

Sustainable Development Policy and Implementation Plan

Careers Clusters – Croydon & Hillingdon

Maintenance Policy Owner	Careers SLT
Review	Annual
Next review	May 2021

The Careers Clusters vision for Sustainable Development

Education Development Trust's environmental management policy aims to create a companywide culture where consideration for our environment is incorporated into our corporate decision making and the principle of efficiency is aligned with our commitment to deliver customer, stakeholder and beneficiary value. We aim to ensure that our Careers Clusters projects are socially, financially and environmentally sustainable, and both promotes and demonstrates sustainable approaches through all our project activities - across both the project itself and our wider organisation.

In line with our Corporate Sustainability Policy this Careers Clusters policy focuses on:

- Developments which are inclusive, innovative and sustainable
- The empowerment and development of all our staff
- Individual and corporate responsibility and accountability
- Diversity and the application of our global experience to all that we do
- Commercial disciplines and efficiency

Development and Governance of Strategy

Targets

- Being informed by best practice from across Education Development Trust and beyond, and ensuring that all Careers Clusters targets and action plans as a minimum reflect company-wide thresholds
- Ensuring that all project good practice is effectively shared cross-company through established EDT communication channels.

Working in Partnership

- Working with agencies, suppliers and employers who adhere to the values of our Sustainability strategy.
- Seeking opportunities to support local communities across London, for example through charity work, volunteering, work experience, jobs retention and creation.
- Refining our policy and plan, and sharing our knowledge, through a process of consultation.

Measure, Review and Reinforce

- Regularly monitoring, reviewing and evaluating advice, guidance and recommendations ensuring that plans are included in staff induction, training and review.
- Benchmarking against good practice standards and targets and securing positive endorsement through external recognition, kitemarks and awards.

Development Areas

Promoting Good Governance

- Establishing within the Careers directorate a Sustainability Champion to ensure application and improvement across the project, and ensure best practice is shared across the wider Careers and Employability Directorate and Education Development Trust.
- Consulting with key partners and stakeholders (e.g. Croydon/Hillingdon Local Authority).
- Benchmarking baseline plans and targets.
- Providing training to all employed staff and contractors.
- Promoting sustainability ethics and values in communication and company ethos.
- Promoting diversity and opportunity.
- Reviewing and evaluating progress and impact regularly against best practice standards including those set by our clients.
- Celebrating success with our staff and stakeholders.

Sustainable Communities

- Developing local experience and skills amongst young people contributing to local skills, talent and business growth
- Working in co-operation with local organisations particularly employers for wider benefit.
- Using local supply chains and businesses including social enterprise where possible.
- Encouraging volunteering, work experience and internships and charity involvement.
- Identifying local initiatives to support, in consultation with local councils and stakeholders.
- Selecting office locations which match Carbon Trust good practice standards for design and construction.

Climate Change and Energy

- Minimising business and training travel as part of green travel plan.
- Reviewing and improving usage of products and equipment that contribute to climate change and energy wastage.
- Implement low energy approaches to reduce electricity and gas usage through practical measures. Encouraging use of public transport and car sharing for business travel e.g. by strict criteria for onsite car parking spaces.
- Facilitating home working where appropriate.
- Promoting and enabling cycling to work.

Sustainable Consumption and Production

- Favouring the purchasing of fair trade, eco-friendly furniture, cleaning and office products, IT equipment. This applies to products supporting both office and home working staff.
- Encouraging recycling and waste management for paper, card, plastics and toners/cartridges.
- Reviewing operational and communication processes, both for office based and home working employees, to reduce wastage and increase efficiency.
- Selecting 'green' badged products and resources.

Natural Resource Protection and Environmental Enhancement

- Increasing the range of 'green' venues used for conferences and training events.
- Reducing expenditure on corporate hospitality and encouraging a 'brown bag' approach.
- Using IT and media solutions to reduce meeting and training travel (e.g. video and teleconferencing, e-learning).
- Getting involved in local, national and international environmental and resource protection awareness raising events.
- Incorporating sustainable approaches into home working arrangements.

Roles and Responsibilities

The responsibility for the overall development and application of the Careers Clusters Sustainable Development Policy is the Careers Cluster Project Manager in each borough. Annual review of the Policy will be undertaken by the Project Managers and the IAG Commercial Manager. Coordinated monitoring will be the responsibility of the Careers and Employability Business Improvement Team, with the support of Education Development Trust's Corporate Support function. The Business Improvement Team will undertake quarterly audits of the Sustainable Development Implementation Plan as part of their quality assurance remit. Oversight is the responsibility of the IAG Commercial Manager, reporting to the Careers and Employability Directorate Senior Leadership Team.

The Careers and Employability Senior Leadership Team have a remit to ensure that the review of this Policy and its associated Implementation Plan informs the review of Education Development Trust's Corporate Sustainability Policy by Education Development Trust's Executive Management Team.

Careers Clusters Croydon and Hillingdon – Sustainable Development Implementation Plan

Theme	Activity Description	Activity Owner / Timescale	Indicators	Source of verification	Result / Impact	Measurement Owner / Frequency	Assumptions
Target Setting	Baselines established for energy utilisation / amount of office waste / local procurement of out-of-region services on a per-staff-member basis	Business Improvement Team (within 3 months of Project start)	# of baseline audits undertaken	Baseline audit	Challenging targets set for energy usage, recycling, localised procurement	Business Improvement Team, annually	As a minimum, use of Education Development Trust's four primary UK delivery sites to determine credible baseline (Gateshead / Sheffield / Whiteley / Uxbridge) over period of minimum of one month at contract commencement. And thereafter annually
Staff Awareness	Careers Clusters Croydon and Hillingdon staff training module (Incorporating overview of Strategy and Implementation Plan) via	Training Team (within 3	% of staff completing online course	Staff training records	Staff aware of their SD responsibilities and Projects goals	Business Improvement Team, quarterly	Course is required component of Induction process for all staff

	EDT's Learning Hub	months of Project start)					
	Appointment of a sustainable development champion within the organisation	Project Manager (within 1 month of Project start)	# of Sustainable Development Champions in Team	Team Minutes / Management Team Minutes	Staff have a focal point to encourage/ support sustainable development practices	Business Improvement Team, quarterly	Capacity to fulfil role is built into role description (e.g. 1 day a month allocated to sustainable development activity) Training and an appropriate senior mentor are provided to ensure staff member is equipped to undertake role effectively
	Regular updates on progress against plan and good news stories / hints and tips to all project staff	Sustainable Development Champion (within 3	# of updates posted on Project Portal per quarter	Portal records	Staff are reminded and encouraged regarding SD goals and	Business Improvement Team, quarterly	Appointment and training of Sustainable Development Champion occurs within first quarter

		months of Project start)			achievements		of Project
	Sustainable Development Strategy, Implementation Plan and updates made available to all staff and stakeholders	Project Manager (within 3 months of Project start)	% Level of awareness of Strategy / Plan / Achievements	Staff Surveys	Staff are reminded and encouraged regarding SD goals and achievements	Business Improvement Team, quarterly	Project Portal gives full and easy access to all staff of Strategy / Plan / Updates
Participant Awareness	Participant handouts encourage and promote sustainable development (e.g. 'This handout is made of recycled material' and 'Please recycle this')	Project Manager (within 2 months of Project start)	# of participant handouts with clear sustainable development message (sample)	Participant handouts	Participants are kept aware of the Project's commitment to sustainability and how they can contribute to the Project's SD goals	Business Improvement Team, quarterly	Quality assurance process incorporates checks on all literature provided to participants to ensure incorporation of SD message prior to use
Organisational Awareness	The wider organisation is regularly informed of best practice	Sustainability Champion (within 3 months of	# of pan-organisational SD meetings	Minutes of meetings	A virtuous circle develops cross-organisation, where programmes and projects compete	Business Improvement Team, quarterly	Education Development Trust's corporate Marketing and Communications department support

		Project start)			to demonstrate their sustainable development successes		the effective promotion of SD activities and achievements
	Senior Leadership oversight of Strategy and Implementation Plan	IAG Commercial Manager (within 3 months of Project start)	# of SLT reviews of strategy / implementation plan	SLT Minutes	Senior leaders promote and support the achievement of SD goals, and lead on wider company adoption of best practice	Business Improvement Team, quarterly	Sustainable Development Strategy and Implementation Plan is standing agenda item at SLT meetings on quarterly basis
Project Delivery	Promotion of environmentally sustainable development work placements	Employer Engagement Managers (within 3 months of Project start)	# of work placements listed on Portal in defined 'Green Sector' or with ISO accreditation or equivalent	Work placement lists for project	Participant awareness of SD is enhanced through project delivery Organisations with good SD credentials are recognised through Project	Business Improvement Team, quarterly	Checks for ISO status built into work placement sign-up process Portal effectively tags all placements that fit criteria

					involvement		
	Promotion of sustainable practices at Job Fairs and Careers Events	Employer Engagement Managers (within 3 months of Project start)	# of posters/signage per event	Event photo-diaries on Portal	Participant awareness of SD is enhanced through project delivery Increased recycling	Business Improvement Team, quarterly	Photo-diary completion established component of every event
	Participant documentation is available online	Project Manager (within 2 months of Project start)	% of participant documentation that is online via Portal (work experience documentation)	Visual check of portal	Reduction in waste	Business Improvement Team, quarterly	Appropriate staff member has responsibility for checking/ensuring all documentation is on Portal
	Hard copies of participant documentation are on recycled paper	Project Manager	% of participant hard copy documentation	Visual check of paper used	Participant awareness of SD is enhanced through project	Business Improvement Team, quarterly	Office supplying participant documentation uses recycled

		(within 2 months of Project start)	n that is on recycled paper (work experience documentation)		delivery Increased recycling		paper
Transport	Ensuring all Project meetings are accessible via Skype	Project Manager (within 1 month of Project start)	# of meetings with Skype links	Meeting agendas	Reduction in amount of car journeys undertaken by project staff	Business Improvement Team, quarterly	All staff members are enabled to access Skype from any location
	Ensuring car share scheme available to all staff attending meetings not accessible by public transport	Project Manager (within 1 month of Project start)	# of staff aware of car share schemes	Staff surveys	Reduction in amount of car journeys undertaken by project staff	Business Improvement Team, quarterly	Car share scheme is effectively promoted, and monitored regularly
	Ensuring Season Ticket Loan available to all staff	Project Manager	# of staff informed of offer	Induction Paperwork	Reduction in amount of car journeys undertaken by	Business Improvement Team, quarterly	Education Development Trust continue with Season Ticket Loan

		(within 1 month of Project start)			project staff		initiative
Energy	Reducing energy usage in office from original baseline	Project Manager (within 6 months of Project start)	% reduction against baseline	Audit results	Reduction in use of energy	Business Improvement Team, annually	Effective campaigns to 'switch it off' are implemented and monitored