

# SUSTAINABILITY AND ENVIRONMENT POLICY

## 2021-22

Overall responsibility: Vice Principal of Resources  
Implementation: Gary Brough  
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Endorsed and approved by Policy & Strategy Group

Date: 18.1.22



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.

# 3. SCOPE

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

# 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.

# 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.

## 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: Equality and diversity impact assessment.

Appendix 2: Data protection impact assessment.

Appendix 3: Communications plan.

# Appendix 1: 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	
What is the policy?	Sustainability and environment policy.
Is it new or existing?	Existing.
Department	Estates.
Policy Author (postholder title, name)	Bob York (Deputy director of estates).
Author of Equality Analysis	Bob York.
Date of completion	22.11.2021

Aim 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 Assessment				
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.				
	Positive Impact	Negative Impact	No Impact	Findings
Race			✓	
Religion and/or belief			✓	
Sex (Gender)			✓	
Gender Identity			✓	
Disability			✓	
Age			✓	
Sexual orientation			✓	
Marriage and/or civil partnership			✓	
Pregnancy and/or maternity (including surrogacy and adoption)			✓	
Other identified group (e.g. carers)			✓	

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):

Name	
Bob York	Deputy Director of Estates.
Paul Valentine	Health and Safety Officer.
Mark Owen	Assistant Principal (Student Services).

Equality Analysis Sign-Off Signature and Date:

Review Date:

# Appendix 2: 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 3: COMMUNICATIONS PLAN

<b>TITLE OF COLLEGE POLICY:</b>	<b>DATE APPROVED BY</b>
Sustainability and environment.	Date:

<b>AUDIENCE (select appropriate with ✓)</b>			
<b>Managers</b>	✓	<b>Curriculum teams</b>	<b>Business Support teams</b>
<b>All staff</b>	✓	<b>Suppliers</b>	<b>Partners</b>
<b>Other - Students</b>	✓		

<b>CHANNEL (select appropriate with ✓)</b>				
<b>Policy &amp; Strategy Team (PST)</b>	✓	<b>Quality Improvement Network (QIN)</b>	<b>Marketing team</b>	✓
Meeting			NC Update	
<b>Individual team</b>	✓	<b>Suppliers</b>	<b>Partners</b>	
Team meeting				
<b>College Management Team (CMT)</b>	✓	<b>JCNC</b>	<b>Corporation</b>	
Meeting				

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
Name: Bob York Department: Estates	Job title: Deputy director of estates	Date: December 2021.