



Sustainability Policy

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1. Kirklees College Sustainability Policy Statement

This policy statement sets out Kirklees College's aims for aiding sustainable development. The College is committed to implementing actions to deliver the aims set out below. These actions will promote and embed sustainable development in all aspects of the College's activities.

Kirklees College intends to contribute to the Further Education sector's sustainable development in both its operations and curriculum.

Kirklees College is committed to the principles of sustainability and minimising the adverse impact of its activities on the environment. This sustainability policy has been produced to endorse this commitment, guide College staff and students of required environmental practice and promote this commitment to sustainability to all stakeholders.

The policy encompasses the guidance from the Learning and Skills Council document 'From Here to Sustainability', EUAC and the Sustainable Development Commission. Kirklees College recognises that its operations have an effect on the local, regional and global environment and that it can contribute towards the conservation and protection of the environment. As a consequence, the College is committed to continuous improvements in environmental performance and the minimisation of waste and pollution.

Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

This policy statement will be brought to the attention of all members of staff and students and copies will be freely available to the general public, suppliers, contractors and regulatory authorities.

This document will be reviewed at least on an annual basis.

2. Introduction

The nature and the scale of our business at Kirklees College means we have a responsibility as well as a unique opportunity to play a leading role in the climate change agenda for the benefit of all.

Climate change, waste plastic, air pollution, etc. all pose new challenges to our organisation.

We're one of the largest employers in the region with an annual budget of over £30m and we come into contact with many thousands of people during the course of an academic year and we have the potential to influence behaviours and values.

It is up to us to challenge ourselves, tackle the demands of sustainable development and take this opportunity to state our commitment and take positive steps to meet our goals.

Setting out our ambitions means we can put the actions in place to make Kirklees College a leading sustainable development organisation.

We know what we are capable of when we work together to achieve a goal, we've made enormous progress over recent years, changing the lives of thousands of people, but this could be one of our biggest and most important challenges yet. I am confident we can rise to this challenge and I look forward to every leader, member of staff and student playing their part in another achievement the College can be proud of.

3. Background

External legislative requirements and the expectations of our students, stakeholders and local partners dictate that we must have a credible and operating sustainability policy. This will help the College to enhance existing and develop new relationships both locally and nationally and will help to promote the College in a positive and progressive light.

Within the College we need to embed sustainable development in all our activities to improve the College's operational performance and to ensure compliance with all regulatory demands. The Sustainability Policy will provide the basis for the development of the procedures and practices we need to introduce and operate effectively with regards to all of our environmental obligations and aspirations.

4. Where are we now?

The College is in the process of developing this Sustainability Policy, but further efforts are required to manage the many aspects of sustainability and start the journey on embedding sustainability into all aspects of the college. In order to take this policy forward we need to establish:

- Ensure the college's vision and mission and operating principles reflect sustainable development?
- Ensure we are meeting our legal requirements are in relation to sustainable development?
- Examine how we will we integrate sustainable development into our management procedures?
- Establish the short-term actions do we need to take?

In order to address these issues members of staff and students with an interest in sustainability and the environment will be recruited through a series of events at each college centre, which will then lead to the formation of a Sustainability Group. The Sustainability Group will act as a steering group to guide the college's sustainability strategic plan and help deliver the roll out of sustainability strategies throughout the college to ensure the college is addressing the requirements of sustainable development.

5. Key Aims

Leadership and Governance

- A strategic commitment at all levels within the college is a fundamental prerequisite for it to be successful in taking forward sustainability. Research on the implementation of sustainability shows that the commitment of the leaders within the organisation is critical, as is encouraging and supporting staff at all levels to be leaders.
- Promote and support sustainable development principles in all aspects of the individual leaders' roles across the college and continually seek to improve its environmental performance.

Facilities and Estates

- Operate the college's buildings and estate more efficiently, and invest in carbon reduction strategies.
- In anticipation that in the near future carbon emissions will be heavily taxed and capped and that energy prices will continue to rise the college must ensure operations are conducted in a manner that improves energy efficiency and seeks to eliminate waste.
- Embed the principles of sustainability in the design of new buildings and building systems. integrate environmental concerns into all planning and

design decisions, maintenance and management of the estate including sustainable development principles where possible

- Continue to comply with all relevant legislation and codes of practice
- Ensure completed developments achieve Building Research Establishment Environmental Assessment Method (BREEAM) Excellent or best reasonably achievable
- Ensure that the management of existing buildings minimises the environmental impact of the energy consumed
- Promote the use of more sustainable modes of transport by encouraging staff and students to use public transport, car share and cycle to get to College

Procurement

- Establish a procurement policy to minimise the social, economic and environmental impact of our procurement choices and maximise the use of college's resources.
- Consider the whole life cycles purchase taking into account environmental impact and sustainability

Curriculum

- Introduce sustainable development into the curriculum to provide learners with the knowledge, skills and values that are needed to mitigate the effects of climate change.
- Raise awareness of students so that they understand issues around sustainability, and it's importance in the workplace.
- Prepare students for these sustainability challenges and for new ways of living and working.
- Students with the skills and competences gained through education in sustainability will have increased employment prospects and greater potential for career progression.
- Promote sustainable citizenship and ecological awareness through sustainable development education within the College curriculum to ensure that all curriculum and academic programmes help students to develop their environmental awareness and understanding

Community

- College to contribute to supporting local businesses and the wider community in their journey towards a more sustainable way of living.
- Develop the colleges wider community engagement strategy so that it respond to new environmental, social and economic challenges.
- Maintain and develop appropriate local and regional partnerships to maximise benefits to the community
- Support local markets, ethical and fair trade, and socially responsible initiatives within the community

- Consider sharing facilities with local community agencies and groups to make the best use of resources
- Be aware of, support and connect to, the economic strategies drawn up and developed by the local authorities, WYCA, etc.
- Encourage learners and providers to undertake volunteering activity as part of a community commitment to sustainable development.

Strategic Planning

- Ensure the business case for sustainability in the college is well established and becomes stronger.
- Ensure the college is aware of the environmental legislation changes and ensures there are more checks and measures are put in place to ensure the college complies.
- Using sustainability as a framework to provide senior managers with a vision and a long term strategy for their organisation.
- Become an organisation that creates economic value, healthy ecosystems and strong communities are more resilient to economic, environmental and social stresses.
- Understand the “business case” for sustainability is vital to ensure that strategies are sustainable in themselves.
- Ensure projects are well supported from the senior leadership team
- Be conscious of sustainability impacts if budgets are to be cut.
- Establish KPIs for monitoring performance against agreed targets
- Embed sustainability into the strategic planning process and closely monitor progress
- Improve corporate environmental awareness and understanding.
- Develop workforce skills to help create a low carbon economy and community.

CPD

- Introduce mandatory training in sustainable development for all staff
- Improve staff environmental awareness and understanding
- Incorporate sustainable development in staff training days

6. Benefits to students and employers

Students and Employers will be able to clearly see that the College is actively engaging with Sustainable Development and is managing its legislative requirements. It will additionally demonstrate that the College is putting the environment and sustainability at the heart of the College’s strategies and is actively developing and embedding this with our students, stakeholders and local partner activities.

7. Supporting Process

The College will adopt the EAUC the 'SORTED Guide to Sustainability in Further Education' to develop supporting procedures to underpin the college's strategies.

8. Turning strategy into reality

The college will adopt the following EAUC Management Phases:

- Leadership and Vision
- Planning
- Action
- Monitoring

Sections 9 – 12 below provide details of the each phase.

9. Management Phase - Leadership and Vison

Who needs to be involved?

Senior management team and governors or board members

Key questions you should be asking yourself

- How sustainable are we?
- Do we need to carry out a baseline review?
- What do our key stakeholders think e.g. staff, learners, employers, governors?
- Are governors and managers aware of the strategic and tactical implications of a more sustainable approach?

Key activities

- Formulate the (business) case for sustainability
- Raise awareness and begin the process of cultural change throughout your organisation through meetings and workshops.

Expected outcomes

- Internal business case for sustainable development
- Revised vision and mission statement
- Communication plan for the revised vision and mission

- Stakeholder consultation report.

10. Management Phase - Planning

Who needs to be involved

Senior management, champions (if appropriate), key internal and external stakeholders.

Key questions you should be asking yourself

- Where are we now?
- What is our current level of performance against the vision and mission and operating principles?
- What are our legal requirements in relation to sustainable development?
- Do we comply?
- How do we integrate sustainable development into our management procedures?
- What short-term actions do we need to take?

Key activities

- Prepare and scope a baseline review.
- Communicate the baseline findings to internal and external stakeholders, and elicit feedback.
- Assess compliance with legal requirements and assign roles and responsibilities to manage and improve these.
- Develop capacity building training programmes.
- Report actions, impacts and outcomes to internal and external stakeholders.
- Feedback into strategic and tactical action plans.

Expected outcomes

- Baseline review report.
- Implementation and management plan.
- Stakeholder feedback report.
- Compliance and improvement report.
- Training and development plan.
- Actions, impact and outcome report.
- Identification of strategic priorities and actions.
- Board level consultation and sign-off.

11. Management Phase - Action

Who needs to be involved

Senior and middle management, board members, sustainable development champions and/or implementation team.

Key questions you should be asking yourself

- What organisation change is necessary and desirable?
- What management processes do we need to change?
- How will we communicate the sustainability message and changes identified?
- Are the links between words and action strong enough?

Key activities

- Agreeing and implementing a sustainable development action plan, with timescales and milestones.
- Assigning roles and responsibilities for specific actions in line with skills and competence.
- Implementing sustainable development awareness and training programmes as required.
- Consulting and communicating on the agreed actions.
- Reviewing and refining corporate governance and sustainable development reporting arrangements.
- Identifying opportunities to influence external agencies e.g. community bodies, employers, trade organisations and suppliers in sustainability terms.
- Fostering linkages at senior and middle management level between those responsible for different areas of action e.g. estates and curriculum.
- Engaging with the community.
- Reporting on SD activity at management meetings and to governors or board members.

Expected outcomes

- Record of sustainable development activities undertaken and their impact on performance.
- Sustainable development organisational chart showing roles, responsibilities, reporting and communication lines.
- Revised corporate governance of sustainable development reporting procedures.
- New partnerships and collaborative activities with community and businesses on sustainable development issues.
- Organisational websites, prospectus and other communication devices make explicit reference to sustainability actions and impacts.

- Sustainable Development should inform all CPD programmes, and training should be incorporated into induction for new staff so the knowledge base is maintained.

12. Management Phase - Monitoring

Who needs to be involved

Board members, senior management, sustainable development implementation team and/or champions. Possibly self-assessment and/or independent audit team.

Key questions you should be asking yourself

- Are we doing what we say we do?
- Does our performance reflect significant sustainability actions, impacts and outcomes identified from the baseline review?
- Are our tactical and strategic approaches improving our performance?
- Who are we reporting to and what are we reporting?
- How credible and transparent is our reporting?
- Should we include impartial assurance as part of the reporting process (e.g. OFSTED reports)?

Key activities

- Collecting and evaluating objective evidence and stakeholder perception surveys or questionnaires with regards to sustainable development profile and 'performance'.
- Assessing new opportunities for sustainable development performance improvement.
- Selecting and training internal self-assessment team on relevant sustainable development issues.
- Producing and communicating sustainable development progress report.
- Regularly review and improve knowledge transfer and communication systems to ensure that key initiatives are widely replicated both within individual providers and between organisations.

Expected outcomes

- Progress report against sustainable development strategies, tactical plans, objectives and targets.
- Recommendations for improvement in terms of sustainable development.
- Integration of key elements of sustainable development progress into organisational self-assessment report.
- The review process should result in clearly communicated findings, which should form the basis for the next round of strategic and tactical planning.

13. Communication process for staff and stakeholders

A communication plan will be developed as part of the initial phases, we anticipate the launch being ready for the start of the new college year 2019/20.

14. Recommendations

Approve the proposed policy and strategy.

15. Document details

AUTHOR: Ian Webster

APPROVED BY: Senior Leadership Team (Approving Body)

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