



**European Union**  
European  
Social Fund



## **Cambridge City Council Sustainability Implementation Plan:**

### **Cambridgeshire and Peterborough Region of Learning (ESF project)**

This Sustainability Implementation Plan has been produced alongside an Environment Policy and Climate Change Policy Addendum document by Cambridge City Council and applies directly to the Cambridgeshire and Peterborough Region of Learning ESF funded project.

The Council is committed to promoting a high quality and sustainable environment which maximises the opportunities to improve energy efficiency, biodiversity and resilience; one of the ten corporate vision statements that guide the work of the Council is: ‘a city that takes robust action to tackle the local and global threat of climate change, both internally and in partnership with local organisations and residents, and to minimise its environmental impact by cutting carbon, waste and pollution’.

Cambridge City Council, as the lead delivery partner in the Region of Learning project is committed to promoting sustainability and views this as integral to all activities relating to the management of this ESF project and will integrate sustainability considerations into all project strategic decisions. We aim to follow and promote good sustainability practice to benefit participants, partners, project employees, and the wider community across Cambridgeshire and Peterborough.

#### **SMART aims / objectives**

The following table sets out Cambridge City Council’s approach to Sustainability in relation to the Region of Learning project, using SMART (specific, measurable, achievable, relevant, and time-based) objectives:

	<b>Objective: what do we want to achieve?</b>	<b>Specific: who, why, where, when?</b>	<b>Measurable: how much/often/many?</b>	<b>Achievable: how will this be achieved (actions)</b>	<b>Relevant</b>	<b>Time</b>
1	<b>Minimise waste</b>	<ul style="list-style-type: none"> <li>• Who: Project Manager, Project Sustainability Champion, Estates and Facilities, Shared Waste Team, Procurement Team, and Climate Change Officer/ Corporate Strategy</li> <li>• Why: to ensure the Region of Learning project promotes and adheres to waste minimisation and its legal disposal</li> <li>• Where: staff office and remote working locations</li> <li>• When: throughout the lifetime of project</li> </ul>	<ul style="list-style-type: none"> <li>• Commit to baselining an estimate of our waste by separating out waste</li> <li>• Monitor improvements against baselines by setting measurement metrics</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate staff induction, training, instruction, and supervision given to all staff so that they can perform their project duties in a way that supports our Environment Policy, Climate Change Policy, and Carbon Management Plan. This may also include APSE Carbon Literacy Training if approved as part of the Council's new Carbon Management Plan.</li> <li>• Identify opportunities within the project to implement the waste hierarchy 'reduce, reuse, recycle and recover'</li> <li>• Actively promote and ensure project staff use existing paper and plastic recycling facilities in the workplace, and at where available at home when working remotely</li> <li>• Minimise our use of paper and printing, and where paper is used to always recycle this in the appropriate manner</li> <li>• Electronic storage of e-documents rather than paper where possible</li> <li>• Prioritise online and social media promotional campaigns that will reduce the need for printing</li> <li>• Where paper and/or printing is required, to monitor efficient and careful use of resources by staff, partners and sub-contractors, eg through use of recycled paper, double sided printing in draft setting, minimising need for colour printing, and the reuse of office files and stationery</li> <li>• Ensure compliance and highlight project commitment to dispose of waste using a registered waste collector and the Waste Electrical and Electronic Equipment (WEEE) regulations (legally disposed of and not mixed with general waste)</li> <li>• Use team, partner and sub-contractor meetings and e-mail bulletins to encourage waste minimisation and correct disposal, and efficient use of resources by staff</li> <li>• Implement new guidance for contract management on climate change measures that could be included in contracts as part of the procurement process</li> <li>• Review standard tender packs for sub-contracting to include the Councils expectations around climate change, eg to incorporate</li> </ul>	To promote sustainability in line with the Council's policies Carbon Management Plan for 2021-26 and Climate Change Strategy Action Plan 2021-26	<ul style="list-style-type: none"> <li>• Staff induction given within the first month of employment</li> <li>• Quarterly review of waste</li> <li>• Annual progress reports submitted to Project Board</li> <li>• Following the adoption of the Council's new Carbon Management Plan, Environment Policy and Climate Change Policy (April 2025)</li> </ul>

	<b>Objective: what do we want to achieve?</b>	<b>Specific: who, why, where, when?</b>	<b>Measurable: how much/often/many?</b>	<b>Achievable: how will this be achieved (actions)</b>	<b>Relevant</b>	<b>Time</b>
				<p>our commitment to ensuring that all procurements consider the economic, social, and environmental well-being of the City and surrounding area, in their submissions</p> <ul style="list-style-type: none"> <li>• When procuring goods and services for the Region of Learning, to use the Social Value Act that requires contractors to provide environmental sustainability benefits and commitments, where these are appropriate and achievable. When tenders are evaluated, at least 5% of marks are awarded based on Social Value criteria.</li> <li>• Explore the potential for a review of climate change and sustainability commitments by the Council’s existing suppliers, and work with these suppliers to improve their performance.</li> <li>• Staff email footers to include note on sustainability.</li> </ul>		
2	<b>Minimise energy consumption</b>	<ul style="list-style-type: none"> <li>• Who: Project Manager, Project Sustainability Champion, Estates and Facilities Team, Procurement Team, Climate Change Officer/Corporate Strategy</li> <li>• Why: to work toward target of zero net emissions from Council corporate buildings, and as part of the Council’s commitment to identify maximum scope for improvements to energy performance</li> </ul>	<ul style="list-style-type: none"> <li>• Commit to baselining an estimate of our impact for energy consumption through the building’s electricity and gas AMRs (Automatic Meter Readings), and where possible through sub-meters that monitor specific office spaces</li> <li>• Monitor improvements against baselines by setting measurement metrics</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce the energy consumption of office equipment by purchasing energy efficient equipment and practice good housekeeping</li> <li>• Use of Council office and meeting spaces with LED lighting and motion detection, voltage optimisation, and upgraded boiler to reduce electricity consumption (Mandela House site)</li> <li>• Use of electricity that is 100% supplied from renewable sources including solar, wind and hydro/wave energy</li> <li>• Encourage staff to reduce energy consumption – switch off computers and any other appliance when not in use</li> <li>• Appropriate staff induction, training, instruction, and supervision given to all staff so that they can perform their project duties in a way that supports our Environment Policy, Climate Change Policy, and Carbon Management Plan. This may also include APSE Carbon Literacy Training if approved as part of the Council’s new Carbon Management Plan.</li> <li>• Use project team, partner and sub-contractor meetings and e-mail bulletins to encourage staff to use energy efficiently.</li> <li>• Monitor the carbon footprint of the project and put in place strategies to reduce, review, and monitor the target on an annual basis.</li> </ul>	The Council has made a commitment to zero net emissions from its buildings	<ul style="list-style-type: none"> <li>• Staff induction given within the first month of employment</li> <li>• Review of tender guidance to include Climate Change expectations within two months</li> <li>• Quarterly review of waste</li> <li>• Annual progress reports</li> </ul>

	Objective: what do we want to achieve?	Specific: who, why, where, when?	Measurable: how much/often/many?	Achievable: how will this be achieved (actions)	Relevant	Time
		<p>standards at Council owned properties</p> <ul style="list-style-type: none"> <li>• Where: our Council offices at Mandela House</li> <li>• When: throughout the lifetime of project</li> </ul>		<ul style="list-style-type: none"> <li>• Implement new guidance for contract management on climate change measures that could be included in contracts as part of the procurement process</li> <li>• Review standard tender packs for sub-contracting to include the Council's expectations around climate change, eg to incorporate our commitment to ensuring that all procurements consider the economic, social, and environmental well-being of the City and surrounding area, in their submissions</li> <li>• When procuring goods and services for the Region of Learning, to use the Social Value Act that requires contractors to provide environmental sustainability benefits and commitments, where these are appropriate and achievable. When tenders are evaluated, at least 5% of marks are awarded based on Social Value criteria.</li> <li>• Explore the potential for a review of climate change and sustainability commitments by the Council's existing suppliers, and work with these suppliers to improve their performance.</li> <li>• Through the Region of Learning digital platform, to promote activities and experiences that take place in the natural environment and in green spaces rather than traditional environments, such as classrooms or other venues</li> </ul>		<p>submitted to Project Board</p> <ul style="list-style-type: none"> <li>• Following the adoption of the Council's new Carbon Management Plan, Environment Policy and Climate Change Policy (April 2025)</li> </ul>
3	<p><b>Minimise travel and promote sustainable transport</b></p>	<ul style="list-style-type: none"> <li>• Who: Project Delivery Team, Environmental Services</li> <li>• Why: Part of the Council commitment to promote sustainability</li> <li>• When: Throughout the lifetime of the project</li> </ul>	<ul style="list-style-type: none"> <li>• Baseline staff car use, cycling, walking, train travel for the project</li> <li>• Staff record travel by car (expenses claims), public transport, cycling and walking</li> <li>• Agree targets for minimising car</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate staff induction, training, instruction, and supervision given to all staff so that they can perform their project duties in a way that supports our Environment Policy, Climate Change Policy, and Carbon Management Plan. This may also include APSE Carbon Literacy Training if approved as part of the Council's new Carbon Management Plan.</li> <li>• Minimise travel and promote sustainable transport by encouraging the use of public transport or green travel for staff, partners, and sub-contractors where possible.</li> <li>• Providing project staff with "Council Anywhere" laptops, software and network improvements that enable staff to hold meetings by video conference rather than travelling, and help</li> </ul>	<p>Staff, partners, and providers have a responsibility to promote sustainability in line with the Council's policies Carbon Management Plan for 2021-26 and</p>	<ul style="list-style-type: none"> <li>• Staff induction given within the first month of employment</li> <li>• Review of tender guidance to include Climate Change expectations</li> </ul>

Objective: what do we want to achieve?	Specific: who, why, where, when?	Measurable: how much/often/many?	Achievable: how will this be achieved (actions)	Relevant	Time
		<p>travel and maximising more sustainable transport and monitor annually</p> <ul style="list-style-type: none"> <li>• Collate records for monitoring purposes using expenses claims for when staff use personal vehicles or bicycles for work journeys (Finance), club car usage (Commercial Services), and train bookings (Business Support)</li> <li>• Monitor take up of online, blended, open space, and venue-based learning opportunities over the lifetime of the project through the Region of Learning digital platform</li> </ul>	<p>reduce the need to travel by facilitating home-working or working from different Council or partner offices.</p> <ul style="list-style-type: none"> <li>• Improve impacts caused by sub-contractor’s travel relating to the project by reducing car journeys/minimising the need to physically travel to meetings via video conferencing technology including MS Team or equivalent/ encourage home working.</li> <li>• Use local facilities for meetings, promote public transport use and travel planning options staff and sub-contractors</li> <li>• Monitor the carbon footprint of the project and put in place strategies to reduce, review, and monitor the target on an annual basis.</li> <li>• Implement new guidance for contract management on climate change measures that could be included in contracts as part of the procurement process</li> <li>• Review standard tender packs for sub-contracting to include the Councils expectations around climate change, eg to incorporate our commitment to ensuring that all procurements consider the economic, social, and environmental well-being of the City and surrounding area, in their submissions</li> <li>• When procuring good and services for the Region of Learning, to use the Social Value Act that requires contractors to provide environmental sustainability benefits and commitments, where these are appropriate and achievable. When tenders are evaluated, at least 5% of marks are awarded on the basis of their Social Value criteria.</li> <li>• Explore the potential for a review of climate change and sustainability commitments by the Council’s existing suppliers, and work with these suppliers to improve their performance.</li> <li>• Project staff will be able to take advantage of steps taken by the Council to reduce carbon emissions from business travel by Council staff, including pool push and electric bicycles; and access to car club hybrid vehicles with ultra-low emissions</li> <li>• Work with the soon to be appointed Active Travel Officer to include Region of Learning as part of the development of a programme that will promote walking, cycling and the use of</li> </ul>	<p>Climate Change Strategy Action Plan 2021-26.</p>	<p>within two months</p> <ul style="list-style-type: none"> <li>• Quarterly review of staff travel</li> <li>• Appointment of the Active Travel Officer is anticipated by July 2021</li> <li>• Digital platform collating data from March 2022</li> </ul>

	Objective: what do we want to achieve?	Specific: who, why, where, when?	Measurable: how much/often/many?	Achievable: how will this be achieved (actions)	Relevant	Time
				<p>public transport across a range of settings including schools, colleges, workplaces and communities.</p> <ul style="list-style-type: none"> <li>• Provide wayfinding information to participants to reach learning activities and work locations, which includes promoting the use of sustainable transport including public transport routes, cycling and walking to reduce car travel, traffic congestion and encourage positive behaviour change</li> <li>• Improve take up of online or blended learning models (where appropriate) to reduce travel and highlight the environmental benefits of online instruction</li> <li>• Identify learning and activities which are in a young person's local area, minimising the need to travel further afield</li> </ul>		
4	Protect or enhance the natural environment	<ul style="list-style-type: none"> <li>• Who: Project Delivery Team, Procurement</li> <li>• Why: Part of the Council commitment to promote sustainability</li> <li>• When: Throughout the lifetime of the project</li> </ul>	<ul style="list-style-type: none"> <li>• Baseline number of placement and destination opportunities in the environment sector</li> <li>• Track promotion of relevant learning and career opportunities through the Region of Learning platform</li> <li>• Track interest/take up by participants in learning, placements and career opportunities in the environment</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate staff induction, training, instruction, and supervision given to all staff so that they can perform their project duties in a way that supports our Environment Policy, Climate Change Policy, and Carbon Management Plan. This may also include APSE Carbon Literacy Training if approved as part of the Council's new Carbon Management Plan.</li> <li>• Project staff to set and agree targets to develop relationships with a wider range of environmentally focused employers to encourage the setting up of placements, traineeships, apprenticeships, and job opportunities in the sector</li> <li>• Learning Pathways and Career Pathways staff to explore career destinations to environment sector jobs</li> <li>• Implement new guidance for contract management on climate change measures that could be included in contracts as part of the procurement process</li> <li>• Review standard tender packs for sub-contracting to include the Council's expectations around climate change, eg to incorporate our commitment to ensuring that all procurements consider the economic, social and environmental well-being of the City and surrounding area, in their submissions</li> <li>• When procuring goods and services for the Region of Learning, to use the Social Value Act that requires contractors to provide environmental sustainability benefits and commitments, where</li> </ul>	Staff, partners, and providers have a responsibility to promote sustainability in line with the Council's policies Carbon Management Plan for 2021-26 and Climate Change Strategy Action Plan 2021-26.	<ul style="list-style-type: none"> <li>• The first available training date following their recruitment/start date</li> <li>• Identification of and contact with potential employers that are environmentally focussed during year one</li> <li>• Digital platform collating data from March 2022</li> </ul>

	Objective: what do we want to achieve?	Specific: who, why, where, when?	Measurable: how much/often/many?	Achievable: how will this be achieved (actions)	Relevant	Time
			sector through the Region of Learning platform <ul style="list-style-type: none"> <li>• Agree targets to monitor annually</li> </ul>	these are appropriate and achievable. When tenders are evaluated, at least 5% of marks are awarded based on Social Value criteria. <ul style="list-style-type: none"> <li>• Explore the potential for a review of climate change and sustainability commitments by the Council's existing suppliers, and work with these suppliers to improve their performance.</li> <li>• Cambridge City Council expects all staff and all residents to protect the environment and take personal responsibility for their actions</li> <li>• Facilitate options for learners/talent in relevant careers such as conservation or sustainable energy production via career guidance and work experience etc.</li> </ul>		
5	Influence the adoption of sustainable practices	<ul style="list-style-type: none"> <li>• Who: Project Team</li> <li>• Why: to share good practice to increase the project's positive environmental impacts</li> <li>• Where: conducted at our offices at Mandela House, Cambridge or online via MS Teams. Region of Learning Digital platform</li> </ul>	<ul style="list-style-type: none"> <li>• Agree targets and review actions taken annually</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly promote and review progress for the Sustainability Implementation Plan in local team and performance monitoring meetings.</li> <li>• Appoint a staff member that will act as a Sustainable Development Champion for the project to monitor performance and report appropriately.</li> <li>• Appropriate staff induction, training, instruction, and supervision given to all staff so that they can perform their project duties in a way that supports our Environment Policy, Climate Change Policy, and Carbon Management Plan. This may also include APSE Carbon Literacy Training if approved as part of the Council's new Carbon Management Plan.</li> <li>• Develop relationships with a wider range of environmentally focused employers to encourage the setting up of placements, traineeships, apprenticeships, and job opportunities in the sector.</li> <li>• The Region of Learning approach to engaging project participants will make them aware of Environment/Climate Change Policy Addendum and Sustainability Implementation Plan and encourage them to adopt sustainable practices.</li> <li>• Highlight employment, education, and training opportunities through the Region of Learning that are relevant such as conservation or sustainable energy production, green and clean-tech industries which represent a growth sector within</li> </ul>	Ensures sustainability is embedded into all working practices across the Council, and the Region of Learning project	<ul style="list-style-type: none"> <li>• The appointed officer will have this as part of their performance objectives and will be reviewed at end of year review taking place during Feb/March, and mid-year review in October</li> </ul>

	<b>Objective: what do we want to achieve?</b>	<b>Specific: who, why, where, when?</b>	<b>Measurable: how much/often/many?</b>	<b>Achievable: how will this be achieved (actions)</b>	<b>Relevant</b>	<b>Time</b>
				<p>Cambridgeshire and Peterborough, building young people’s awareness of this as a viable career destination</p> <ul style="list-style-type: none"> <li>• Promote opportunities to participants to learn about clean energy production; and the use of alternative fuels and technologies that are less harmful to the environment than fossil fuels</li> <li>• Explore the analysis of participation in learning activities in relation to Transport data collected via Smart Cambridge to understand its possible environment impact more clearly, and potential career destinations in relation to ‘Travel to Work’ areas</li> <li>• By taking proactive attitudes to improving participants social mobility, to reduce the vulnerability of young people to the social justice impacts of climate change</li> </ul>		
6	<p>Communication of our linked Sustainability policies (including the Region of Learning policy addendum) and implementation plan to staff and participants</p>	<ul style="list-style-type: none"> <li>• Who: the Project Manager will be responsible for ensuring the policies are made accessible, visible and adequately signposted</li> <li>• Why: to ensure all staff and participants understand how the Region of Learning project supports ESF Sustainability criteria, and how this and City Council policy is embedded within the project</li> <li>• Where: Cambridge City Council website, CityNet staff web portal, Region of</li> </ul>	<ul style="list-style-type: none"> <li>• The links to policies and plans, and any subsequent revised copies or updated versions will be permanently available</li> </ul>	<ul style="list-style-type: none"> <li>• The Region of Learning Environment Policy and Climate Change Policy addendum and Sustainability Implementation Plan will form part of the project staff recruitment process, and the documents made available when the individual staff roles are advertised publicly.</li> <li>• Appropriate staff induction, training, instruction, and supervision given to all staff so that they can perform their project duties in a way that supports our Environment Policy, Climate Change Policy, and Carbon Management Plan. This may also include APSE Carbon Literacy Training if approved as part of the Council’s new Carbon Management Plan.</li> <li>• Ensuring all staff are fully aware of our Environment/ Climate Change Policy Addendum and Sustainability Implementation Plan as part of their induction and are committed to carrying out actions to improve the project’s environmental impacts.</li> <li>• Cambridge City Council intranet: we will make sure that any policies, addendum and implementation plan can be accessed by staff through our staff portal, CityNet <a href="https://citynet.cambridge.gov.uk">https://citynet.cambridge.gov.uk</a> under ‘Community Services’</li> <li>• Cambridge City Council public facing website: we will create a webpage at <a href="http://www.cambridge.gov.uk">www.cambridge.gov.uk</a> that is specific to the Cambridgeshire and Peterborough Region of Learning project, which will contain download links to our Sustainability related policies, the Region of Learning policy addendum, and</li> </ul>	<p>We have a responsibility to staff and participants alike to make as accessible as possible all policies and plans that reflect our approach to ensuring good practice</p>	<ul style="list-style-type: none"> <li>• Policies will be promoted via the CityNet and the City Council facing website within one month</li> <li>• Participants will have relevant policies signposted to them/emailed within a week of them signing up to the scheme</li> </ul>



	Objective: what do we want to achieve?	Specific: who, why, where, when?	Measurable: how much/often/many?	Achievable: how will this be achieved (actions)	Relevant	Time
		Learning app, Region of Learning website		<p>implementation plan. The webpage will also state that any individual can have a copy of these policies or plans sent to them by post.</p> <ul style="list-style-type: none"> <li>• Participants will be able to access and download the Cambridge City Council policies, addendum, and implementation plan, via the Region of Learning website and mobile digital app. The website and mobile digital app will also state that any individual can have a copy of these policies or plans sent to them by post.</li> <li>• Respond to requests for policy documents to be made available in alternative formats</li> <li>• The Region of Learning approach to engaging project participants adhere to and are encouraged to support sustainable development by making them aware of our Sustainable Development Policy and Action Plan and encourage them to adopt sustainable practices.</li> </ul>		
7	High level review	<ul style="list-style-type: none"> <li>• Who: Project Delivery Team, Project Board, Climate Change Officer/Corporate Strategy</li> <li>• Why: Ensuring that environmental sustainability is monitored and reviewed at senior management level at Cambridge City Council</li> <li>• When: a yearly review of staff is conducted by Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Agree targets and review actions taken annually</li> </ul>	<ul style="list-style-type: none"> <li>• Centrally monitor improvements and produce an annual report.</li> <li>• Share the Sustainability Implementation Plan and reports with the Region of Learning Project Board, and Advisory Group and Climate Change Officer/Corporate Strategy for review</li> <li>• To annually review performance against the project's Sustainability Implementation Plan and continually strive to make improvements.</li> <li>• Review the Implementation Plan annually to identify any updates required, review progress the Plan's objectives, and consider possible improvements, revisions or additions to the objectives set.</li> </ul>	To ensure that the Region of Learning project aligns with the relevant ESF and Cambridge City Council practices and policies	Annual report

The Region of Learning Sustainability Implementation Plan has been approved by:

A handwritten signature in black ink that reads "Suzanne Hemingway". The signature is written in a cursive, flowing style.

Suzanne Hemingway  
Strategic Director  
Cambridge City Council

March 2021  
Version 1.0