



## **Shaw Trust - CFO3 Sustainability Policy and Plan**

### **Scope:**

The primary focus of ESF is to raise prosperity by increasing employability and promoting skills, the current ESF programme features two cross cutting themes - equal opportunities and sustainable development.

The current 2014-2020 approach aims to;

- View sustainable development as skills that businesses demand and require now and in the future which support the economy.
- Develop opportunities to allow everyone to fulfil their potential which support social justice
- Increase environmental protection and enhancement through the delivery of projects

This policy outlines the vision and commitment of Shaw Trust and builds on the principles that underpinned the UK's 2005 Sustainable Development strategy, by recognising the needs of:

- the economy;
- society; and
- the natural environment,

This document also outlines the way in which Shaw Trust will promote these aims as an organisation. Shaw Trust subcontractors will be required to provide sustainable development plans as part of the HMPPS-CFO3 contracts. All CFO3 delivery teams will be encouraged to reduce negative impacts on the environment as well as addressing economic and social factors whilst delivering provision.

All Shaw Trust subcontractors involved in the delivery of the HMPPS-CFO3 contracts are captured within Annex A - HMPPS CFO supply chain matrix. If there are any changes to Shaw Trust subcontractors involved in the delivery of the HMPPS-CFO3, a change notice and updated Annex A - HMPPS CFO supply chain matrix will be submitted to HMPPS CFO.



**Purpose:**

The purpose of this sustainable development policy is to provide a statement; a public commitment to promoting sustainable development, and to comply with relevant environmental legislation whilst delivering European Social Fund activities.

The purpose of the implementation plan will be to turn the above policy commitment into action.

**Statement of policy:**

Sustainability is key to the future success of our business. At Shaw Trust, sustainability means running an effective and efficient charity, treating employees and participants fairly and with respect, and managing our environmental impacts.

Shaw Trust actively drives a balance between the social, economic and environmental impacts of our site management, development and operations will strengthen our business now and in the future. This enables us to manage internal risks while meeting the evolving expectations of our stakeholders.

Shaw Trust are firmly committed to promoting sustainable development whilst delivering the European Social Fund activity that is being funded and will assure that any sub-contractors delivering European Social Fund activities, will also support sustainable development.

Shaw Trust will ensure that that each organisation involved in delivery of the contract will:

- (a) dispose of its waste using a registered waste collector and
- (b) observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations.



### **Continuous improvement:**

Shaw Trust will seek continuous improvement by:

- Promoting responsibility for the environment within the organisation and communicate and implement this policy at all levels within the workforce and throughout the supply chain;
- Pro-actively managing energy and water consumption, minimising the associated carbon emissions and investing in improvements that deliver financial and environmental savings;
- Developing a progressive waste management strategy to reduce the volumes of waste sent through landfill through waste minimisation, re-use, recycling and recovery;
- Complying with all relevant environmental legislation/regulation;
- Ensuring that policies and services are developed in a way that is complimentary to this policy;
- Encouraging employees to consider their Travel Management Plans to minimise the need to travel and enable alternate means of communication;
- Identifying and providing appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives;
- Developing procurement practices and controls that support the Trust's aspiration efforts to improve environmental performance;
- Identifying energy and water efficiency improvements during refurbishments/re-fits and implement them where financially and operationally feasible;
- Providing appropriate resources to meet the commitments of this policy; and
- Promoting and encouraging involvement in local environmental initiatives/schemes;
- Promoting our environmental achievements both internally and externally;
- Ensure that our recruitment and placement activities are inclusive as possible to actively encourage social inclusion.

### **This Policy**

- Applies to all trustees and employees of the Shaw Trust, including volunteers and clients on placement. It applies also to agents, subcontractors, participants and any other relevant party as deemed appropriate by the Shaw Trust CFO3 management team.
- Will be reviewed annually.



**Sustainable Development Responsibility**

The **Head of Service** is responsible for creating and implementing sustainable development policies and practices.

The Shaw Trust **ICT department** is responsible for ensuring all IT equipment is purchased and disposed of correctly in line with the sustainable development practices.

The **Operations Managers** and **Team Leaders** will promote environmental awareness amongst staff and ensure guidance is clearly understood. As part of the staff induction, new members of staff will be informed of sustainable development and how they can effectively contribute.

The **Regional Supply Chain Manager** will be actively encouraged to consider sustainable development in terms of promoting social inclusion and ensure subcontractors are promoting sustainable development ideals. The Regional Supply Chain Manager will review each subcontractor’s sustainable development plan on an annual basis, to assess whether their practices and policies comply with the requirements and to ensure sustainability continues throughout the life of the programme.

The **Shaw Trust CFO3 Management Team** are responsible for ensuring sustainable development forms part of each management decision.

**All CFO3 staff** are responsible for promoting and adhering to sustainable development practices.

**Policy and Development:**

<b>Impact</b>	<b>Recent Progress</b>	<b>Next Steps</b>	<b>Responsibility</b>	<b>Date/Timings</b>
<b>Policy</b>	The main Shaw Trust sustainability policy is reviewed annually	EMT sign off on the policy	EMT	June 2018
<b>ISO 14001</b>	Shaw Trust have undertaken a review to understand if the acorn scheme is something the charity would benefit from.	Shaw Trust are in the process of hiring an environmental officer to take this forward	EMT	Feb 2018
<b>Training</b>	We have promoted our green initiatives through our monthly communications	Develop training and guidelines outlining our objectives	Learning and Development and Facilities	On going



**Sustainable Development Plan- Environment**

Sustainable Development Aspect	Objective	Plan	Measuring performance
<b>Energy and carbon management</b>	To minimise energy consumption; Encourage energy saving – Electricity/Gas.	<ul style="list-style-type: none"> <li>➤ Attend interface meetings and discuss sustainability as a standard agenda item.</li> <li>➤ Meet with subcontractors annually to review evidence to suggest reduction of energy within their organisation.</li> <li>➤ Shaw Trust to employ ‘thin clients’ for staff workstations. These are devices with very little processing power and storage capacity and are reliant on the central server for storage and processing. Although this transfers some energy use from the desktop to the data centre, net energy requirements are approximately 70% less than traditional desktop P.C.’s.</li> </ul>	<p><b>NB: CFO3 delivery sites/offices are shared buildings that are not controlled by Shaw Trust and therefore have a single supply. As such, specific CFO3 data is not available.</b></p> <p>Monitor subcontractors evidence on an annual basis</p> <p>Ongoing throughout the programme.</p>
<b>Low carbon travel, transport and access</b>	To minimise use of travel and promote use of public or green transport where travel is unavoidable.	<ul style="list-style-type: none"> <li>➤ Ensure Shaw Trust staff use ‘Click Travel’.</li> <li>➤ Identify meetings which could be conducted via teleconference/Webex &amp; release guidance to staff.</li> <li>➤ Encourage the use of public transport.</li> <li>➤ Encourage vehicle sharing.</li> </ul>	Ongoing throughout the programme
<b>Procurement</b>	To minimise waste.	<ul style="list-style-type: none"> <li>➤ To adhere to the Waste Electrical and Electronic Equipment regulations (WEEE regulations) and that destruction certificates are provided for all IT recycling.</li> <li>➤ Recycle all waste paper via shred-it company</li> <li>➤ Recycle all computer ink cartridges</li> <li>➤ All waste to be recycled via the recyclable bins</li> </ul>	<b>NB: All waste paper is recycled by Shaw Trust. However, CFO3 delivery sites/offices are shared buildings that are not controlled by Shaw Trust</b>





		<ul style="list-style-type: none"> <li>➤ Communicate regularly with staff at Team meetings to ensure they understand the importance of recycling.</li> <li>➤ Monitor subcontractors sustainable development plans and ask for evidence to suggest they are meeting/reducing waste targets</li> <li>➤ To avoid printing hard copy documents where possible.</li> </ul>	<p><b>and therefore have a shared disposal point. As such, specific CFO3 data is not available.</b></p> <p>Monitor subcontractors evidence on an annual basis</p> <p>Ongoing throughout the programme.</p>
<b>Water</b>	Ensure the efficient use of water	<ul style="list-style-type: none"> <li>➤ Communicate regularly with staff at Team meetings to ensure they understand the importance of efficient use of water.</li> <li>➤ Communicate regularly with subcontractors at meetings to ensure they understand the importance of efficient use of water</li> </ul>	<p><b>NB: CFO3 delivery sites/offices are shared buildings that are not controlled by Shaw Trust and therefore have a single supply.</b></p> <p>Ongoing throughout the programme.</p> <p>Ongoing throughout the programme.</p>
<b>Organisational and workforce development</b>	Support staff by promoting awareness of sustainability.	<ul style="list-style-type: none"> <li>➤ Include a section of sustainability at staff induction and annual refresh.</li> <li>➤ Include sustainability as part of Team meetings</li> <li>➤ Review workplace policies to ensure they promote sustainable development.</li> <li>➤ To publish Sustainability Policy and plan on Shaw Trust Extranet.</li> </ul>	<p>Ongoing throughout the programme.</p>
<b>Governance</b>	Ensure governance processes are in place to ensure	<ul style="list-style-type: none"> <li>➤ Operations managers to promote sustainable development at as many meetings as possible.</li> <li>➤ Require contractors, sub-contractors and suppliers to</li> </ul>	<p>Audit - Ongoing throughout the programme.</p>



	<p>sustainability is embedded in the programme.</p>	<p>meet or exceed all relevant environmental legislation and regulations and work to improve the environmental performance. Regional Supply Chain Manager to meet with subcontractors and review annual sustainable development plans</p> <ul style="list-style-type: none"><li>➤ Head of Service to promote sustainable development within the CFO3 management meetings to ensure sustainability is included in each management decision.</li><li>➤ Shaw Trust Commercial Assurance Team to regularly audit delivery teams throughout the lifecycle of the CFO3 contract.</li></ul>	
--	---	--	--





**Sustainable Development Plan- Social Aspect**

SD Goal	Objective	Target	Measuring Performance
<p><b>Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</b></p> 	<p>Regional Supply Chain Manager to review on a monthly basis whether subcontractors are achieving set CFO targets relating to:</p> <ol style="list-style-type: none"> <li>1. gaining short courses</li> <li>2. vocational/educational training</li> <li>3. gaining a qualification</li> </ol> <p>Operations Managers to review on a monthly basis whether internal delivery teams are achieving set CFO targets relating to:</p> <ol style="list-style-type: none"> <li>4. gaining short courses</li> <li>5. vocational/educational training gaining a qualification</li> </ol>	Region specific targets	<p>Attend monthly performance meetings to assess whether subcontractors meet their targets and record action if providers are under performing.</p> <p>Conduct monthly reviews to assess whether case managers meet their targets and record action if case managers are under performing.</p>
<p><b>Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</b></p> 	<p>Regional Supply Chain Manager to review on a monthly basis whether subcontractors are achieving set CFO targets relating to: to 'secured employment'</p> <p>Operations Managers to review on a monthly basis whether internal delivery teams are achieving set CFO targets relating to 'secured employment'</p>	Region specific targets	<p>Attend monthly performance meetings to assess whether subcontractors meet their targets and record action if providers are under performing.</p> <p>Conduct monthly reviews to assess whether case managers meet their targets and record action if case managers are under performing.</p>
<p><b>Make cities and human settlements inclusive, safe, resilient and sustainable</b></p>	Shaw Trust to aim to reduce reoffending by supplying provision to offenders whilst in custody and when released into the	N/A	The offenders progressing through the CFO3 programme will be assessed 17 months after





	community.		leaving the programme to see whether they have reoffended. Plans are in place by HMPPS CFO3 to research the impact of the CFO3 programme on reoffending rates. The research is scheduled for mid-2018.
<p><b>Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels</b></p> 	<p>CFO work with 'hard to help' offenders to achieve the aims of HMPPS which is to reduce reoffending and protect the public. Each offender is assessed before accessing CFO3 provision and those furthest from the labour market will be targeted and worked with to ensure they are supported by the justice system.</p> <p>Both internal delivery and subcontractors are expected to achieve CFO set targets for the number of enrolments per month.</p>	Region specific targets for enrolments	<p>Regional Supply Chain Manager to attend monthly performance meetings to assess whether subcontractors meet their targets and record action if providers are under performing.</p> <p>Operations Managers to assess whether case managers meet their targets and record action if case managers are under performing.</p>