Sustainability and Environment Policy 2023-24

Overall responsibility: Vice Principal of Resources
Implementation: Gary Brough

Date issued: September 2023
Date for review: September 2024

Assistant Principal of Department:

Endorsed and approved by Policy & Strategy Group - Date: September 2023

____________________ (signature)
Pat Brennan-Barrett (Principal)
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1. Introduction
Sustainability is a process of ensuring the wise use of all resources within a framework in which environmental, social, and economic factors are integrated. **Sustainability means** meeting our own needs without compromising the ability of future generations to meet their own needs.

2. Responsibility
Head of Estates

**Leadership & Governance:** Board, Executive, EMT/CMT and Environmental Steering Group.

**Partnership M& Engagement:** Sustainable procurement & fair trade. External Partnership Activity.

**Learning & Teaching:** Sustainable Education.


3. Scope
To take positive actions promoting continual environmental improvement.
To set and achieve clearly defined sustainable development objectives and targets.

**Action Plan on Sustainability.**
We will develop an annual action plan with SMART measures which will be reviewed and updated annually. The plan will have actions against all the above aims and involve the whole college community. The following will always be incorporated in the action plan:

- Annual review of plant operating times.
- Publish the annual Streamlined energy and carbon report on the college website.
- Annual DEC’s.
- Annual review of the Sustainability and Environmental Policy.
- Staff updates and briefings.

4. Policy Statement
It is the policy of Northampton College that environmental sustainability is an integral part of the college work ethic.

5. Definitions
The college will seek to meet these standards by establishing an Environmental Committee, by delegating responsibility through the line management structure, and through the regular review at Policy and Strategy Group meetings.

**Climate change** - Changes in the large-scale, long-term shift in the planet’s weather patterns and average temperatures. For more information on climate change and what causes it, visit the Met Office web page.

**Climate emergency** - The situation in which urgent action is needed to reduce or halt climate change to avoid catastrophic environmental damage, and its effects on people and communities.

**Carbon footprint** - The amount of carbon dioxide released into the atmosphere as a result of the activities of an individual, organisation, or community. ‘Carbon’ is used as a shorthand to also include other greenhouse gases (e.g. methane and nitrous oxide) which cause climate change.
Net zero - Achieving an overall balance between emissions produced and taken out of the atmosphere.

Biodiversity - The variety of life on earth in all its forms and interactions. Biodiversity on earth is being lost at an alarming rate. This loss of species and natural systems threatens the food we eat, the water we drink, and the air we breathe.

Environmental sustainability - Maintaining or ‘sustaining’ the environment by protecting natural resources and preventing damage through climate change.

Streamlined Energy and Carbon Reporting framework (SECR) - is a package of regulations published by the Department for Business, Energy and Industrial Strategy (BEIS) that came into effect from 01 April 2019.

Display Energy Certificates (DECs) - are records of the actual energy usage of public buildings, introduced by a number of European governments in response to the EU Energy Performance of Buildings Directive, which all EU member states had to implement by January 2009. DECs are designed to increase transparency about the energy efficiency of public buildings.

6. Key Principles

- Make environmental sustainability a corporate priority.
- Develop and deliver appropriate environmental and sustainable teaching.
- Take a corporate leadership role in sustainability.
- Contribute to a stable community.
- Maintain and develop the college in a sustainable manner.
- Monitor and report on progress towards environmental sustainability.

Key aims

The College will play its part in mitigating the impact of climate change and moving towards Net Zero by:

Action on emissions – we will proactively seek to reduce the college’s emissions to achieve Net Zero by 2050 by –

- Taking a systematic whole building approach to reducing emissions.
- Investigating and prioritising cost-effective investments which will have the greatest impact.
- Working to decarbonise heat across our college estate, linked to building fabric and energy efficiency measures.
- Seek to minimise the use of all utilities through the effective use of the Building Management System, (BMS).
- Obtaining power from renewable sources where possible.
- Working with our partners and suppliers to reduce emissions across the supply chain, building sustainability into our procurement processes.
- Adopting sustainable approaches to transport between campus, and learner transport planning.
- Planning the student curriculum to minimise operating times.
- Taking a circular economy approach to the purchase, disposal and recycling of materials and equipment, purchasing responsibly, and ensuring recycling and reuse where possible.
- Embedding sustainability into the College Strategic Plan, ensuring that new developments and expansion projects support the move to Net Zero.
- Seeking funding opportunities to enable us to deliver the above investments.

Action on values - we will put sustainability at the heart of the values we share across the college community by:

- Actively encouraging students to develop a sustainable approach to life and work by introducing sustainability as a key theme in Professional Development and enrichment activity.
- Embedding an understanding of sustainable business practices across all curriculum areas.
Building curriculum to introduce a quality new green skills teaching and training offer in priority sectors, embedding rapid technological change such as, but not limited to, construction, engineering, and catering.

Promote a proactive approach to sustainability across our College community through our Personal Development and enrichment curriculum and encourage ‘small steps’ in sustainability in everyday practice across the College.

7. The Procedure

The college undertakes to:

Make environmental 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.

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.

Take a corporate leadership role in environmental 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.

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.

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.

Monitor and report on progress towards environmental 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.
8. Reporting
Head of Estates.

9. Associated Policies

- Lettings policy.
- Finance policy.
- Energy procurement.
- Waste procedure.

10. Approval Process
Policy and strategy group.

11. Appendices:

Appendix 1: 2023 / 2024 Environmental Implementation Plan
Appendix 2: Equality and diversity impact assessment.
Appendix 3: Data protection impact assessment.
Appendix 4: Communications plan.
Appendix 1: 2023 / 2024 Environmental Implementation Plan

2023 / 2024 Environmental Implementation Plan

Achievements to Date

2016-2022

Installation of additional 247 kWh PV array since 2019.
Installed LED lighting to Lower Mounts site 1.
Information to kitchen staff to minimise waste to landfill.
Reduced usage of glyphosate for weed control.
Introduction of week closure between Christmas and New Year to reduce energy usage.
Daventry site replaced with BREEAM “Very Good” energy efficient campus.
Recommissioned both BIOMASS boilers at Booth Lane to minimise gas usage.
Booth Lane food waste separated and taken to local anaerobic digester by Biffa.
Installation of LED lighting to Lower Mounts site 2.
Installation of LED lighting to Booth Lane Oak Building.
Installation of LED lighting to Booth Lane car parks.
Installation of LED lighting to Booth Lane main site stairwell C and external lighting bollards.
Installation of LED lighting to Booth Lane workshops, sport hall and circulation areas.
Installation of LED lighting to Booth Lane classrooms and offices.
Closed Daventry site on Wednesday to maximise usage on other days and save energy costs.
Closed Lower Mounts site at 2pm on Saturdays to maximise usage on other days and save energy costs.
TM44 air conditioning inspection reports carried out at Booth Lane and Lower Mounts all recommendation carried out.
Booth Lane Travel plan updated.
“Big Rig” sustainable skills competition.

Ongoing

- Monitor all utilities throughout year.
- Use of BMS to minimise energy costs.
- On “Triad Days” reduce energy consumption between 5.30 – 6.30pm.
- Use of software to auto shut off PCs in College.
- DEC certification and EPC monitoring.
- C02 Net Zero 2050.
- Streamlined energy and carbon reporting (posted on internet).
- Maintain our “switch off and save” policy to minimise energy usage.

2023 -24 Targets

To promote bio diversity in the environment:

- April and August continued application of Opticote long term fertilizer to lower and higher level sedum roofs to Booth Lane D building and increase sedum plant coverage from 75% - 90% throughout May – September
- Supply and sow A22 amenity grass seed, EM3 and EM8 wildflower seed mixes throughout May – September 2024
Reduce **waste** to landfill by 10% by April 2024

- To reduce usage of single use cups across college.
- Reduce further use of single use plastics across college.
- Include waste management information in staff and student induction process.
- Monitor all waste streams throughout year.

To reduce **energy** usage and carbon dioxide generation by 5% by August 2024

- Monitor all utilities throughout year.
- Install an additional 406 kWh (total) PV arrays at Booth Lane, Block A, ACE, Cherry and Oak buildings.
- On “Triad Days” reduce energy consumption between 5.30 – 6.30pm.
- Continue “Turn it off” campaign through the year.
- Reduce number of computers by 20%.
- Update Streamlined energy and carbon report and post on.
- To use Biomass boilers fed with fuel that is carbon neutral.

To promote **healthy living** for students, visitors and staff

- Continue to carry out advertising campaign using college tv screens throughout the year.
- Continue “Green Pledge” scheme.
- Include in staff and student induction process.
- Supply healthy option main meal for students and staff.
- Increase access to college sporting facilities (changing rooms, sports hall, playing fields, tennis courts and MUGA.)
Appendix 2: Equality & Diversity Impact Assessment

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equality, diversity, and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details:

<table>
<thead>
<tr>
<th>What is the policy?</th>
<th>Sustainability and environment policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it new or existing?</td>
<td>Existing</td>
</tr>
<tr>
<td>Department</td>
<td>Estates</td>
</tr>
<tr>
<td>Policy Author (postholder title, name)</td>
<td>Mark Poole (Head of Estates)</td>
</tr>
<tr>
<td>Author of Equality Analysis</td>
<td>Mark Poole</td>
</tr>
<tr>
<td>Date of completion</td>
<td>08/09/2023</td>
</tr>
</tbody>
</table>

Aims and Objectives:

Briefly describe the aims and objectives 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.

Policy Assessments:

Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion.

Please tick (√) the identified level of impact (positive, negative, or no impact) and provide details of your findings.

<table>
<thead>
<tr>
<th>Group</th>
<th>Positive Impact</th>
<th>Negative Impact</th>
<th>No Impact</th>
<th>Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race</td>
<td></td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religion and/or belief</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Sex (Gender)</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Gender Identity</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Sexual orientation</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Marriage and/or civil partnership</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Pregnancy and/or maternity (including surrogacy and adoption)</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Other identified group (e.g. carers)</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>
Action Planning:
How do you intend to mitigate or eliminate any negative impact identified?

If a positive impact is identified, how do you intend to promote or develop this opportunity?

Where negative impact has been identified, can it be justified? If so, explain how:

Monitor and Review:
How will you monitor the impact of your policy once it has been put into effect? The policy will be monitored through feedback from services users gathered via:
Policy and Strategy Group.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Poole</td>
<td>Head of Estates</td>
</tr>
<tr>
<td>Paul Valentina</td>
<td>Health and Safety Officer</td>
</tr>
<tr>
<td>Mark Owen</td>
<td>Assistant Principal (Student Services)</td>
</tr>
</tbody>
</table>

Equality Analysis Sign-Off Signature and Date:

Review Date:
Appendix 3: Data Protection Impact Assessment

Data Protection Impact Assessment

Does this Policy

• require the collection and use of data in addition that normally collected by the College?
Yes / No (if Yes complete Assessment point number 1)

• require the sharing of data with partners?
Yes / No (if Yes complete Assessment point number 2)

1. Is additional data being collected? If so please detail:

Is data collected personal and/or sensitive?

How will you collect, use, store and delete data?

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a Data Sharing Agreement is in place

Describe the purposes of the processing / sharing: What are the benefits of the processing/sharing – for you, and more broadly?

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

Describe compliance and proportionality measures, in particular:
What is your lawful basis for processing?
How will you ensure data quality and data minimisation?

What information will you give individuals?

Please attach a Risk Assessment if there are significant risks to data protection

Signed by Data Protection Officer

Name:
Date:
## Appendix 4: Communications Plan

**Title of College Policy: Sustainability ad Environment**

**Date Approved By:**

<table>
<thead>
<tr>
<th>Audience</th>
<th>Select appropriate with ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers</td>
<td>✓</td>
</tr>
<tr>
<td>Curriculum teams</td>
<td></td>
</tr>
<tr>
<td>Business Support</td>
<td></td>
</tr>
<tr>
<td>All staff</td>
<td>✓</td>
</tr>
<tr>
<td>Suppliers</td>
<td></td>
</tr>
<tr>
<td>Partners</td>
<td></td>
</tr>
<tr>
<td>Other - Students</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Channel</th>
<th>Select appropriate with ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy &amp; Strategy Team (PST)</td>
<td></td>
</tr>
<tr>
<td>Quality Improvement Network (QIN)</td>
<td></td>
</tr>
<tr>
<td>College Management Team (CMT)</td>
<td></td>
</tr>
<tr>
<td>Marketing e.g. NC Update / Intranet / Website</td>
<td>✓ NC Update</td>
</tr>
<tr>
<td>Individual team e.g. document library / Noticeboards / Team meeting / Email</td>
<td></td>
</tr>
<tr>
<td>Suppliers e.g. Letter or email / Meeting</td>
<td></td>
</tr>
<tr>
<td>Partners e.g. Letter or email / Meeting</td>
<td></td>
</tr>
<tr>
<td>Corporation e.g. Meeting / Email</td>
<td></td>
</tr>
</tbody>
</table>

**Communications Plan Activated By:**

Name: Mark Poole  
Department: Estates  
Job title: Head of Estates  
Date: September 2023