



London Learning Consortium Sustainable Development Policy & Implementation Plan

Name and Job Title responsible for that this policy is implemented and reviewed in line the review dates below:	Pamela Wallace Operations Director
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Signed by member of SMT or CEO	<i>P. Wallace</i>

Date of Review	Person responsible for review	Page No	Changes made
3/10/23	PW	2	Remove reference to GLA/ESF
3/10/23	PW	1	GLA logo removed

SUSTAINABILITY DEVELOPMENT POLICY AND IMPLEMENTATION PLAN

Aim

This policy outlines London Learning Consortium's commitment to promoting and maintaining a sustainable environment within its business concerns and the offices of the organisation. We aim to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Our organisation aims to contribute to three sustainable development indicators (social, environmental and economic).

Social

The learning opportunities offered through the consortium is aimed to overcome the traditional barriers faced by socially excluded groups.

Environmental

LLC aims to have environmental policies and best practice in relation to environmental practice. This means LLC and its partners /subcontractors adopting practices to minimise waste, maximise recycling and implement energy saving procedures.

Economic

All learning services offered by the Consortium aim to benefit the local economy.

Objectives

- To provide a statement of intent
- To outline areas to target within this policy
- To provide guidelines to staff on the implementation of the policy
- To evaluate and monitor the policy on a regular basis

STATEMENT OF INTENT

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice
- To comply with the requirements of the ESFA in the management and delivery of contracts they fund by demonstrating a firm commitment to promoting sustainable development
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Environmental & Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Environmental & Sustainability Policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

- LLC intends to contract with learning providers who agree to the aims of our sustainable development policy.

TARGET AREAS

In order to put these principles into practice we will take the following practical steps.

A. Subcontracted delivery of learning

It is LLC's target that 100% of its sub contracted learning providers have a sustainable development policy and an auditable plan of action to implement such a policy.

This will mean all partners adopting practices to minimise waste, maximise recycling and implement energy saving procedures. All paper within Partner organisations is recycled, staff maximise use of ICT filing systems in preference to hard copy systems wherever possible and procedures are in place to conserve energy within the office environment. Where appropriate learning programmes offered though this project will promote environmental awareness and role model good practice.

B. Office and administration practice

1. **Paper** Recycled paper is preferable to normal paper. However, following a feasibility study, it was established that it was not cost effective for LLC due to lack of space for storage. For recycled paper to be cost effective large quantities of paper need to be purchased at one time. Paper is recycled when appropriate for photocopying, fax machine messages and scrap paper.
2. **Toner** Toner cartridges from the photocopier and printer are recycled by returning them to our stationery supplier.
3. **Photocopier** The photocopier meets the Energy Star programme for energy efficiency. The copier shuts off when the machine is not being used. An air vent with fan is located above the photocopier to extract any emissions. This is switched on during office hours. Protective gloves are supplied and located next to the photocopier to facilitate changing toner cartridges. Copiers are pre-set to allow back to back copies whenever possible to save on paper. Surplus copies of single sided paper are kept in a box clearly marked for recycling/scrap paper.
4. **Printer**
 - (i) **Laser Safety:** The laser printer is certified as a "Class 1" laser product. Radiation emitted inside this printer is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.
 - (ii) **Ozone Emission:** The laser printer does not use high-voltage corona wires in the electrophotographic process, and therefore, generates no measurable ozone gas, using charging rollers in the toner cartridge and print engine.

- (iii) **Energy Compliance:** The laser printer is designed to conserve electricity by dropping from 165 W while printing to 5 W when in the Power Save Mode. This product meeting the Energy Star guidelines for energy efficiency.

- 5. Cleaning Products** Biodegradable, low environmental impact cleaning materials, free from ozone depleting chemicals are used wherever possible.
- 6. Shredding** Some wastepaper is shredded but is not recycled at the present time.
- 7. Water** Water is conserved whenever possible.
- 8. Lighting** All lighting consists of individually switched, low energy fluorescent tubes. Classrooms lights are sensor controlled
- 10. Heating** All heaters are thermostatically controlled and switched off when not required.
- 11. Waste** General waste is disposed of using a registered waste collector (Croydon Council/contractors). Electric Waste is disposed of in compliance with the Waste Electrical and Electronic equipment (WEEE) regulations. All subcontractors and providers are expected to adopt the same practices as above and will observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations

C. Travel and Meetings

LLC positively encourages car sharing, use of public transport, cycling and walking where possible for work related activities.

- Walk, cycle and/or use public transport to attend meetings, learner visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with learners, employers, partners and stakeholders
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact,
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.

Reviewing the Policy

This policy will be part of the LLC procedure of reviewing all policies every year. However, more immediate changes will be brought to the attention of the Senior Management Team as necessary. Day to day implementation of this policy will be reviewed through regular staff meetings.

2	Recycle and disposal of electronic equipment	<p>Where possible reuse computer supplies, and other equipment no longer required.</p> <p>Dispose of unwanted equipment that cannot be reused in a safe and environmentally friendly manner</p>	Reduced landfill, reduced carbon	All Staff	<p>Toners are recycled back to supplier</p> <p>ICT equipment is disposed of in compliance with the Waste Electrical and Electronic equipment (WEEE) regulations, useable parts are recycled</p>
3	To minimise carbon emissions and other impacts by avoiding unnecessary business travel	<p>Increase teleconference meetings wherever possible</p> <p>Encourage the use of travel by public transport wherever possible.</p> <p>Encourage staff to cycle to work where possible and make use of bike racks in courtyard</p> <p>Ensure learners are allocated to assessor rationally based on factors such as geography, learners already within setting etc</p> <p>Draw in LLC's operational reach/employer engagement to London and within 10 miles of M25</p>	To reduce year on year the total carbon emissions from staff travel	<p>All Staff</p> <p>Partners</p>	<p>The majority of meeting will take place remotely unless it is deemed beneficial to meet face to face.</p> <p>These interim measure are likely to be impactful in reducing carbon footprint.</p> <p>Use of public transport is recommended as mode of transport. The use of company oyster cards is promoted as an incentive for staff to utilise this option.</p>
4	Water Management	To reduce water usage and use environmentally friendly consumption wherever possible.	Conservation of water levels	All Staff	<p>Returnable water containers are used for all drinking water.</p> <p>Kettles for hot drinks are filled to cover the amount to be used.</p>

5	Minimise energy consumption	<p>To minimise use of heating and lighting,</p> <p>Staff training for all staff on how to minimise consumption and how LLC are working towards this e.g. motion centred lights, turning of equipment (printers/copiers/pc's etc) when not in use.</p> <p>Baseline targets to be set for reduction of use of Heat and Light</p>	To reduce energy consumption	<p>Finance Director</p> <p>Subs</p> <p>All</p> <p>Finance Director</p>	<p>Were possible motion detectors in place to reduce unwanted lighting. Low energy lighting in place.</p> <p>All heaters switched off during summer and regulated during winter.</p> <p>All staff are provided with the policy upon Induction.</p> <p>Green Issues incorporating energy consumption are a mandatory item for all monthly All Staff Meetings. Presentations, quizzes, updates and feedback are provided as part of all staff meetings.</p>
6	General Waste Management	<p>To recycle all general waste in line with Local Council recyclable objects.</p> <p>Large size containers of cleaning fluids to be ordered</p> <p>Targets to be set and reviewed</p>	Reduce Landfill	<p>All</p> <p>Finance Director and Green Champions</p>	<p>Recycling bins located on all three floors for disposal of plastic, unusable paper, cardboard and tins/cans. Collected by Local Council for recycling.</p> <p>Large size containers of cleaning fluids are ordered, and smaller bottles are then refilled to reduce amount of plastic used.</p>
7	Monitor Environmental impact	LLC to undertake research and produce 'baseline' estimate of environmental	Understanding and awareness of	Finance & resource Director	

		<p>impact in terms of waste minimisation, recycling and energy consumption</p> <p>LLC are committed to researching and producing a simple 'baseline' estimate of our environmental impact in terms of: waste minimisation, recycling and energy consumption. Once we are back onsite, we will monitor improvements in baseline estimates by undertaking quarterly activities to review the levels of energy consumption, recycling and waste management.</p> <p>Review Partners commitment to reducing waste as part of due diligence process, monitoring visits and contract review meetings and development workshops.</p>	<p>environmental impact</p> <p>Positive and proactive action taken to reduce environmental impact</p>	Partners	
8	Continuously review sustainable procurement practises	Research any new suppliers to ensure products are sourced from sustainable sources ie Paper, timber (furniture) etc	Reduced landfill, reduced carbon	Office Manager	Ongoing
9	To ensure that when making business decisions, any	Review all steps to achieve all business objectives in	Reduced landfill, reduced carbon	SMT	ongoing

	potential sustainability issues are considered.	respect of complying with the concept of this policy. Highlight the importance of complying with environmental legislation, particularly when conducting business on behalf of LLC			
10	To ensure all staff and subcontractor partners are made aware of this policy and understand their role and responsibilities regarding sustainability within their work practices	Communicate awareness and check understanding of the contents of this policy to staff and partners, providing further information and guidance as required. The policy will be given to all new staff during induction Training days will revisit the policy Staff will be made aware of updates in the organisation and policy during staff briefings Policies and implementation plan are a requirement as part of Partners due diligence checks	Greater awareness and contribution of LLC's commitment sustainability and environmental impact	SMT Operations Manager Partners	Green Agenda including Policy and action plan discussed at staff meeting Implementation plan to be discussed at monitoring and contract review meetings Copies of policy given to subcontractors with contracts.
11	Ensure learners understand the importance of environmental sustainability and LLC's policy	Policy and actions to be covered in learner induction and reviews Where relevant embed in teaching and learning resources	Greater awareness and contribution of LLC's commitment sustainability and	Ops Manager Delivery Staff Subs	Extracts from policy included in learner Handbook. Actions relevant to learners discussed with learners during induction

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