Working Together

Sustainability Policy

September 2014

1.0 Introduction

1.1 In creating this policy, Borders College recognises the impact of carrying on its business on the environment. To manage and reduce this impact, and to ensure its services are provided in a sustainable manner, the College commits to examining and assessing the environmental effects of its activities, products and services.

1.2 This policy sets out the College's approach to sustainability and identifies the key principles which the College will apply to ensure both compliance with regulatory frameworks and the promotion of an ethos of sustainability.

2.0 Scope

2.1 The College will comply with all applicable legislative requirements with regard to sustainability and the environment. Further, the College will seek to apply best practice over and above any statutory minima.

2.2 This commitment applies to all aspects of the organisation and should be seen as an integral part of the College's undertakings, including procurement, construction and estates management, teaching and learning, and delivery of support services.

3.0 Key Principles

3.1 The key principles that the College will use in embedding sustainability in its activities are as follows: -

3.1.1 Sustainability in Procurement

While the overarching principle employed in the College's Finance and Procurement Strategies and Procurement Policy is value for money, there are also considerations with regard to sustainability which must be considered: -

a) **Environmental Impact**
   The College recognises that procurement of goods and services has an environmental impact in addition to the direct contribution of the actual goods and services themselves. This may include the impact of transportation or manufacturing of those goods and services. It will therefore consider such impacts when appraising procurement options.

   Particularly in large projects or procurement exercises, the College will consider the sustainability of solutions, taking into account the source of materials, use of natural resources, and stability of economic growth.

b) **Corporate Social Responsibility**
   The College recognises its position in the community as a partner to businesses and voluntary organisations throughout the Scottish Borders and further afield. Its relationships are not simply as an education and training provider, but also as a supplier and consumer of goods and services. To develop and maintain such relationships, the College will also consider the local economy when appraising procurement options.

3.1.2 Sustainability in Construction and Estates Management

Taking cognisance of the Scottish Funding Council's (SFC), "Sustainable Development Guide for Estate Management", the College will manage its current estates in such a manner so as to minimise environmental impact. Similarly, it will seek to assess and minimise the environmental impacts of any future construction projects. It will support these principles in a range of ways: -

a) Energy Management
The College will set annual targets for energy use and actively monitor these throughout the year. It will seek to reduce energy usage and educate staff and students in best practice in reducing energy consumption.

The College will ensure it has Energy Performance Certificates (EPCs) in place for all necessary buildings. It will consider all recommendations from those certificates and implement them wherever practicable.

The College procures its energy through national framework agreements and, in so doing, takes advantage of energy from sustainable sources in those contracts.

b) Waste Management
The College will set annual targets for waste and actively monitor these throughout the year. It will seek to reduce waste materials and educate staff and students in best practice in reducing wastage.

The College will segregate waste materials to maximise recycling opportunities and, wherever possible, a cost benefit to the College.

Controlled or hazardous waste will be monitored and minimised. All such waste will be disposed of in accordance with applicable legislation.

Waste disposal will be managed in such a way so as to minimise the number collections through compacting and utilising appropriate-sized containers.

c) **Construction**
In accordance with SFC requirements, the College will ensure that all major capital works will achieve a "BREEAM Very Good" rating for refurbishments and "BREEAM Excellent" rating for new buildings in respect of design and procurement and post-construction.

For all major works, the College will also engage in Post Occupancy Evaluations (POE) to assess the effectiveness of project delivery, as well as a review of the operational, functional and strategic performance of the building during operation.

d) **Maintenance and Lifecycle Costs**
For all new build and refurbishment projects, the College will assess the full lifecycle costs of the project and ensure that it is affordable and that future budgets are created and maintained to ensure funding is in place to meet these costs.

In addition, full planned and preventative maintenance programmes will be implemented and funded.

To support the development, management and funding of maintenance programmes, condition surveys will be commissioned.

3.1.3 Sustainability in Teaching and Learning
The College will ensure that teaching staff members and students are aware of the issues involved in sustainability and that they understand how the College approaches these and also how they, as individuals, can have a positive impact. It will do this in a number of ways: -

a) **Sustainability Committee**
Through the Sustainability Committee, staff and student members will be able to represent views and give feedback to their peers. They will have the opportunity to broaden their own understanding and to share their knowledge with others.

b) Curriculum Development

The College will develop curriculum streams specifically aimed at sustainable development, such as solar power, ground source heating and rainwater harvesting installations.

c) Citizenship

Through its citizenship programme, the College will raise awareness of sustainability issues with students and encourage participation in activities which support this. It will initiate a "Green Citizenship" award, to be presented to a student or group of students showing initiative in sustainability.

3.1.4 Sustainability in the delivery of Support Services

In addition to key services such as Facilities/Estates, the College acknowledges that all support services must all contribute to the sustainability agenda. It will support this in the following ways: -

a) Sustainability Committee

Through the Sustainability Committee, staff members will be able to represent views and give feedback to their peers. They will have the opportunity to broaden their own understanding and to share their knowledge with others.

b) Communications

Through a programme of regular communications, all staff and students will be made aware of how they can personally take responsibility for their own environmental impact and how they can contribute to the College's plans.

c) College Committees

All College standing committees will have an agenda item of Environment/Sustainability. This item is included to allow the Committee to consider how any actions it has agreed to take may have an effect on the environment.

d) Training

Through membership of organisations such as the Environmental Association of Universities and Colleges (eauc), the College will source, promote and support training opportunities for staff from across the College.

e) Departmental Initiatives

The College will, wherever possible, support departmental initiatives which promote positive outcomes in sustainability and the environment. This may include initiatives specific to one department or those which have cross-College benefits.

f) External Commitments

The College will, wherever possible, support external initiatives which promote positive outcomes in sustainability and the environment. This will include commitments to national initiatives to reduce negative environmental impact and also local initiatives such as the hosting and promotion of events.

3.1.5 Sustainability and Carbon Management

The College will implement a Carbon Management Plan (CMP). The CMP will include a baseline carbon footprint and define targets for carbon reduction. The CMP will be wide-reaching, covering all aspects of the College's activities; however, in the main it will focus on: -

a) Estates and Facilities Management

The CMP will cover major investment programmes such as the installation of Solar Panels, and also impact on maintenance programmes such as the utilisation of low-energy lighting solutions.

b) ICT Services

The College will reduce its ICT carbon footprint through investment in lower-power hardware, and solutions such as virtual servers, cloud computing and power-down software.

c) Transport

The College will seek to reduce its transport carbon footprint, through its vehicle replacement programme, where possible replacing petrol/diesel vehicles with electric or hybrid alternatives.

4.0 Responsibilities

4.1 The Finance and General Purposes Committee is responsible for agreeing the Policy and overseeing compliance with its principles.

4.2 The Vice Principal - Finance and Resources is responsible for the implementation of this Policy and for ensuring appropriate procedures are in place to facilitate this.

4.3 The Sustainability Committee is responsible for agreeing an annual action plan and the monitoring of progress toward meeting the targets within that Plan.

4.4 All College staff members are responsible for understanding and adhering to this policy.

5.0 Related Documents

5.1 Corporate Plan 2013-2016

5.2 Sustainability Framework

5.3 Finance Strategy

5.4 Procurement Strategy

5.5 Procurement Policy

5.6 Estates Strategy

5.7 SFC "Sustainable Development Guidance for Estate Management"

5.8 SFC "Estate Strategy Guidance"

5.9 Scottish Borders Campus Carbon Management Plan

6.0 Review

6.1 This policy will be reviewed every 3 years or earlier if required.

Rapid Equality Impact Assessment Tool

The rapid impact assessment tool requires you to consider the impact your proposal will have on people. Defined below are the types of proposals that require impact assessment, the type of groups the proposal may impact upon and what is meant by an impact.

Definitions

"Proposal" means any policy, procedure, strategy, guide or publicity material created to support the business of Borders College.

"Groups" means a subset of our staff, students or other College stakeholders defined by:

- race,
- disability
- sexuality
- faith
- employment
- income
- gender,
- transgender
- religion
- age
- health

"Impacts" means an effect on:

- employment
- race relations
- lifestyle
- finances
- safety
- ability to access our education services
- ability to complete studies successfully
- discrimination against any Group
- working conditions

Rapid Impact Assessment

What Impacts may there be from this Proposal on any Group's ability to use the College services?

Policy: Sustainability Policy

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
The Sustainability Policy promotes to all groups equally the benefits of embedding a sustainable ethos throughout the College's curriculum and support services.	None
Actions taken to alleviate any negative Impacts:	
n/a	
Recommendations:	
n/a	

From the outcome of the Rapid Impact Assessment, have negative impacts been identified for race or other equality groups?

Has a full Equalities Impact Assessment been recommended?

Yes ☐

No x

Reason for recommendation:

Manager's Signature:_____ **Date: 25/08/14**
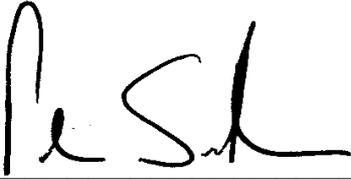
Status:	Agreed by Finance & General Purposes Committee February 2011, updated August 2014
Policy Dated:	August 2014
Author:	Vice Principal - Finance and Resources
Review Date:	August 2017
Equality Impact Assessed:	n/a