

ESF Supporting Technical Education in Lancashire Sustainable Development Policy and Action Plan

(V2 - 02.10.20)

The Lancashire Colleges Limited's Commitment

The Lancashire Colleges Limited (TLC) understands its responsibility to protect the environment from the impact of its operations and activities and to influence its staff and the wider community to minimise their impact through its actions and activities. TLC is committed to meeting the requirements of all relevant environmental legislation and guidance and to continually improving its environmental performance.

As this is an ESF project the potential environmental impacts are minimal, however TLC will maximise the positive and mitigate potential negative environmental impacts by promoting sustainable development and complying with relevant environmental legislation. The specific actions TLC will take to do this are set out in the Sustainable Development Action Plan, below.

This Policy and the associated Plan will be reviewed and, if necessary updated, on a regular and at least annual basis to ensure that they remain relevant and compliant with the latest legislation.

Scope

The Policy and the associated Action Plan, below, applies to TLC staff and project participants (SMEs) alike. TLC does not intend to have any subcontractors in relation to this project. However, TLC will be delivering the project in partnership with a number of its colleges, namely Blackburn College, Blackpool and The Fylde College, Lancaster and Morecambe College, Myerscough College and Preston's College.

In their delivery of this project the above named colleges will promote sustainable development and comply with relevant environmental legislation as outlined below. TLC, as lead partner in the project, will ensure that this happens by:

- Including Sustainable Development requirements in the Service Level Agreement signed by all college partners;
- Ensuring that colleges have their own Sustainable Development Policies
- Requiring all colleges to report on the KPIs included in the Action Plan, for review by the Project Steering Group.

TLC and our colleges' own policies will stand behind this ESF project Policy and Action Plan.

Project staff

TLC and its college partners in this project will ensure that all project staff are trained in sustainable development principles and are aware of the requirements set out in this Sustainable Development Policy and Plan.

Project participants

TLC and its college partners in this project will:

- ensure that all project participants (SMEs) are aware of this Sustainable Development Policy and Plan by including a copy on the project website and providing a link to that site within participant information materials;
- provide training and advice to employers, supporting those offering placements and other opportunities as a result of their participation in this project to have due regard to sustainable development principles in the design and delivery of those opportunities.

Use of resources

TLC and its college partners in this project will seek to minimise the environmental impact of resources used in the delivery of this project. This will include:

- Minimising the use of printed materials by sharing meeting papers, information packs etc. via electronic means and discouraging the printing of 'hard copies';
- Recycling or reusing printed materials wherever possible;
- Ensuring that refreshments and other resources for meetings and events are ordered prudently, minimising excess and waste, and recycling waste wherever possible.

Travel

TLC and its college partners in this project will seek to minimise the environmental impact of travel associated with delivery of this project. This will include:

- Considering the need for travel and using other means wherever possible including via telephone, e-conferencing and webinar facilities;
- Selecting venues for meetings, events, etc. that are easily accessible by public transport and encouraging staff and attendees to use public transport, walk, cycle or car-share wherever possible;
- Those who attend meeting, events, etc. will be asked, as part of the registration process, to indicate the method of travel they have used. In addition, event evaluation forms will include questions about the venue and its ease of access to inform continuous improvement processes and help with future event planning.

Waste disposal and recycling

TLC and its college partners will each dispose of waste using a registered waste collector and will observe and comply with the Waste Electrical and Electronic Equipment (WEEE) Regulations and will ensure that WEEE is not mixed with general waste and is disposed of legally.

TLC is a tenant of Preston's College and the College provides waste collection and disposal services to TLC. Preston's College use B&M Waste for their main waste collection services, B&M Waste is a carbon neutral company that offers a compliant, recycling-led approach to waste services. In addition, Preston's College use specialist

contractors for disposal of products such as oils, wood, building materials, metal, paint containers, etc.

Procurement

While it is not anticipated that any procurement will be required for the project, should it be necessary to procure any goods or services from a third party TLC and its colleges will:

- Minimise the demand for resources by prudent purchasing and using resource efficient products, including those made from recycled materials where available;
- Ensure the goods/services providers who receive contracts use an authorised waste disposal company and comply with the WEEE Regulations;
- Purchase from SMEs particularly those operating in the local area, minimising transport requirements, while ensuring compliance with EU Procurement Regulations.

Monitoring and reporting

Following a baselining exercise involving college partners, TLC will monitor a number of KPIs to assess the impact of the application of this Policy and delivery of the Action Plan. The Project Steering Group will receive reports and agree additional actions as required, it will also review this Policy and Action Plan on at least an annual basis as part of TLC's commitment to continuous improvement.

ESF Supporting Technical Education in Lancashire Project

Sustainable Development Policy and Action Plan, updated October 2020

Review due: No later than September 2021

Approved by

Name: Rosie Fearn

Position: Director, The Lancashire Colleges

Date: 02.10.2020

ESF Supporting Technical Education in Lancashire Project Sustainable Development Action Plan

Action	Lead	Target Date (assumes project start date of 1 April 2021)	KPIs
<p><i>Objective: Project staff are aware of and deliver on their responsibilities in respect of embedding sustainable development principles in delivery of the project including those specifically outlined in the Sustainable Development Action Plan for the ESF 'Supporting Technical Education in Lancashire' Project.</i></p>			
Deliver training to all project staff regarding the Sustainable Development Policy and Action Plan as part of their Project Induction.	TLC's Project and Partnerships Manager.	1 May 2021	Proportion of project staff who have received training by target date.
Assess the need for face-to-face meetings, events and use 'virtual' means wherever possible, minimising travel.	TLC's Project and Partnerships Manager and Lead Contact at each college.	On-going as events are planned	Proportion of meetings and events that are held 'face to face'.
Choose venues for face-to-face meetings, events that are accessible by public transport and encourage its use, or cycling, walking, car sharing by staff and other attendees.	TLC's Project and Partnerships Manager and Lead Contact at each college.	On-going as events are planned	Number of attendees (staff and participants) who use different forms of transport.
For face to face events, provide meeting papers, information packs etc electronically wherever possible and discourage the printing of 'hard copies' by staff and others.	TLC's Project and Partnerships Manager and Project Lead Contact at each college.	On-going as events are planned	Office paper/toner usage by staff.
For face to face events, ensure that refreshments and other resources for meetings and events are ordered prudently, minimising excess and waste, recycling waste wherever possible.	TLC's Project and Partnerships Manager and Lead Contact at each college.	On-going as events are planned	Amount of excess remaining to waste and recycled following meetings, events.

Action	Lead	Target Date (assumes project start date of 1 April 2021)	KPIs
<i>Objective: SMEs involved in the project give due regard to sustainable development principles in the design and delivery of the work experience and other opportunities that result from their participation in the ESF 'Supporting Technical Education in Lancashire' Project.</i>			
Ensure that participants are aware of this Sustainable Development Policy and Plan by including a copy on the project website and providing a link to that site within participant information materials.	TLC's Project and Partnerships Manager plus the Lead Contact at each college.	From 1 April 2021	Number of times the website link is accessed.
Provide training and advice to SMEs, supporting those involved in offering placements to understand the principles of sustainable development and ensure they maximise the positive and mitigate the negative environmental impacts of their involvement in the project.	Lead Contact at each college.	On-going as part of delivery.	Number of advice/training sessions held, number of participants.
Review work experience and other opportunities provided by SMEs to ensure they comply with the principles of sustainable development, providing advice where they do not.	Project Lead Contact at each college.	On-going as part of delivery.	Proportion of opportunities that are compliant.
<i>Objective: Ensure the effective implementation of the Sustainable Development Policy and Action Plan for the Project.</i>			
Complete KPI baselining exercise with project partners.	TLC's Project and Partnerships Manager plus the Project Lead Contact at each college.	1 May 2021	Date baselining is complete.
Report on KPIs and project outputs to the Project Steering Group, agree additional actions as required.	TLC's Director / Steering Group.	Quarterly.	Dates reports are made and additional actions are agreed.
Review the Sustainable Development Policy and Action Plan for the Project and update as required.	Steering Group.	Annually.	Dates reviews are completed and any updates are made.