

# CFDG Sustainability Management Plan 2009 – 11

## Introduction

This is CFDG's second Sustainability Management Plan (SMP II), the first (SMP I) ran from late 2007 – early 2009. SMP I was organised around the 10 One Planet Living principles: zero carbon; zero waste; sustainable transport; local and sustainable materials; local and sustainable food; sustainable water; habitats and wildlife; culture and heritage; equity and fairtrade; health and wellbeing. We chose this model because we liked the joint emphasis on social and environmental issues, and we developed actions in each area (apart from water).

Over the period of SMP I CFDG also published their report, *Sustainability in Practice: monitoring and reporting (SiP)*. This developed a set of six major areas where charities should be directing their efforts on social and environmental sustainability: energy, waste, transport, procurement, water, biodiversity and stakeholder engagement (where stakeholders are broadly beneficiaries, supporters, staff and funders). A significant emphasis of *SiP* was that all charities should look at what is shape strategically important to them. This means engaging with sustainability in the first place, and then structuring sustainability work around the issues with a significant impact on a particular charity, i.e. prioritising the impacts of transport for a charity like Meals on Wheels.

For SMP II we are moving to a *SiP*-style plan that focuses on the areas where CFDG has most impact, and where it can actually achieve change, namely: energy, waste, transport, and procurement, and stakeholder involvement and social sustainability. We have no impact on water or biodiversity apart from through procurement, where it is being addressed. In reality, our impacts on sustainability are modest, and for CFDG the strategic importance is therefore our commitment to an issue that is important to our members.

Finally, SMP II builds on the Sustainability Report published in our Annual Report and Accounts 2008/09, the first such report on our environmental and social impacts. That Sustainability Report identified several key areas, which are incorporated into SMP II:

- in procurement we need to improve staff awareness and understanding of all areas of sustainable procurement, and acceptable increases in cost;
- in transport we need to develop a more reliable system for recording business travel and to identifying any possible reductions; and
- in staff behaviour we need to increase the number of staff who feel they are positively contributing to sustainability in the organisations, and support them to act.
- We also the need to put better systems in place for gathering the data needed for the Annual Report.

## What's already in place?

### Energy

1. Appliances set to energy efficient ratings
2. Standby busters in place, making switch-off as efficient as possible

### Waste

1. Good recycling facilities are in place
2. Double-sided, black and white printing is automatic on all computers
3. Scrap paper box by printer to encourage re-use of scrap paper, and small scrap-paper notepads are issued to all
4. Envelopes are reused where possible

### Transport

1. Loans are available for public transport season tickets
2. Loans are available for bikes and essential accessories
3. Home-working is allowed where appropriate

### Procurement

1. There is a sustainable procurement policy in place
2. There is a guidance document to help staff with sustainable procurement

3. The first procurement audit has taken place

### Stakeholder engagement

1. Staff are involved in the review of all CFDG policies
2. Staff are involved in the review and ongoing management of sustainability
3. Staff go on 1-2 team volunteering days every year
4. There is an equal opportunities, and parental leave policy in place
5. There are flexi-time and TOIL systems in place
6. There is wage transparency through the organisations
7. There is an ethical option available in the staff pension scheme
8. There is a discount for staff at the local gym
9. There are plants in the office to provide a more congenial atmosphere
10. Staff are made aware of opportunities to give blood locally.

## Action Plan

Area	Action	Person	Status
Energy	<b>Efficiency</b> <ul style="list-style-type: none"><li>• Turn off computers when away for more than an hour</li><li>• Turn off lights leaving meeting rooms</li><li>• Turn off lights when last out of the office</li></ul>	All	Ongoing
	Enforce auto-switch off from server and test different timings	RK	
Waste	Only printing when needed	All	Ongoing
	Printing onto scrap paper	All	Ongoing
	Printing two-sides to a sheet where appropriate	All	Ongoing
	Making documents electronic (reports, shared docs., emails, invoices, faxes (to pdf)); encouraging scanning and emailing	All	Ongoing
	Reuse packaging materials	All	Ongoing

	Reusable crockery and cutlery	All	Ongoing
<b>Transport</b>	Use of different types of transport	All	Ongoing
	<b>Teleconferencing</b> <ul style="list-style-type: none"> <li>• Training for everyone</li> <li>• Target no. of teleconferences, both internal and external</li> </ul>	RK All	Ongoing
	<b>Cycling</b> <ul style="list-style-type: none"> <li>• Implement cycle-to-work</li> <li>• Promote cycling confidence sessions</li> <li>• Cycle couriers...</li> </ul>	All	Ongoing
<b>Procurement</b>	<b>Staff:</b> ensure that staff use the guidance on sustainable purchasing, i.e. our standards and how to apply them	All	Ongoing
	<b>Individual items</b> <ul style="list-style-type: none"> <li>• Personalised orders: staff who make these orders (particularly where we order a new kind of product) should be aware of the standards expected (inc. Reports, mailings/ marketing materials, letters, invoices and conference literature)</li> <li>• Badge clips: We need to make sure we get as many of these back from delegates as possible (<a href="http://www.eco-card.co.uk/products/badges.htm">www.eco-card.co.uk/products/badges.htm</a>).</li> <li>• Stationery: Pens are the only thing we can really change, and we should endeavour to do so, and to buy refills where possible.</li> <li>• Ink: we should do more research on greener toner</li> </ul>		
	<b>Records</b> <ul style="list-style-type: none"> <li>• Ensure that we record purchasing decisions, so that we are aware of having tried to purchase greenly even if we aren't able to</li> <li>• Considering how we can more accurately identify the environmental and social impact of products we buy (e.g. embodied energy)</li> <li>• Maintain signatoryship to the Mayor of London's Green procurement code</li> </ul>		
	<b>Annual audit:</b> undertake an annual procurement audit, including new areas of expenditure and development of new 'green' product options		
	<b>Tenders:</b> Develop guidance for sustainability criteria in tenders		
	<b>Suppliers</b> <ul style="list-style-type: none"> <li>• Ensure that suppliers of all sizes are aware of our preference for high environmental (and social) standards</li> </ul>		

	<ul style="list-style-type: none"> <li>Develop guidelines for more rigorous sustainability criteria for large and/ or long-term contracts.</li> </ul>		
<b>Stakeholder engagement</b>	Biannual reporting against the plan with measurable targets (some kind of large thermometer?)		
	Monthly reminder notices about sustainability/ energy efficiency / behaviour/ cultural events in the local area		
	Ad hoc information and reminders on the intranet noticeboard		
	Engage stakeholders (trustees, staff, members, subscribers) with the SMP		
	<b>Equality</b> <ul style="list-style-type: none"> <li>Research best practice around a wage multiplier</li> <li>Consider Investors in disability, diversity and volunteering status</li> </ul>		
	Continue to organise two days of staff volunteering every year		
	Continue have plants in the office		
	Continue to promote blood-giving amongst staff where appropriate		

Supporting staff to act...

The 2009/10 elements of this longer-term plan will include the discreet targets in the table above and three key areas in for action:

- Procurement: we need to improve staff awareness and understanding of all areas of sustainable procurement, and acceptable increases in cost.
- Travel: we need to develop a more reliable system for recording business travel and identifying any possible reductions.
- Staff behaviour: in the 2008/09 staff survey twelve staff (100% of responses) felt that sustainability was important to the organisation and to their team, but four felt that they could do more and/or could be more supported. We need to increase the number who feel they are positively contributing, and support them to act sustainably.

Broader engagement of staff, trustees and supporters.