

Sustainable Development Workbook

Partner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) reviewed and updated: \_\_\_\_\_\_\_\_

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AIM ONE: Identify opportunities for sustainable development in the project

AIM FIVE: Incorporate sustainable development across the project

1) Please complete the following statements relation to your West of England Works Sustainable Development Policy and Action Plan

a) Date the West of England Works Sustainable Development Policy was drafted

b) Date the West of England Works Sustainable Development Policy was approved by the West of England Works Operations Team

c) Date the West of England Works Sustainable Development Policy was adopted by your team

d) Date(s) that the West of England Works Sustainable Development Policy has been reviewed

e) Date the West of England Works Sustainable Development Action Plan was drafted

f) Date the West of England Works Sustainable Development Action Plan was approved by the West of England Works Operations Team

g) Date the West of England Works Sustainable Development Action Plan was adopted by your team

h) Date(s) that the West of England Works Sustainable Development Action Plan has been reviewed and progress updated

2) Please respond to the following questions relating to your Cross Cutting Themes Champion for Sustainable Development

a) What is the name of your Cross Cutting Themes Champion for Sustainable Development?

b) Has the effectiveness of your Cross Cutting Themes Champion for Sustainable Development in implementing and recording improvements in sustainable development been reviewed regularly? YES / NO

If YES, please give the dates of these reviews and summarise the outcomes

If NO, please state the date of the first/next planned review

c) Please provide examples of the staff training carried out by the Cross Cutting Themes Champion for Sustainable Development (e.g. a register of attendance)

d) Please provide evidence detailing how the Cross Cutting Themes Champion for Sustainable Development monitors the targets set out in the Sustainable Development Action Plan

3) Please respond to the following question:

As an organisation do you have Sustainable Development engrained in your business model? YES / NO

If YES, please give details of how it is engrained.

4) Please give examples of how your Sustainable Development good practice has been highlighted in your marketing, stating any dates that these marketing activities took place.

5) Please provide evidence that your staff, partner and sub-contractor recruitment, employment and procurement processes incorporate good practice in Sustainable Development

6) Please provide evidence, with dates, of how you have communicated your Sustainable Development plan to

a) Staff

b) Participants

and, if applicable

c) Partners

d) Sub-contractors

7) Please provide examples of where you have incorporated key Sustainable Development issues in your training materials.

8) Please provide the minutes of your Participant Forums and highlight

a) where Sustainable Development has been discussed

b) any actions arising relating to Sustainable Development

c) evidence that these actions have been carried out or are in the process of being carried out.

9) Please provide evidence of where you have involved local people in the design, delivery and management of

a) your Sustainable Development Action Plan

b) the West of England Works project

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| Linked Action Plan Activities for Sustainable Development Aim One |
| Review of partner sustainability/environmental policies and action plans |
| Identify Sustainability Champions in each delivery partner to drive implementation of the action plan in each location |
| Review effectiveness of Sustainability Champions in-role on regular basis.  |
| Identify partners who have sustainable development engrained into their business model (for example recycling social enterprises etc.) |
| Sustainability actively promoted through marketing activity highlighting good practice identified |

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| Linked Action Plan Activities for Sustainable Development Aim Five |
| Staff, partner and subcontractor recruitment, employment and procurement policies and processes fully incorporate good practice in sustainable developmentCommunicate the plan to staff and participants and where necessary partners and subcontractors through induction trainingIncorporating key sustainability issues in training materials that relate to the projectA named Sustainable Development Champion for the project to monitor targets and oversee staff training. |
| Involving local people in the design, management and delivery of the project through participant feedback and forum work. |

AIM TWO: Design the project to take account of sustainable development

AIM THREE: Support and develop staff in sustainable development

AIM FOUR: Measure, monitor and review the sustainable impact of the project

10) Please explain how your baseline measurement of paper recycling, energy consumption and water consumption complies with both UK and EU regulations.

11) What was the total energy use for your organisation in 2016?

12) Ideally the answers to the following questions should be based on the West of England Works project at your organisation but we understand that it is not always possible to identify project usage rather than organisational usage. Please indicate by deleting where appropriate whether you are responding based on the West of England Works team or your organisation as a whole. Please also note that you will need to revisit this question on at least three occasions throughout the project.

a) What was the total energy used by the West of England Works team / your organisation in 2017?

b) What was the total energy used by the West of England Works team / your organisation in 2018?

c) What was the total energy used by the West of England Works team / your organisation in 2019?

13) Do you use low energy lightbulbs in the room(s) used by the West of England Works team?

YES / NO

If Yes, what date were they first installed?

If No, please state the reasons why you are not currently using them and state any planned date for switching.

14) When purchasing equipment or resources for the project how do you ensure that

a) any equipment purchased for use on the project is the most energy efficient? Please give examples, with dates of how this policy or procedure has impacted on your purchasing decisions.

b) all purchases are made as locally and with as small a carbon footprint as possible?

c) you have checked to see if the equipment or resource might be shared with or borrowed from another West of England Works partner?

15) Give examples, with dates, of how you have shared resources with

a) West of England Works Partners

b) other organisations

c) Please state how sharing resources with other organisations has helped you to avoid duplication of services and Improve energy efficiency

16) What was the total water use for your organisation in 2016?

17) Ideally the answers to the following questions should be based on the West of England Works project at your organisation but we understand that it is not always possible to identify project usage rather than organisational usage. Please indicate by deleting where appropriate whether you are responding based on the West of England Works team or your organisation as a whole. Please also note that you will need to revisit this question on at least three occasions throughout the project.

a) What was the total water used by the West of England Works team / your organisation in 2017?

b) What was the total water used by the West of England Works team / your organisation in 2018?

c) What was the total water used by the West of England Works team / your organisation in 2019?

18) There is a requirement that each team or organisation reduces the total amount of energy and water used by 10% over the life of the project, do you believe that you will meet this target? Please tick as appropriate.

 i) We will meet the reduction target for both energy and water [ ]

ii) We will meet the reduction target for energy but not for water [ ]

iii) We will meet the reduction target for water but not for energy [ ]

iv) We will not meet the reduction target for either energy or water [ ]

 If you have ticked either statement ii, iii or iv, please state why you do not believe that you will meet this target and state what plans you have in place to address this.

19) What were the total number of miles travelled by car on behalf of the West of England Works project in

a) 2017?

NB: You will need to revisit this question at least three times over the course of the project.

b) 2018?

c) 2019?

20) Please summarise your green travel policy. This may be your organisational policy but if you have one specifically for West of England Works then you should summarise that instead. Once you have completed the summary please respond to the confirmation statements.

a) Our green travel policy incentivises the use of public transport YES / NO

b) Our green travel policy incentivises car sharing YES / NO

c) Our green travel policy incentivises cycling YES / NO

d) Our green travel policy incentivises walking YES / NO

e) Our green travel policy applies to both staff (including volunteers) and project participants YES / NO

f) Please provide a list of all West of England Works staff, volunteers and participants who have taken advantage of these incentives and state the dates that they accessed the scheme.

21) Please detail, with dates used, any technology which is currently being used or has been used to compliment 1 to 1 support for participants, e.g. Skype, FaceTime, Messenger or other video-conferencing software, email, SMS or other text based communication, telephone conversations and tele-conferencing.

a) Please detail any plans to use technology in this way in the future.

b) How many support hours have been delivered via technology in

i) 2017?

NB: You will need to revisit this question at least three times over the course of the project.

ii) 2018?

iii) 2019?

22) There is a requirement that each team or organisation reduces its carbon footprint by 5% over the life of the project, do you believe that you will meet this target? Please tick as appropriate.

 i) We will meet the reduction target for our carbon footprint [ ]

ii) We will not meet the reduction target for our carbon footprint [ ]

If you have ticked statement ii, please state why you do not believe that you will meet this target and state what plans you have in place to address this.

23) Do you consider that your organisation puts recycling at the core of its business model?

YES / NO

If Yes, are you able to offer work experience to project participants in order to develop their sustainable practice?

YES / NO

Have you offered any placements to date?

YES / NO

If Yes, please state the name or number of the participant and the start and end dates of their placement.

24) State the total percentage of recycled materials used in your organisation in 2016?

25) Ideally the answers to the following questions should be based on the West of England Works project at your organisation but we understand that it is not always possible to identify project usage rather than organisational usage. Please indicate by deleting where appropriate whether you are responding based on the West of England Works team or your organisation as a whole. Please also note that you will need to revisit this question on at least three occasions throughout the project.

a) What was the total percentage of recycled materials used by the West of England Works team / your organisation in 2017?

b) What was the total percentage of recycled materials used by the West of England Works team / your organisation in 2018?

c) What was the total percentage of recycled materials used by the West of England Works team / your organisation in 2019?

26) Please provide evidence that any items or materials which have been recycled have been disposed of in line with current legislation.

27) Have you had to dispose of any electrical equipment previously used on the West of England Works project?

YES / NO

 If Yes, please provide evidence that it was disposed of in line with current regulations.

28) Please provide evidence that any photocopiers used by the West of England Works team are all set to double sided printing and/or copying by default.

29) There is a requirement that each team or organisation increases its paper recycling by 10% over the life of the project, do you believe that you will meet this target? Please tick as appropriate.

 i) We will meet the increase target for our paper recycling [ ]

ii) We will not meet the increase target for our paper recycling [ ]

If you have ticked statement ii, please state why you do not believe that you will meet this target and state what plans you have in place to address this

30) It is a requirement of the project that we provide a quality learning and working environment for project participants and promote green opportunities and experiences to both our participants and the communities in which partners are based. Please respond to the following statements.

a) Please supply evidence of the ways in which you are providing a quality working and learning environment for West of England Works staff, volunteers and participants.

b) Please provide evidence, with dates, of how you have developed green skills in your local community.

c) Please provide evidence, with dates, of how you have raised awareness of opportunities (employment, volunteering etc.) within the green sector.

d) Please list the volunteering opportunities in green businesses and activities which you created for your participants in 2017 and give details of how many opportunities were taken up.

e) Please list the volunteering opportunities in green businesses and activities which you created for your participants in 2018 and give details of how many opportunities were taken up.

f) Please list the volunteering opportunities in green businesses and activities which you created for your participants in 2019 and give details of how many opportunities were taken up.

31) Have you shared at least one good practice in Sustainable Development case study to be published on the West of England Works website?

YES / NO

 If Yes, please provide a link to the relevant webpage.

 If No, please state what date you intend to produce and share a good practice in Sustainable Development case study.

32) Please provide evidence that you include Sustainable Development training in

a) staff induction

b) staff appraisals

33) Please provide examples of how you highlight energy efficiency to

a) participants

b) staff

c) other organisations with which you work

34) Please provide examples of how you have encouraged participants to learn more about Sustainable Development.

35) Please provide examples, with dates, of activities carried out with participants which support them to minimise their environmental impact

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| Linked Action Plan Activities for Sustainable Development Aim Two |
| Minimise energy use and reduce pollution across the partnership:1. Use low energy lightbulbs
2. If new equipment is required encourage purchase of most energy efficient
3. Utilise local services as much as possible
4. Sharing of resources e.g. co-location
5. Development of green travel policies
6. Use technology to compliment 1:1 coaching when necessary
 |
| Identify partners who have recycling at the core of their business model and are able to provide work experience opportunities which develop participants skills in sustainable practicesUse of recycled materials where appropriateRecycling waste and Disposal of equipment in accordance with current legislationSet photocopiers to default double sided copying |
| Provide a quality working and learning environment to the local communityDevelop green skills with the local communityRaise awareness of opportunities within the green sector |
| Provision of volunteering opportunities through the project including in ‘green’ businesses and activities. |

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| Linked Action Plan Activities for Sustainable Development Aim Three |
| Include sustainable development training in induction for staff and participantsIncorporate into 1:1 and appraisals as appropriate |
| Use posters to highlight energy efficiency and add ‘does this need to be printed’ footer to emailsParticipants encouraged to learn more about sustainabilityDesigning activities for participants which take into account and consider how to minimise environmental impact  |
| Staff and participant travel policies encourage use of public transport, car sharing, cycling and walkingTeleconferencing, Skype and webinars used to reduce travel requirements |

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| Linked Action Plan Activities for Sustainable Development Aim Four |
| Baseline measurement of paper recycling, energy consumption and water consumption complies with UK/EU environmental regulationsBaseline measure carbon footprint and reduce footprint by 5% over the course of the projectIncrease paper recycling from baseline by 10% over the course of the projectReduce energy and water consumption from baseline by 10% over the course of the projectRisks to delivery will be identified within risk assessment |
| Case study best practice and share with others via website |