



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

SCLS Sustainability Policy
2020/21

Date reviewed: 8th April 2020
Next review date: April 2021

Sefton community Learning Service Sustainability Policy

Sefton Community Learning Service (SCLS) considers effective management of safety, health, environment, energy and quality to be of prime importance to the sustained success of the business. We take an integrated approach towards all our business processes and have a single sustainability policy, which is regularly reviewed for continuing suitability and appropriateness. We communicate our policy to all employees, contractors, visitors and other key stakeholders seeking to ensure it is understood and implemented. Our policy is made available to our supply chain and other interested parties to inform and promote wider adoption of responsible practices. As an absolute minimum, we comply with the law and other regulatory requirements applicable to our business. The resourcing and implementation of this policy is the responsibility of our management team. Co-operation in the effective implementation of the policy is a condition of employment, partnership and supply.

People and Communities

The Service strives for the prevention of injury and ill health in the workplace. We value our workforce and by recruitment, selection and development of employees, contractors, tutors and suppliers, ensure that they are appropriately skilled and competent to carry out their roles. We strive for the fair treatment of our employees and everyone in our supply chain.

We provide employment, economic activity using local sourcing and local business where appropriate and practical and build our business on the basis of responsible practices. We encourage our employees, contractors, visitors and supply chain to operate in accordance with these practices and we actively engage with our learners, communities and other stakeholders to promote their wider adoption.

We identify and consult with local community stakeholders affected by our programmes. We inform our learners about the functional, environmental and safety performance of our programmes. We engage with our stakeholders to encourage innovative development of our programmes, and our services to continually improve sustainable performance throughout the services lifecycle and build an economical and sustainable service.

Carbon & Energy

We look for ways to improve the reduction of energy consumption and carbon emissions and aim to reduce our use of fossil fuels by energy efficiency and seeking alternative and renewable energy sources. We promote best practices through enabling the use of sustainable resources. When procuring services and goods that can have an impact on significant energy use, we analyse the locations for the delivery of services to provide access for staff and learners without unnecessary travel. We inform suppliers that procurement is partly evaluated on the basis of energy performance.

Waste and Raw Materials

We are committed to the principles of environmental stewardship and seek to apply these throughout our operations and our supply chain. We manage and restore sites to ensure land remains of value in its local environment, protecting and enhancing biodiversity and safeguarding geodiversity where appropriate.

We respect and protect our national heritage and we optimise our distribution operations to minimise social and environmental impacts. We use water efficiently and recognise that we must safeguard this resource by recycling where possible to reduce consumption and protect water quality in the natural environment.

We are also committed to continually improving performance and to develop our integrated management system processes and activities. We maintain a documented framework for setting, implementing and reviewing objectives and targets to drive forward this improvement.

Quality Processes and Systems

We review our processes and quality systems to ensure they are effective and relevant. We are continually improving performance of delivery and look for ways to ensure that duplication and waste are reduced. We comply to the Education Inspection Framework laid out by Ofsted and the maintain of Matrix accreditation.

We incorporate high standards of safety, health, environment, quality, energy management and responsible sourcing in the following business processes:

- Production of documentation
- Storing and archiving of learner records
- Management of suppliers and services
- Identification of customer needs
- Supply of learning programmes and services to meet or exceed customer expectation
- Development of rules, standards and procedures
- Reporting and investigation of incidents, near hits, hazards and non-conformances
- Monitoring and maintenance of plant and processes
- Provision of welfare facilities
- Development and testing of emergency procedures
- Management and supervision of practices and performance
- Development and implementation of action plans to improve our business and meet our targets
- Development of learning programmes which promote environmental good practice
- Develop good practices around recycling and reducing waste