

POLICY STATEMENT

TITLE:

Sustainability and Environment Policy

INTRODUCTION/OVERVIEW:

Sustainability is a process of ensuring the wise use of all resources within a framework in which environmental, social and economic factors are integrated.

Making sustainability integral to the work and life of the college means:

- Taking positive actions promoting continual environmental improvement ; and
- Setting and achieving clearly defined sustainable development objectives and targets.

POLICY STATEMENT:

The College undertakes to:

1. Make sustainability a corporate priority by:
 - Encouraging students and staff to embrace an informed, sustainability perspective.
 - Developing the capabilities of staff to promote understanding of the principles of sustainability.
2. Develop and deliver appropriate environmental and sustainable teaching by:
 - Exposing all students to concepts of social, environmental and ethical stewardship.
 - Promoting and encouraging environmental awareness and sustainable lifestyles.
3. Take a corporate leadership role in sustainability by:
 - Setting best practice standards, meeting or surpassing requirements of environmental legislation and committing to a process of continual environmental improvement.
 - Promoting awareness of all legislation, economic, technical and market developments that assist progress towards sustainability.
 - Establishing a mechanism to oversee implementation of this policy and associated programmes.
4. Contribute to a stable community by:
 - Building partnerships and create local information and learning networks for sharing experiences and knowledge of sustainability issues with all stakeholders.
 - Operating in ways that maximise social and economic benefit while minimising any adverse impacts to the local community.
 - Investing in staff development, value stakeholder involvement and promote social inclusion and equity.

POLICY STATEMENT: cont.

5. Maintain and develop the College in a sustainable manner by:
- Promoting continual improvement in maintenance practices and establishing sustainability guidelines for internal and external design teams and contractors working on new build and refurbishment projects.
 - Developing procurement procedures with all elements of the supply chain to ensure social, ethical and environmental criteria are integrated into programmes aimed at supporting best value.
 - Maximising the efficient use of energy and materials, continually improving pollution prevention measures and increasing the use of renewable resources.
 - Minimising waste generation in all College activity and encouraging repair, reuse and recycling ahead of the responsible disposal of surplus materials.
 - Promoting and developing practical measures to reduce the impact of travel to and between College Sites.
6. Monitor and report on progress towards sustainability by:
- Managing responsibly the social, environmental and economic impacts of all College policies and practices and assessing potential improvements within the College's decision-making processes.
 - Conducting reviews of all College policies, management performance standards and operations against internal sustainability targets and best practice standards.
 - Making the results of social, environmental and sustainability audits and impact assessments carried out by or for the College available to all stakeholders.

QUALITY STATEMENTS:

- The College will seek to meet these standards by delegating responsibility through the line management structure and through the regular review at Policy and Strategy Group meetings.

**LINKED POLICIES/
PROCEDURES:**

- Lettings Policy.
- Finance Policy.
- Energy Procurement.
- Waste procedure.

**MONITORING
PROCEDURE:**

Policy and Strategy Group.

DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:

December 2019.

**RESPONSIBILITY:
Overall (Directorate/Dept):
Implementation:**

Executive Director of Estates.

ENDORSED BY:

(Signature)

Policy & Strategy Group

(Position)

(Date)

**APPROVED:
Principal**

P B Barrett
(Signature)

Principal

Principal (Position)

14th December 2018 (Date)

Appendix A

Diversity & Equality Impact Assessment

This form should be used by managers and policy authors within their area of responsibility to carry out Diversity Impact Assessments (DIAs) in relation to protected characteristics including: age, sex, disability, gender reassignment, race, religion or belief, sexual orientation, pregnancy & maternity and marriage & civil partnership.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

1. Name of policy

Sustainability and Environment Policy.

2. What is the aim(s), objective(s) and/or purpose of the policy?

Sustainability is a process of ensuring the wise use of all resources within a framework in which environmental social and economic factors are integrated, and making sustainability integral to work and life of the college.

3. Who is the policy lead?

Executive Director of Estates.

4. Which of the following groups could be affected by this policy? (tick all that apply)

Students ✓ Staff ✓ Wider community ✓

5. Team

Names and position of Impact Assessment Team (minimum of 3 people and preferably from areas across the College):

Name.	Position.
Gary Brough.	Executive Director of Estates.
Bob York.	Deputy Director of Estates.
Paul Valentine.	Health and Safety Officer.

Date E & DIA undertaken: _____05/12/2018

E & DIA undertaken as a result of:

Renewal and Revision of Policy ✓

New Policy / Procedure

SAR process

Other

Date of last E & DIA (if applicable) ___06/12/2017

6. Complaints?

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

No.

7. The Impact

Four possible impacts should be considered as part of the assessment:

1. **Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
2. **None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
3. **Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.
4. **Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Use the guidance provided above and complete the following table:

Sex/ Age	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Women		✓		
Men		✓		
Age		✓		

Disability	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Visually impaired		✓		
Hearing impaired		✓		
Physical disability		✓		
Specific Learning difficulties		✓		
Global learning difficulties		✓		
Autistic Spectrum Disorder		✓		
Any other disability - various		✓		

Race or Culture	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
White		✓		
Other minority groups		✓		

Other Factors	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Religious Belief		✓		
Sexual Orientation		✓		
Gender reassignment		✓		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

8. Is there anything that cannot be changed?

What cannot be changed?	Can this be justified?	If so, how?

e.g. disabled people can be treated more favourably under the Equality Act 2010. If a policy appears to treat disabled people more favourably than other equality groups, the disadvantage may be justifiable.

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility (continue on separate sheets as necessary).

DISTRIBUTION: Copies of the final E&DIA should be sent to:

- Jan Hutt – Director of HR.
- Patrick Leavey – Deputy Principal – Teaching, Learning and Success.
- Quality Improvement Team Administrator.

And to those whom this impact assessment will cause to have further work to do, in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure. There will be random sampling or action plans through the Equality & Diversity Forum.

APPENDIX B
Communications Plan

TITLE OF COLLEGE POLICY: Sustainability and Environment Policy.	DATE APPROVED BY Policy & Strategy Group or Corporation Date:
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AUDIENCE (select appropriate with ✓)			
Managers	✓	Curriculum teams	Business Support teams
All staff	✓	Suppliers	Partners
Other (please state)	✓	Contractors on site	

CHANNEL (select appropriate with ✓)			
Policy & Strategy Team (PST)	✓	Quality Improvement Network (QIN)	Marketing team ✓
e.g. Meeting Email	✓	e.g. Meeting Email	✓ e.g. NC Update Managers update Intranet Website
Individual team		Suppliers	Partners
e.g. Document Library Noticeboards Team meeting Email	✓	e.g. Letter or Email Meeting	e.g. Letter or Email Meeting
College Management Team (CMT)	✓	JCNC	Corporation
e.g. Meeting Email		e.g. Meeting Email	e.g. Meeting Email

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Gary Brough	Job title: Executive Director of Estates	Date: 05/12/2018