies to ensure they promote sustainable behaviour</p>	<p>To ensure policies reflect potential for improving environmental awareness and improvement in reducing waste and carbon emissions</p>	<p>CC policy leads</p>	<p>All policies</p>
<p>Governance: Ensure governance processes are in place to ensure sustainability is</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</p>	<p>To ensure SD policies remain live within the functioning network of activity and support internal promotion of sustainable development of project.</p>	<p>All Managers</p>	<p>Procurement of recycling focused sub-contractors. Management meetings and local team meetings</p>

embedded in the project	consider whole lifecycle costing			
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