

Sustainable Development Policy and Implementation Plan

West London Careers Hub

Maintenance Policy Owner	Careers SLT
Review	Annual
Next review	September 2023

The West London Careers Hub 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 West London Careers Hub project is 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 West London Careers Hub 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 West London Careers Hub 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.
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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. Greater London Authority, Careers & Enterprise Company).
- 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 West London Careers Hub Sustainable Development Policy is the Project Manager. Annual review of the Policy will be undertaken by the Project Manager and the Deputy Director (Young People). 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 Deputy Director (Young People), 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.

Theme	Activity Description	Activity Owner / Timescale	Indicators	Source of verification	Result / Impact	Measurement Owner / Frequency	Assumptions	Review
Target Setting	Baselines established for energy utilisation / amount of office waste / local procurement of out-of-region services on a per-staff-member basis	Careers Hub Team and Sustainability working group (within 3 months of Project start)	# of baseline audits undertaken	Baseline audit	Challenging targets set for energy usage, recycling, localised procurement	Deputy Director (Young People), 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	West London Careers Hub staff training module (Incorporating overview of Strategy and Implementation Plan) via EDT's Learning Hub	Training Team (within 3 months of Project start)	% of staff completing online course	Staff training records	Staff aware of their SD responsibilities and Projects goals	Careers Hub Manager, quarterly	Course is required component of Induction process for all staff	
	Appointment of a sustainable development champion within the organisation	Careers Hub Manager (within 1 month of	# of Sustainable Development Champions	Team Minutes / Management Team	Staff have a focal point to encourage/support sustainable	Business Improvement Team, quarterly	Capacity to fulfil role is built into role description (e.g. 1 day a month allocated to	

		Project start)	in Team	Minutes	development practices		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	# of updates posted on Project Portal per quarter	Portal records	Staff are reminded and encouraged regarding SD goals and achievements	Careers Hub Manager, quarterly	Appointment and training of Sustainable Development Champion occurs within first quarter of Project	
	Sustainable Development Strategy, Implementation Plan and updates made available to all staff and stakeholders	Careers Hub Manager (within 3 months of Project start)	% Level of awareness of Strategy / Plan / Achievement	Staff Surveys	Staff are reminded and encouraged regarding SD goals and	Careers Hub Manager, quarterly	Project Portal gives full and easy access to all staff of Strategy / Plan / Updates	

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Participant Awareness	Participant handouts encourage and promote sustainable development (e.g. 'This handout is made of recycled material' and 'Please recycle this')	Careers Hub 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 Project start)	# of pan-organisational SD meetings	Minutes of meetings	A virtuous circle develops cross-organisation, where programmes and projects compete to demonstrate their sustainable development successes	Careers Hub Manager and Deputy Director (Young People), quarterly	Education Development Trust's corporate Marketing and Communications department support the effective promotion of SD activities and achievements	
	Senior Leadership oversight of Strategy and Implementation Plan	Deputy Director (Young People)	# of SLT reviews of strategy / implementation	SLT Minutes	Senior leaders promote and support the achievement of SD goals, and	Deputy Director (Young People), quarterly	Sustainable Development Strategy and Implementation Plan is standing	

		(within 3 months of Project start)	on plan		lead on wider company adoption of best practice		agenda item at SLT meetings on quarterly basis	
Project Delivery	Promotion of environmentally sustainable development work insight activities	Work Related Learning Organisers (within 3 months of Project start)	# of work placements listed on Portal in defined 'Green Sector' or with ISO accreditation or equivalent	Work insight lists for project	Participant awareness of SD is enhanced through project delivery Organisations with good SD credentials are recognised through Project involvement	Careers Hub Manager	Checks for ISO status built into work insight sign-up process Portal effectively tags all placements that fit criteria	
	Participant documentation is available online	Careers Hub Manager (within 2 months of Project start)	% of participant documentation that is online via Portal (work experience documentatio	Visual check of portal	Reduction in waste	Careers Hub Manager, quarterly	Appropriate staff member has responsibility for checking/ensuring all documentation is on Portal	

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	Hard copies of participant documentation are on recycled paper	Careers Hub Manager (within 2 months of Project start)	% of participant hard copy documentation that is on recycled paper (work experience documentation)	Visual check of paper used	Participant awareness of SD is enhanced through project delivery Increased recycling	Custer Manager, quarterly	Office supplying participant documentation uses recycled paper	
Transport	Ensuring all Project meetings are accessible via online application	Careers Hub Manager (within 1 month of Project start)	# of meetings with online links	Meeting agendas	Reduction in amount of car journeys undertaken by project staff	Careers Hub Manager, quarterly	All staff members are enabled to access Teams from any location	
	Ensuring car share scheme available to all staff attending meetings not accessible by public transport	Careers Hub 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	Deputy Director (Young People), quarterly	Car share scheme is effectively promoted, and monitored regularly	
	Ensuring Season Ticket Loan available to all staff	Careers Hub Manager	# of staff informed of	Induction Paperwork	Reduction in amount of car	Deputy Director (Young People),	Education Development Trust	

		(within 1 month of Project start)	offer		journeys undertaken by project staff	quarterly	continue with Season Ticket Loan initiative	
Energy	Reducing energy usage in office from original baseline	Careers Hub Manager (within 6 months of Project start)	% reduction against baseline	Audit results	Reduction in use of energy	Deputy Director (Young People), annually	Effective campaigns to 'switch it off' are implemented and monitored	