GOAL PROJECT

(Growing Opportunities for Apprenticeships Locally)

Sustainable Development Implementation Plan

Please note:

This current plan will be reviewed regularly, paragraph 2.1, by the Project Steering Group with agreed amendments being made and new version being published.

Version Control	
Reviewed by GOAL Steering Group	21 June 2018
Result of Review	Plan accepted
Next Review Due	August 2018
August 2018 Version	
Updated to incorporate amendments required following Article 125 EDGE audit	Plan accepted
Next Review Due	November 2018

Contents

The GOAL Project Partnership, SGS, Gloucestershire Enterprise Limited, Gloucestershire College and the University of Gloucestershire, is committed to Sustainability and it is the responsibility of everyone connect with Project to promote and advance Sustainability in all aspects of the Project's work.

1. Sustainability Policy

The Sustainability Policy for South Gloucestershire and Stroud College, SGS College, who is the lead partner, has been adopted for the ESF Project, Growing Opportunities for Apprenticeships Locally (GOAL) and covers the work of all partners on this project.

The SGS College's Sustainability Policy can be found in Annex A.

In interpreting this policy for the GOAL project the 'suppliers' are:

- Gloucestershire Enterprise Limited
- Gloucestershire College
- University of Gloucestershire

2. Sustainability Implementation Plan

The purpose of the Sustainability Implementation Plan is to promote sustainability and to ensure appropriate actions are taken by the GOAL project partners including the lead, to manage energy and waste to minimise the impact on the environment.

2.1. Implementation Plan

The action plan to ensure that the GOAL Project promotes sustainability can be found in Section 3.

The effectiveness of the plan will be monitored by the GOAL Project Steering Group quarterly from August 2018 allowing the first year to be reviewed and then closer monitoring as the project reaches its completion.

The Plan will be updated to reflect discussions and recommendations made at this meeting. Also at these meetings any underperformance will be addressed and minuted.

It should be noted that staff and participant communication and training in sustainability will be covered by the individual partner's policy with induction being the main focus for initial training.

Each partner involved in delivery of the contract will:

(a) dispose of its waste using a registered waste collector
(b) and observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations (and in particular, to ensure that WEEE is not mixed with general waste and is disposed of legally).

Please note: it was decided that a suitable baseline for the minimisation of waste on the project was the number of interventions per claim being made. That is we are aiming to maximise the practice of 'Right First Time' and by so doing minimise wastage by reducing the travel costs to employers as well as resources such as printing and paper to rectify any errors. Thus ensuring that there is a direct correlation to the measurement of waste and the work of this project.

3. GOAL Sustainability Action Plan

Objective	Actions	Impact	Baseline	Update dated August 2018
To minimise the energy consumption on the project	◌ Minimise the number of meetings by maximising the work which can be conducted by email. ◌ Maximise the use of Skype and other audio/video conferencing facilities to reduce requirements to travel to meetings.	◌ Reduction in travel by project management including partner staff. ◌ Better use of staff and partners' time.	◌ Partner Review meetings arranged either side of Steering Group Meetings, reducing travel to 1 meeting a month instead of 3 ◌ All 'ad hoc' meetings to be conducted by phone.	All partner reviews have been arranged either side of the Project Steering Group meeting. In so doing this has markedly reduced the travel in project management. Where meetings have had to be arranged outside of these dates, these have been conducted as telekits, again removing the need to travel.

Objective	Actions	Impact	Baseline	Update dated August 2018
To minimise wastage on the project	• Eliminate wasted effort by providing clear guidance on what is needed, so that the principle of "Do it Once and Do it Right" can be upheld. • Maximise use of electronic materials and data, producing and circulating all guides and materials to employers, partners and learners electronically wherever possible. • Encourage the submission and storage of evidence electronically. • Confirm that the Waste Electrical and Electronic Equipment regulations have been followed. • Confirm that only registered waste collectors have been used.	• Better use of staff and partners' time • Use of paper kept to a minimum. • Better security of sensitive information. • Reduction in storage space needed. • Appropriate management of electrical and electronic equipment waste. • Confirmation of solely using registered waste collectors. • Baseline based on the percentage of intervention for each claim month will be established and trends against this baseline will be monitored each quarter.	• Baseline based on the number of interventions as a percentage of the total claim at June 2018 as this was the second month[1] where all deliverables were claimed. • Intervention Percentage Baseline is 204%. That is there were two interventions per deliverable claimed, minimum would be 1 to acknowledge passed for payment.	Intervention Percentage for July is 323%. This might reflect that the baseline is the month before the review point resulting in trends being difficult to predict. Also July was the first month of the moratorium on SD01s. Partners have confirmed appropriate management of electrical and equipment waste and solely use of registered waste collectors.

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[1] Please note the second month when all deliverables have been claimed has been used as there is naturally a high incidence of error for the first month of claiming a new deliverable.

Objective	Actions	Impact	Update
To encourage sustainability innovation	• Review how other projects maximise their sustainability • Seek ideas on improvements from partners, staff and beneficiaries.	Maximise the effectiveness of this implementation plan by seeking continuous improvement.	Research still to be conducted.
To report regularly on sustainability issues for the project.	• Present quarterly reports to the GOAL Steering Group on the progress and impact of this plan.	Maximise the sustainability management of the GOAL Project.	This is the quarterly report for the August Steering Group.

4. Feedback on Plan

The main feedback opportunity for partners will be during the quarterly review of the Plan at the GOAL Project Steering Group.

The plan will be placed on the GOAL website, wwwachieveyourgoal.org.uk with the opportunity to feedback on the Plan and on the GOAL Project as a whole via on-line form.

Annex A

South Gloucestershire and Stroud College

SGS Sustainability Policy

If you would like this document in an alternate format

Please contact the Human Resources Department

Prepared by:	Peter Barrett
Job Title / Role:	Group Property Manager
Ref. No.: **Q/P** (To be entered by Quality Office)	**Date of this version:** 13 November 2017 **Review date:** 13 November 2018 * (Must be at least 1 year) **Please note**: if the document has details relating to legislation or government guidelines, the following must be added to the Review Date: (subject to any legislative change) **Upload to College website?** Yes **Upload to e-Campus?** Yes
Approved by:	Corporation
Date of Approval:	4 December 2017

Approval

LE	SEDG	HEBOS	SLT	EXEC	CORP
			15th Sept 16		

Review Due Date: 15th September 2017

SGS GROUP	SGS College ☒	SGS MAT ☐	SGS CS ☐	SGS GS ☒
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?
Age	☐	☐	☐	☐
Disability	✓	☐	☐	☐
Gender Reassignment	☐	☐	☐	☐
Race or Ethnicity	☐	☐	☐	☐
Religion or Belief	☐	☐	☐	☐
Marriage	☐	☐	☐	☐
Pregnancy/ Maternity	☐	☐	☐	☐
Sex	☐	☐	☐	☐
Sexual Orientation	☐	☐	☐	☐
Carers/ Care givers	☐	☐	☐	☐
Persons in care	☐	☐	☐	☐

Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:
Consideration to be hard to the need to expend additional resources as a mechanism to provide for the reasonable adjustments required by learners and staff with difficulties and disabilities or specific need.

How much evidence is there:	None	A little	Some	A lot
	☐	✓	☐	☐

The evidence supporting this assessment is supplemented by the research/evidence supporting a parent or sibling College or Group policy?	Yes ☐	Policy Reference: ***************

Is there any concern that the policy may operate in a discriminatory way?	None	A little	Some	A lot
	✓	☐	☐	☐

Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	☐	☐	☐	✓	
Disability	☐	☐	✓	☐	
Gender Reassignment	☐	☐	☐	✓	
Race or Ethnicity	☐	☐	✓	☐	
Religion or Belief	☐	☐	☐	✓	
Marriage	☐	☐	☐	✓	
Pregnancy/ Maternity	☐	☐	✓	☐	
Sex	☐	☐	☐	✓	
Sexual Orientation	☐	☐	☐	✓	
Carers/ Care givers	☐	☐	☐	✓	

What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High ✓	Medium ☐	Low ☐	Yes ☐	No ✓

I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required Completed by: **Gavin Murray**   Position: Head of Quality, Learning Resources & Performance   Date: 09th Sept 2016
Approved by the SGS College Corporation: ☐   *Approved by the SGS Academy Trust Board:*   ☐

Sustainability Policy

1. Introduction

1.1. Sustainability is the balancing of diverse economic, social and environmental pressures to arrive at a solution which maintains, supports and endures into the long term.

1.2. Both SGS College and the wider SGS Group (SGS) recognises the need to act sustainably both legislatively and in the wider field of corporate social responsibility.

2. Statement

2.1. SGS will act sustainably in all its activities and will promote sustainability to its staff, leaners, suppliers and visitors.

2.2. The following are to be the areas of focus

- Leadership and Governance
- Teaching, Learning, Assessment and Research
- Partnership and Engagement
- Estates and Operations

These priority areas are used by the Environmental Association for Universities and Colleges (EAUC) and are recommended to address a whole institution/Group approach to sustainability.

2.3. SGS will adopt a balanced approach to sustainability and wherever possible limit the environmental impact of its activities.

2.4. SGS will work collaboratively with its agents and partners to, wherever possible, limit the environmental impact of activities.

3. Objectives

3.1. Leadership and Governance

3.1.1. The objective of this policy is to ensure that all staff, learners, suppliers and visitors understand the SGS approach to sustainability.

3.1.2. SGS will review its sustainable objectives on an annual basis and once agreed share these with staff, learners and suppliers.

3.2. Teaching, Learning, Assessment and Research

3.2.1. SGS will share its sustainable objectives annually with its staff, learners, suppliers and visitors.

3.2.2.   SGS will promote awareness and understanding of sustainable development and operations amongst all staff, learners, suppliers and visitors through learning opportunities and training.

3.2.3.   Sustainability will be promoted and embedded across all curriculum areas.

3.3.   Partnership and Engagement

3.3.1.   SGS will operate sustainable procurement procedures that promote and support the use of products and services from contractors and suppliers who act sustainably. Such procedures will give due weight to sustainability alongside cost, best-value and quality in assessing products and services.

3.3.2.   SGS will share experience and knowledge of sustainability with the wider community and contribute to debate on sustainability issues.

3.3.3.   SGS will remain as an active member of the Association of Colleges (AOC) attending the South West Sustainability/ Buildings and Estates Mangers Regional Meetings. Involvement with the Environmental Association for Universities and Colleges (EAUC) will also continue.

3.4.   Estates and Operations

3.4.1.   SGS will adopt and utilise a comprehensive performance and benchmarking system to manage, measure, improve and promote our sustainability performance. Such system could be 'Learning in Future Environments' (LiFE) promoted by Environmental Association for Universities and Colleges (EAUC).

3.4.2.   SGS will endeavour to reduce energy and water use, enhance utilities monitoring and targeting systems throughtechnology.

3.4.3.   SGS will explore renewable energy, efficiency and storage technologies to reduce carbon emissions, discharges and prevent pollution.

3.4.4.   SGS will ensure any surplus assets are actively promoted for reuse or repurposing within SGS or partners and stakeholders.

3.4.5.   SGS will manage waste and adopt a "rethink, reduce, reuse, and recycle" approach. SGS will minimise the environmental impact of waste disposal and minimise the use of natural resources.

3.4.6.   SGS will incorporate the principles of sustainable development into any new build or refurbishment project.

3.4.7.   SGS will reduce single occupancy vehicle use to and between our campuses, encouraging walking, cycling and the use of public transport

where possible as principal modes of commuting and business travel for staff, students and visitors.

3.4.8. SGS will protect natural habitats and encourage local wildlife and biological diversity on the SGS's estate.

4. Implementation

4.1. This policy will be delivered via the application of a Sustainability Delivery Plan (The Plan) as agreed from time to time. The Plan will be reviewed at least annually and amended to reflect progress, changing requirements and the realities of the estate.

4.2. All staff, learners, suppliers and visitors. Parties will be encouraged to follow the detailed recommendations and guidance within 'The Plan'.

4.3. This Policy and The Plan will be published on SharePoint, and SGS Group websites.

5. Responsibilities

5.1. **Corporation, Executive and Senior Leadership Teams**:

5.1.1. Will ensure, through annual monitoring, that objectives of the policy are embedded into the culture of the organisation.

5.2. **All staff will**:

5.2.1. Familairise themselves with the objectives and the current strategy within The Plan.

5.2.2. Ensure that their actions are in compliance with The Plan.

5.3. **Heads of Departments (Corporate)/Sectors must:**

5.3.1. Ensure that their curriculum areas consider and promote the principles of sustainability.

5.4. **Heads of Estates will**:

5.4.1. Ensure that SGS performance as defined in 'The Plan' is recorded and reported to the Chief Operating Officer at least twice each year.

5.4.2. Form a working group from across SGS to work towards specific improvements identified in The Plan.

5.5. **The working party will**:

    5.5.1. Meet termly to review 'The Plan' and amend as required.

    5.5.2. Lead on the implementation of 'The Plan' and strategy across the college.

    5.5.3. Provide a report annually to the SGS College Executive and SGS College Corporation as part of the annual Health Safety and Environmental report.

6. Related Guidance, Strategies and Legislation

6.1. SGS Sustainability Delivery Plan

6.2. SGS Maintenance Policy

6.3. SGS Financial Regulations

6.4. Environmental Association for Universities and Colleges

6.5. Association of Colleges South West Sustainability Group.