Tilbury Community-led Local Development (CLLD) Sustainable Development Policy and Implementation Plan

Version	Date
Version 1	11 July 2017
Version 2	18 December 2018
Version 3	6 February 2019
Version 4	7 February 2019

Sustainable Development Policy

This policy adopts the definition of sustainable development outlined in The Brundtland Report: "Development which meets the needs of the present without compromising the ability of future generations to meet their own needs". Tilbury CLLD recognises the importance of taking a sustainable development approach to project design and implementation.

This policy commits the Lead Partner, the Local Action Group (LAG) and organisations engaged in the delivery of grant funded support to work to meet the requirements of the sustainable development policy.

Environmental impacts

Tilbury CLLD recognises that the nature and scale of its activities impacts on the environment and that it has a responsibility to manage its activities in a way that reduces negative environmental impacts and increases positive impacts.

The project will aim to minimise the:

- use of energy to reduce carbon emissions
- use of water
- use of resources
- emissions from transport and reduce the impact of travel (based on 'walking, cycling and public transport first' principle)
- production of waste and increase reuse and recycling
- loss of biodiversity
- our carbon footprint

Social impacts

The community is at the heart of the Tilbury CLLD project and through its actions it will support:

- an innovative and productive local economy
- increased health and wellbeing to those in the most disadvantaged areas
- increased work and study opportunities for those in the most disadvantaged areas

In implementing this policy, the project team and delivery organisations will furthermore:

- comply with all relevant legal requirements including: (a) disposal of its waste using a registered waste collector and (b) observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations
- give appropriate consideration to environmental and social criteria when purchasing products and services and select contractors and suppliers who can demonstrate environmental management and performance in line with this policy and/or social benefit such as Fair Trade
- raise awareness of appropriate environmental issues amongst those engaged with the project – this will include staff, participants, subcontractors and the wider community

A sustainable development implementation plan will ensure objectives and targets are set, and their progress monitored and reported regularly to the LAG during the lifetime of this project. The final project evaluation will include a review of the project approach to sustainable development.

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Sustainable Development Implementation Plan

Whilst a sustainable development implementation plan would most normally consider both environmental and social issues, this project plan focuses on the key environmental issues identified in the Sustainable Development Policy.

A strong focus on environmental issues is a requirement of European Structural and Invetsment Funds (ESIF), the co-funder of the Tilbury CLLD.

Action, review and monitoring timelines

Action	Time Period
ESIF Financial Agreement signed – Tilbury CLLD goes live, Sustainable Development Implementation plan reviewed and approved by LAG.	January 2019
Programme Management team in place and responsibility for Implementation Plan agreed with named team member.	March 2019
Project Workshops with potential applicants include guidance on Sustainable Development Policy and Implementation Plan requirements.	March to April 2019: round 1
All Delivery Body grant recipients will receive guidance on Tilbury CLLD Sustainable Development Policy and Implementation plan as part of induction in 1:1 review meeting.	May to June 2019 and 2020
All Delivery Bodies will be required to provide Sustainable Development Imp. Plans and provide updates to the Tilbury CLLD Delivery team on a 1/4rly basis (to coincide with ESIF reporting periods). Key highlights or concerns will be included in ESIF project reports. The Project team will also ensure that the management of the programme is reviewed against its own Sustainable Development Implementation Plan.	Plans July to August 2019 and 2020
Updates will be provided to the LAG with any concerns or Best Practise highlighted.	October 2019 and ongoing
The programme management team will compile an annual update to the LAG to support their review of the projects Sustainable Development Policy and Implementation Plan.	Annually
All implementation plans, monitoring and final achievements will be included in an end of project evaluation.	March to November 2022

At project initiation the team will be engaged with the concept of their environmental impact in terms of waste minimisation, recycling and energy consumption / CO_2 emissions through a training programme. All new staff members will receive copies of the Sustainable Development Policy and Implementation Plan during their induction process. Additionally, they will be provided with the SDC Environmental Policy. All staff will be clear on their responsibilities at a team level and to ensure these messages are communicated at presentations, to stakeholders and in online project information.

As part of this communication process, all delivery providers will be required to work to this implementation plan as part of their project support. Information will be required from each delivery partner, on progress, on a quarterly basis as part of the claims process. Each delivery provider will also be required to demonstrate how they will communicate these issues to the individuals and

businesses they work with. They will be asked at commencement of delivery to identify ways in which they can demonstrate to the CLLD project team that this is being undertaken and any positive changes noted.

As part of the process of approving Delivery organisations the eligibility criteria will require that organisations operate with sustainable development or environmental policies and that this will be explored further during the project application phase.

The following approaches will be reviewed and developed by the project team at inception of the Tilbury CLLD programme:

1. All project and delivery organisation staff will undergo training to support the effective delivery of the Sustainable Development Implementation Plan. This will include addressing key issues noted in the plan and how they will relate to practical activities such as day to day operations, participant support, and event management.

Environmental training

BASELINE	Level of environmental knowledge and its application prior to course (questions at start of training).
BASELINE DATA to be collected	Number of individuals attending courses (sign in sheet).
ENHANCEMENT	Increase capacity to reduce environmental impacts.
ENHANCEMENT DATA to be collected	Increase in individuals' environmental knowledge (survey at end of training).
MEASURE	Number of individuals supported to enhance environmental knowledge and improved ability to implement change.

2. Travel: a five-year estimate of travel is unlikely to provide a relevant baseline for this measure so it is recommended that the team use a baseline of 'all journeys undertaken by petrol based car with single person occupancy'

Travel

BASELINE	Journey by car with single person occupancy to undertake project activity.
BASELINE DATA to be collected	Mileage for all journeys undertaken, by staff member: engine capacity and type of fuel for the car of each staff member.
MINIMSATION	Use lower emissions form of transport.
MINIMSATION DATA to be collected	Length of journey. Alternative mode of travel: on foot, by bicycle, bus, train or car sharing (including number of occupants).
MEASURE	Reduction in Tonnes CO_2 to Baseline over the lifetime of the project.

3. Energy minimisation in buildings: At this stage in the project development no team has been appointed or premises agreed. It is possible that direct measurement of energy use could be complex if the team are situated in Council offices. An alternative measure could be a baseline

estimation of the energy use of equipment with minimisation based on switch off campaigns and spot checks.

If any building refurbished is listed or otherwise not subject to the EPC regime, then alternative measures may be considered for that building

Energy - building refurbishment

BASELINE	Energy Performance Certificate (EPC) before refurbishment.
BASELINE DATA to be collected	Energy Performance Certificate (EPC) rating before refurbishment.
ENHANCEMENT	Improved energy performance.
ENHANCEMENT DATA to be collected	EPC rating after refurbishment.
MEASURE	EPC rating.

All CO_2 reduction calculations based on DEFRA Greenhouse emissions conversion factors – https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2016

4. Waste and Reduce: Reuse: Recycle

Waste – general project delivery

BASELINE	3 months estimated of number of bags of mixed waste, paper/cardboard and any other separated materials.
BASELINE DATA to be collected	Collect data on 3 months of office waste.
MINIMSATION	Reduction in volume of bags of waste produced, greater proportion recycled.
MINIMSATION DATA to be collected	Number of bags as per definition categories above (or as amended at inception by project team).
MEASURE	Reduction in waste bags produced. Estimate of material sent to recycling as a % of total waste.

WASTE – any building refurbishment undertaken or funded

BASELINE	Waste estimation at design stage.
BASELINE DATA to be collected	Waste to be identified by type.
MINIMSATION	Work with contractor and use Waste hierarchy to identify reduce, reuse and recycle opportunities.
MINIMSATION DATA to be collected	Minimisation to be identified through waste management plan. Evidence: copies of waste transfer notes.

MEASURE	Reduction in material use Increase in re-use of materials Increase in recycling of materials

5. Efficient use of 'Sustainable Materials'

Material Use – any building refurbishment undertaken or funded

BASELINE	Waste estimation at design stage.
BASELINE DATA to be collected	% of reused materials, % materials with recycled content, % identified with lower carbon footprint than standard product (ie low energy lighting), site water usage.
ENHANCEMENT	Work with designer and contractor.
ENHANCEMENT DATA to be collected	Data to be collected Designer to provide baseline vs standard build. Contractor to provide on-site pictures highlighting use of materials in build. Information on products used to be collated.
MEASURE	Case study identifying benefits of using sustainable materials.

Biodiversity is also an issue considered in the Sustainable Development Policy. This has not been set as a measure but will be explored further by the project team to see if opportunities exist within the area and scope of the project to affect positive change.

Monitoring and reviewing

The Tilbury CLLD Sustainability Implementation Plan and the indicators adopted to measure impact will be regularly monitored by the LAG.

'Review and Improve' Process

Project level oversight of Sustainability implementation	Include in reporting to Local Action Group.	Agenda and minutes of meetings saved in project files
Failures identified in implementation delivery process	Project Manager to implement actions.	Log in project files
Review of Implementation plan	Plan to be reviewed by project team on an annual basis – any issues identified, and plan updated.	Annual review and update logged by version number and date. Held in project files
Review of Sustainable Development policy	Plan to be reviewed by project team on an annual basis – to ensure it is consistent with current legislation, and codes of practice. If consultation or engagement reviews are required they take into account the views of elected members, staff, community and voluntary groups.	Annual review and update logged by version number and date. Held in project files.

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