

## Breakthrough Programme Sustainable Development Policy

Approved November 2016  
Reviewed November 2017  
Next Review Date November 2018

### Introduction

“Sustainable development” meets the needs of the present without preventing future generations from meeting their own needs. A key part of this is to ensure that we protect the environment.

The Breakthrough Programme Management Team, Partners and all associated organisations have a key role to play in making Coventry and Warwickshire a more environmentally sustainable place for future generations and we are fully committed to reducing our environmental impact by using this environmental policy to achieve our goals.

Our policy demonstrates how we:-

- *will lead by example to deliver sound environmental outcomes by managing and mitigating, as far as possible, the impact of our activities on the environment;*
- *will make environmental issues central to our operational and policy decisions so that we continue to be a responsible recipient of public funding;*
- *will work towards key environmental outcomes whilst providing a service that maintains the highest standards of confidentiality through careful disposal of sensitive information.*

### Scope

- This policy addresses all the relevant aspects of the operation of the Breakthrough Programme.
- It applies to all Breakthrough Programme employees, volunteers and premises, to services, agency staff and contractors funded through the programme.

### Wider links

This policy will support the Government’s key priority areas around the environment<sup>1</sup>, it will also support our partners local council’s targets.

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<sup>1</sup> The key government priority areas are:-

- Sustainable development
- Sustainable public purchasing
- Sustainable Business and Resource Efficiency
- Sustainable products and consumers
- Waste and recycling

## Our aim

The overarching aim of the policy is to...

***“Reduce, Reuse, and Recycle wherever possible in all activities so that the Breakthrough Programme can contribute to a local, national and global sustainable future”.***

## Themed objectives to achieve our aim

To successfully achieve the aim, the following themed objectives have been identified.

### **Recycling of materials**

- We are committed to reducing the environmental impact of our operations, and will seek to reduce supplies and products used.
- We will ensure the maximum recycling of paper (subject to confidentiality), cardboard, glass, plastic, tins, batteries and printer cartridges. If specific recycling bins are used they will be labelled appropriately.
- We will minimise as far as possible the use of paper by increasing electronic communication.

### **Disposal of waste**

- The Breakthrough Programme Management Team encourages the reuse and repair of products, to avoid premature disposal.
- Redundant IT equipment will be donated to other users or recycled once data has been removed in line with information assurance and confidentiality policies.

### **Transport**

- We will restrict car travel to necessary trips, using whenever possible public transport (bus, train and underground) or bicycle, and will encourage car sharing whenever possible.
- We will reduce the number of face-to-face meetings where feasible by increasing use of telephone conferencing.
- We will ensure that training venues and meeting locations are easily accessible by public transport.

### **Use of energy**

- We will reduce the amount of energy used within our premises.

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- Natural environment and biodiversity
  - Adapting to climate change
  - Mitigating climate change

Further information can be found at <http://ww2.defra.gov.uk/environment/economy/>

- We will ensure that all our premises are as energy efficient as possible.
- We will try to influence the managers of buildings in which we have outreaches to make their premises and practices as sustainable as possible.

### **Use of water**

- We will reduce the amount of water used within our premises.
- We will ensure that all our premises are water efficient and water is used appropriately.
- We will seek to influence the managers of buildings in which we have outreaches to make their premises and practices as sustainable as possible.

### **Suppliers and purchasing**

- We will monitor supply chain employment conditions and will take reasonable steps to assess suppliers' policies and practices.
- We will not purchase goods or services from a supplier if supply chain employment conditions or environmental impacts are found to be unacceptable.
- Wherever possible, products used will be zero-waste products, produced in an environmentally sustainable manner, repairable, non toxic and reusable or recyclable.

### **Awareness and education**

- We will maximise the above impacts by training staff and volunteers, as workers who are well informed are more likely to assist in reducing the environmental impact.
- We will work with our partners and external organisations to raise awareness even further.

### **Delivering the strategy**

This policy is endorsed by

- Mr David Gooding, CEO of BRANCAB who will provide the overall programme strategic direction, monitored through the Breakthrough Programme Management Board.
- Identified actions throughout the programme delivery will be managed via the Breakthrough Programme combined action plan, and discussed as a standing agenda item for the programme board.

All local lead organisations and wider partners are encouraged to include this policy within their local strategy, and include any identified actions within their local action plans.