

## 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.
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
- Annual Estates Report to Governors

**DATE FOR REVIEW AND  
NEXT DIVERSITY IMPACT  
ASSESSMENT:**

- December 2018

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

Director of Estates

**ENDORSED BY:**

(Signature)

**Policy & Strategy Group /  
Corporation**

(Position)

(Date)

**APPROVED:**

(Signature)

**Principal**

(Position)

(Date)

## Appendix A

### EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics, specifically: 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; 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 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 the work and life of the college

#### 3. Who is the policy lead?

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 (min of 3 preferably from areas across the College):

Name	Position
Bob York	Deputy Director of Estates
Richard Garbutt	ICT Operations Manager
Gary Brough	Director of Estates

Date E&DIA undertaken: \_\_\_\_\_06/12/2017\_\_\_\_\_

E&DIA undertaken as a result of:

Renewal / **Revision of Policy** / Procedure

New Policy / Procedure ✓

SAR process

Other  Please state \_\_\_\_\_

Date of last E&DIA (if applicable) n/a

## 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 ✓ Yes

## 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.

Using the guidance provided above, complete the following table:

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

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

<b>Race</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
White		✓		
Other minority groups		✓		

<b>Other Protected Characteristics</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Religion and Belief		✓		
Sexual Orientation		✓		
Gender Reassignment		✓		
Pregnancy & Maternity		✓		
Marriage & Civil Partnership		✓		

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?

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 & 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 the impact. There will be random sampling of action plans through the Equality & Diversity Forum.

## APPENDIX B

### COMMUNICATIONS PLAN

<b>TITLE OF COLLEGE POLICY:</b> <b>Sustainability</b>	<b>DATE APPROVED BY</b> <b>Policy &amp; Strategy Group Or Corporation</b>  <b>Date: 12/09/17</b>
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<b>AUDIENCE (select appropriate with √)</b>			
Managers	✓	Curriculum teams	Business Support teams
All staff	✓	Suppliers	Partners
Other (please state)	✓	Contractors on site (included in Contractors Code of Practice)	

<b>CHANNEL (select appropriate with √)</b>			
<b>Policy &amp; Strategy Team (PST)</b>	✓	<b>Quality Improvement Network (QIN)</b>	<b>Marketing team</b>
e.g. Meeting Email	✓	e.g. Meeting Email	e.g. NC Update Managers' Update Intranet Website
<b>Individual team</b>		<b>Suppliers</b>	<b>Partners</b>
e.g. Document Library Noticeboards Team meeting Email	✓	e.g. Letter or email Meeting	e.g. Letter or email Meeting
<b>College Management Team (CMT)</b>		<b>JCNC</b>	<b>CORPORATION</b>
e.g. Meeting Email		e.g. Meeting Email	e.g. Meeting Email

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
<b>Name: Gary Brough</b>	<b>Job title: Director of Estates</b>	<b>Date: 06/12/17</b>