



Norfolk
County Council



Suffolk
County Council

Learners are co-funded by the European Social Fund

LIFT Community Grants Programme Sustainable Development Policy

LIFT Community Grants Programme

The LIFT Community Grants programme delivered by lead provider Norfolk County Council will pursue the objectives of the European Social Fund programme in line with the principle of sustainable development. The lead provider will promote sustainable development and comply with all relevant environmental legislation while delivering the European Social Fund programme.

In following the principles of sustainable development, the Community Grants programme will aim to preserve, protect and improve the quality of the environment and will consider expected changes to the environment and climate.

Alongside the LIFT Community Grant programmes focus on support for unemployed and inactive people to move closer to or into employment and or further learning it will reflect the principles of sustainable development through its own ways of working and by encouraging and requiring the projects it funds to incorporate ways of working and delivering that support sustainable development. As the European Social Fund has a strong economic and social focus it welcomes applications from projects that still look to support and encourage skills, jobs and social inclusion as key aims while also having a strong environmental focus.

LIFT Community Grant programme Actors

Lead Deliverer- Norfolk County Council

Subcontractor- Suffolk County Council

Project Providers- The project groups receiving the Community Grant funding

Project participants/Learners – Individuals enrolled on the projects

LIFT Community Grants Provider (NCC) and the sub-contractor (Suffolk County Council SCC)

Take actions to reduce and mitigate against adverse environmental impact in the delivery of the contract and the programmes for example by:

- Reducing unnecessary car journeys to meetings through use of skype, tele-conferencing, car sharing and public transport.
- Unless paper copies are essential for accessibility, wet signatures or other practical reasons, the programme will use of electronic formats for communicating and sharing information (emails, websites, e-leaflets, Microsoft Word/Excel. PDFs).
- Use of recycled paper and other materials will always be the standard option whenever possible.

- Dispose of its waste using a registered waste collector; observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations (and in particular, to ensure that WEEE is not mixed with general waste and is disposed of legally)

Each organisation contributing to the delivery of the contract will work to reduce waste, minimise energy consumption, and minimise travel, promoting the use of public transport when travel is unavoidable.

Community Grant Funded Projects

All projects funded through the Community Grants programme must take the environment into account when delivering their services. The projects must aim to support sustainable development.

To this end, each project is required to have a sustainable development policy, and each project is required to produce a basic plan for implementing that sustainable development policy. This plan should set out a simple baseline of the project's environmental impact, for example baselines set for waste disposal/waste reduction, promoting green/ public transport and energy consumption. In this way the project can use the baseline to work towards sustainability objectives and report to the LIFT Community Grants programme on the progress being made.

The LIFT Community Grants programme will encourage (and require as necessary) projects awarded a Community Grant to adopt the following actions in delivering their projects:

- Reducing unnecessary car journeys to meetings through use of skype, tele-conferencing, car sharing and public transport.
- Unless paper copies are essential for accessibility, wet signatures or other practical reasons. The programme will use electronic formats for communicating and sharing information (emails, websites, e-leaflets, Microsoft Word/Excel. PDFs)
- Use of recycled paper and other materials will always be the standard option whenever possible.
- Dispose of its waste using a registered waste collector; observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations (and in particular, to ensure that WEEE is not mixed with general waste and is disposed of legally)

Projects which hire their training rooms for temporary/ limited periods of time in order to deliver their projects are permitted to produce more limited implementation plans, as they may not be able to control some of the 'environmental' aspects of their delivery. In this case as a minimum the project should:

- 'Check with the organisation they are using to hire the room from as to whether an authorised waste disposal company / organisation will get rid of their waste (they need to keep a copy of the letter / email(s) they use to check for this as well as any responses they receive. It may also be confirmed in a contract agreed between the project and the organisation hiring the room(s) / facilities' (European Social Fund, 2018 p.6).
- 'As a minimum, the action plan should explain the delivery arrangements of the project and set out some measurable objectives which it could pursue to reduce waste being created in the first place and also and promote use of public or green transport / reduce transport use age. They should still have a simple base lining and reporting mechanism for these two aspects of environmental performance' (European Social Fund, 2018 p.6).

The LIFT Community Grants programme will carry out due diligence in this respect through the application process with a specific Sustainable Development Question on the Full Application form.

The Guidance for applicants will explain their role and responsibilities in respect with examples given of actions they can take to reduce and mitigate against adverse environmental impact in the delivery of the programmes including those listed above.

Who this Policy Effects?

This policy affects all those working on Norfolk County Councils LIFT Community Grants programme, including employees, consultants, temporary workers, agency staff and any other third parties working on behalf of the LIFT Community Grants programme.

Staff are expected to take responsibility for familiarising themselves with this policy and are expected to take a proactive approach to its implementation.

Communication

This policy will be made available via the LIFT programme website.

Relevant Legislation and Guidance

This policy adheres to the latest ESF Cross Cutting Theme guidance.

Relevant NCC Policies

Norfolk County Council Environmental Policy

Policy Review and Revision Schedule

This policy will be reviewed, and revised if necessary, at least once every eight months from the signing of the Community Grant Contract, or more often as necessary according to requirements.

Named Individual in charge of policy review and revision: LIFT Project Manager

| Version No. | Published Date | Review Interval | Review Date Due | Actual Review Date | Reviewer Name | Approver Name | New Version No. | Comments |
|-------------|----------------|-----------------|--------------------|--------------------|---------------|---------------|-----------------|----------|
| 1 | 1/4/19 | 8 Months | 15th December 2019 | | | | | |

Further Information

For further information on the LIFT Community Grants programme including access to further programme policies, please contact: lift@norfolk.gov.uk

References

European Social Fund, 2018. *Cross-Cutting Themes Guidance for ESF (Sustainable Development and Equality)*. European Structural and Investment Funds.



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LIFT Community Grants Programme
-Sustainable Development Implementation Plan

Through this Implementation Plan, the commitments set down in the Sustainable Development Policy will be put into action.

The purpose of this Implementation Plan is to detail the specific actions that the LIFT Community Grant programme will take to and milestones that it will aim to achieve in order to as far as possible, over the lifetime of the programme:

- (a) Minimise waste
- (b) Minimise energy consumption
- (c) Minimise use of travel and promote use of public or green transport where travel is unavoidable.

Baselines

The LIFT Community Grant programme will research and produce a baseline estimate of its waste production, recycling level and energy consumption in order to better understand its own current environmental impact. So that baseline estimate can be assessed for all the organisations helping to deliver the contract, the baseline estimate will include data from Suffolk County Council the sole subcontractor.

Each LIFT Community Grant project is also required to have an implementation plan which sets out a simple baseline of the project’s environmental impact, for example baselines set for waste disposal/waste reduction, promoting green/ public transport and energy consumption. In this way the project can use the baseline to work towards sustainability objectives and report to the LIFT Community Grants programme on the progress being made.

Actions

| Actions | Timescales |
|---|------------------------|
| The LIFT Community Grants programme will promote sustainable development to the attendees at all CG events, including at the Norfolk and Suffolk Community Grant programme launch events. Stressing the importance of considering sustainable practice in projects. | April 2019 – July 2021 |

| | |
|---|--|
| <p>In terms of LIFT Community Grant programme transport:</p> <ul style="list-style-type: none"> • If possible, when face to face staff meetings need to take place, the meeting location/venue will be easily accessible by public transport. • Where car transport occurs, car sharing should be considered to reduce transport emissions. | Ongoing |
| <p>Where possible the LIFT Community Grants programme will be promoted using social media, E-mails and webinars to reduce physical resource use.</p> | Ongoing |
| <p>Grant recipients/projects- The LIFT Community Grants programme will require grant recipients/projects to have a sustainable development policy that can be put in place to apply to their Community Grants project.</p> | Ongoing |
| <p>Grant applicants/projects- As part of their application projects will be asked to detail what measures they will take over the lifetime of their project to support sustainable development and mitigate any negative impacts the project may have.</p> | Ongoing |
| <p>Grant recipients/projects- The LIFT Community Grants programme will require grant recipients/projects to produce an implementation plan for their sustainable development policy. This implementation plan will have to include an estimated baseline for waste disposal/waste reduction, promoting green/public transport and energy consumption.</p> | Ongoing |
| <p>Grant recipients/projects- As part of their progress reports the LIFT Community Grants programme will require projects to report on the measures they have taken to support sustainable development and mitigate any negative environmental impacts the project may have. They will need to report the outcomes of their sustainable development implementation plan to the LIFT Community Grants programme team.</p> | Ongoing |
| <p>The LIFT Community Grants programme lead deliverer Norfolk County Council, the subcontractor Suffolk County Council, and each of the projects, will:</p> <ul style="list-style-type: none"> • Dispose of their waste using a registered waste collector • Observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations (and in particular, to ensure that WEEE is not mixed with general waste and is disposed of legally) • Where a project hires their training rooms for temporary/ limited periods of time, they will need to 'check with the organisation they are using to hire the room from as to whether an authorised waste disposal company / organisation will get rid of their waste (the project is required to keep a copy of the letter / email(s) they use to check for this as well as any responses they receive).' (European Social Fund, 2018 p.6) | <p>Duration of the Programme</p> <p>OR</p> <p>Duration of the Funded Project</p> <p>As appropriate</p> |

The programme will aim to reduce its environmental impact over its lifetime.

Staff and Participant Awareness

The programme will promote sustainable development to the attendees at all CG events, including at the Norfolk and Suffolk Community Grant programme launch events. Stressing the importance of considering sustainable practice in projects.

Sustainable development, its importance and place within the programme will also be mentioned on CG information and guidance material for applicants.

Monitoring the Progress and Outcomes

The progress of the implementation plan and the outcomes will be checked once every six months. Staff will monitor the LIFT CG programmes own resource usage every six months in order to determine and report on progress.

Named Individual in charge of Sustainable Development Policy Objectives: LIFT Project Manager

Implementation Plan Review and Revision Schedule

This policy will be reviewed, and revised if necessary, at least once every eight months from the signing of the Community Grant Contract, or more often as necessary according to requirements.

Named Individual in charge of policy review and revision: LIFT Project Manager

| Version No. | Published Date | Review Interval | Review Date Due | Actual Review Date | Reviewer Name | Approver Name | New Version No. | Comments |
|--------------------|-----------------------|------------------------|------------------------|---------------------------|----------------------|----------------------|------------------------|-----------------|
| 1 | 1/4/19 | 8 Months | 15 Dec 2019 | | | | | |

Further Information

For further information on the LIFT Community Grants programme including access to further programme policies, please contact: lift@norfolk.gov.uk