



Reed in Partnership GLA Adult Education Budget Sustainable Development Policy Statement

This Sustainable Development Policy Statement is for use on the Greater London Authority Adult Education Budget programme. This plan is for use by the Croydon, Merton and Sutton Reed in Partnership offices.

Position Statement

Across the contract all offices will comply with relevant environmental legislation:

Aspect	Legislation	Enforcement Body	Relevance to CPA	Method of Compliance	Review Frequency
Waste	Duty of Care, Waste (England and Wales) Regulations 2011	Environment Agency	All waste produced on site must be stored securely and disposed of through a licensed waste carrier or to a licensed waste site.	All waste streams have been identified in a Waste Inventory. All waste contactors contracted to collect residual waste / recyclables have a valid Waste Carriers License / Waste Management Permit. Waste Transfer Notes are kept on file. All waste is stored securely in external bins.	Annually
Waste	The Hazardous Waste (England and Wales) Regulations 2005	Environment Agency	All hazardous waste produced on site should be stored securely and separately to other classified waste types. Bodies legally permitted to collect and	All hazardous waste streams have been identified in a Waste Inventory. All Waste Contactors contracted to collect hazardous waste for Reed in Partnership have a valid Waste Carriers License and Waste Management Permit where required, allowing them to deal with this waste type. This is kept on file. Reed in	Annually



			manage hazardous waste types should be contracted to remove and deal with this waste type.	Partnership has tracked the waste journey to final disposal to ensure that hazardous waste is being disposed of at a site which is permitted to accept that kind of waste. Waste Consignment Notes are kept on file. All hazardous waste is held securely and separately to working areas and other waste types when stored on the premises prior to collection.	
Waste	The Waste Electrical and Electronic Equipment Regulations 2006	Environment Agency	All WEEE produced on site should be stored securely and separately to other classified waste types. Bodies legally permitted to collect and manage WEEE should be contracted to remove & deal with this waste type.	All EEE waste streams have been identified in a Waste Inventory. All Waste Contactors have a valid Waste Carriers License/Waste Management Permit allowing them to deal with this waste type. This documentation is kept on file. Waste Transfer Notes are kept on file. All WEEE is held securely, separately to working areas and other waste types when stored on the premises prior to collection.	Annually

The contract as a whole is committed to reducing waste and energy consumption and will promote recycling. There is also a commitment to explore ways of minimising private transport usage and promote the use of public transport.



Environmental and Sustainability Policy

Reed in Partnership has a robust Environmental and Sustainability Policy which contains information about environmental practices and policies staff working on the Greater London Authority Adult Education Budget Programme should adhere to in the delivery of the contract. These include the following:

- We have full recycling services or are in the process of putting recycling services in place in all of our permanent offices
- All offices are equipped with shredders
- Reed Co-Members (staff) can recycle mobile phones and printer cartridges for Charity. For example a mobile phone donation can generate £30 going to Ethiopiaid
- Any computing equipment that is no longer fit for use is recycled through an ISO14001 company
- We are compliant with WEEE regulations
- Our policy with respect of recycling IT equipment; that disposal is via a full certified ISO14001 company
- Our Environmental Policy specifically covers Travel, Energy Consumption, and the 'reduction, re-use, and recycle' principles
- The current targets are set against a September 2017 baseline and are to be achieved by September 2021. Our targets are to:
 - Reduce transport related emissions by 15%
 - Reduce carbon emissions from office waste by 10%
 - Reduce UK paper consumption by 15%
- Co-Member (staff) awareness is raised through the following means
 - Induction
 - Think Green notices
 - Think Green e-Learning module
 - Green Mark
 - Reed Think
 - Season Ticket Loan
 - Go Eco Store discounts for staff
 - Competitions

The Sustainability Policy can be found here:



RinP Environmental and Sustainability Policy

The Environmental Policy can be found here:



Environmental Policy 2018.19 v1.13.



Sustainability Plan

Action	Deadline	Responsible	Completed?	Comments
Timetable quarterly 'green' events in Q1 schedule.		Compliance	In progress	
Agree Green Champions in delivery offices.		Compliance and Operations	In progress	
Review Environmental and Sustainability policy annually.	01/04/2020	Compliance	Ongoing	