



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

**Environmental &
Sustainability Policy
2020/21**

Change History

Original Date: **05/05/06**

Review Date: 20/09/2021

First Published:		05/05/2016	Originally Created by:	SMT
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
19 Feb 2018	Standards Officer	Small changes to wording and referencing	Operations Manager	23 July 2018
7 July 2018	Standards Officer	Added delivery partners and sustainable development action plan.	Operations Manager	23 July 2018
13/09/2018	CEO	No amendments	Board of Trustees	10/09/2019
10/09/2019	SMT & CEO	Additions to address cross cutting themes	Board of Trustees	31/07/2020
25/9/2020	SMT & CEO	Changes made to sustainable development action plan.	CEO	20/09/2021

Strategic Commitment

Enable recognises that all its activities on all contracts have an environmental impact and that it has a role to play in protecting the environment, commit to sustainable development and actively promote sustainability on all contracts it delivers.

Scope

This policy applies to all Enable employees, associates, delivery partners, agency staff, volunteers and third parties who undertake activity for and on behalf of Enable. It applies to the goods and services we procure, our direct operations and the services we provide to our customers/learners. Enable is committed to creating a sustainable society actively managing our operations in a way that balances our social, environmental and economic objectives. To do this, sustainability considerations are woven throughout a suite of interdependent policies and their procedures, which are implemented collectively in order to deliver the objectives of this policy.

Purpose

To provide an effective framework for realising Enables commitment to create a sustainable society by protecting and where possible enhancing the social, environmental and economic impacts, preventing pollution, reducing social inequality and driving sustainable economic development as part of a transition to a low carbon future. To ensure all Enable staff, members, associates and delivery partners considers the effects of all its activities on the local and global environment and encourages and trains staff, volunteers and consortium members to take responsibility for minimising environmental impact.

Responsibilities

All employees including associates, secondees, agency staff and third parties are responsible for ensuring that this Policy is adhered to. In addition, those employees who procure goods and services should follow Enable Procurement Policy including the requirement to include social value considerations which mirror our sustainability objectives. As referenced some activities within the scope of this Policy are covered by additional dedicated policies and procedures to ensure that the objectives of this Policy are delivered.

Policy

Enable is a not for profit limited company who are a registered charity and work with delivery partners to enable growth, create jobs and improve the lives of residents and local communities. Enable are committed to contributing to a more sustainable society and to continually improve the positive impacts we make by:

- ensuring compliance with all relevant legislation and standards, and the expectations of our customers and other key stakeholders
- ensuring our systems and procedures prevent pollution, and minimise resource consumption
- ensuring our employees, associates and delivery partners are able and are encouraged to support and promote our sustainability commitments

- ensuring we continue to develop services which meet the needs of those customers who are often less able to participate in mainstream services
- ensuring we continually review how we can make improvements to our sustainability performance

In order for Enable to realise these commitments, sustainability performance is driven by the CEO, SMT and Trustees by:

- Agreed Shared Values, namely: Make a positive difference; Stronger together; Empower people; Do the right thing and Build on success
- Health and Wellbeing initiatives and our Reward and Recognition programmes we support, encourage and enable all employees to meaningfully contribute
- Equality and Diversity policy and positive about disability status we are committed to action on equal opportunities
- Service offer, ensuring it targets and supports those customers who are least able to access mainstream service provision
- Travel Policy which encourages journey planning, use of alternative modes of transport, limits CO2 emissions from company cars and operates a Bike to Work scheme
- ICT Disposal Policy which covers reuse, recycling and the associated data security issues
- Environmental Policy which covers energy, waste and paper usage
- Inclusion of Social Value requirements into our procurement policy

Enable will take all actions that are practicable and within our capacity to reduce any negative environmental impact resulting from our activities. This will include:

1. Complying with all relevant environmental legislation and regulations
2. Developing staff awareness of our policy and a clear understanding of how it is to be applied
3. Reducing our waste following the principle *'Reduce, Reuse, Repair, Recycle'*
4. Maximise energy efficiency in heating, cooling, lighting and water systems, and encourage staff participation in energy reduction measures.
5. Take into account the environmental and social impacts of Enable's procurement, with cost not being the only consideration
6. Support modes of transportation with the minimum environmental impact
7. Improve communication on environmental issues to Enable staff, consortium members and delivery partners, which will help in the development of policy and procedures
8. Proactively encourage sustainable development within our member and contracted organisations
9. Provide as much information to the public and stakeholders about the environmental impact of Enable as possible
10. Ensure that all partners delivering our services have an environmental & sustainability policy with action planning in place
11. Review this policy at least annually and report on progress.
12. Take action to ensure continuous improvement.

To realise our sustainability objectives, Enable both recognises the need for and is committed to communicating these objectives to our suppliers, employees, delivery partners, customers and wider stakeholders. This is achieved via our procurement processes, and our existing communication channels to employees including the business plan, intranet, newsletters, team briefings and the staff induction processes.

This policy and the actions arising from it will be annually reviewed as part of the business planning process which involves Enables senior leadership and management teams, with final approval via the Enable Board.

Signed: _____

Position: _____

Date: _____

Enable Environmental and Sustainable Development Plan 2019-2020

	Objective	Plan	Measuring Performance	Timeframe
Energy and carbon management	Energy saving and carbon reduction at office base and at delivery partners training sites.	Produce a staff energy awareness campaign. Install more energy efficient lights in the new office	Review partners energy and carbon reduction measures annually Reduction in energy use. Change to a green energy supplier for electricity.	September 2020 (This has been achieved as we have changed our energy to Octopus Energy).
Low carbon travel, transport and access	Provide a low carbon model of work and delivery.	Review recurring business mileage expenditure to identify meetings that could be conducted by Teams and Zoom. Managers to produce a travel plan to staff which promotes public transport and car sharing where possible. Staff to work from home on a more regular basis.	Business mileage expense data from finance department; Staff travel surveys Meeting frequency Record staff time working from home and compare with time spent in the office.	December 2020 (This will again be reviewed in June 2021).
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.	Continuous throughout business	March 2021 (This will again be reviewed in August 2021).
Waste	Monitor management of waste, including reduction and appropriate disposal of waste, ICT, paper and plastics, liaise	We comply with WEEE requirements Waste is segregated i.e., are the plastics, general waste, and paper	Waste is segregated in accordance to our policy and general waste and recycling are placed in the	September 2020 (This will be reviewed monthly)

	with building manager to improve systems when areas for improvement identified.	recycling facilities being used correctly at the office base of project staff. Nottingham City Council collect all our waste. All recycling bins provide clear guidance on what can be recycled.	relevant bins provided and collected by Nottingham City Council.	
Organisational and workforce development	Managers to support staff by promoting increased awareness, supporting behavioral 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)	Include a section on sustainability in staff Induction. Review workforce policies to ensure they promote sustainable behaviour.	Line managers to discuss with staff in supervision with regards to sustainable behaviour. Annual CPD on sustainability (this is recorded staff development spreadsheet)	Reviewed quarterly – December 2020, March 2021, June 2021, October 2021
Governance	Ensure governance processes are in place to ensure sustainability is embedded in all activities at Enable	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	CEO and Senior Mangers to regular review and report to the Board	Twice a year February 2021 and August 2021
Sustainable Development Plan- Social Aspect	Objective	Plan	Measuring performance	
Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	SMT and CEO to review on a quarterly basis whether contracts are achieving set targets according to funding requirement and contract requirements with regards to: Achievement Quality of teaching	Deliver services outlined in Delivery Partner contract	Minutes from senior team meetings Quality / contract monitoring reports Data reports	December 2020, March 2021, June 2021, September 2021.

	Economic reach Community development Progression			
Sustainable economic growth, full and productive employment and decent work for all	SMT to review on a quarterly basis whether the contract / project is achieving targets relating to 'secured employment'	Deliver services outlined in Delivery Partner contract	Minutes from senior team meetings Quality / contract monitoring reports Data reports	December 2020, March 2021, June 2021, September 2021.