**2024- HMPPS CFO Sustainable Development Policy/Plan**

**SCOPE:**

The policy will detail the way in which HMPPS Creating Future Opportunities (CFO) will promote and evidence a commitment to Sustainable Development as an organisation, throughout the life of the HMPPS CFO Evolution programme. The Prime Providers contracted by CFO will be required to provide a sustainable development policy and implementation plan as part of the CFO contracts and ensure sub-contractors delivering the CFO programme also hold a relevant sustainable development policy and implementation plan, with key components of sustainability reported against. All providers will be encouraged to reduce negative impacts on the environment as well as addressing economic and social factors whilst delivering provision. Both the CFO and prime providers will be required to report their progress against the Sustainable Development implementation plan on a six-monthly basis to ensure all aspects receive full coverage and remain high on the CFO agenda.

**Review**

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| **Author** | **Review Date** | **Approval Date** | **Version Control** |
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**STATEMENT OF POLICY:**

HMPPS CFO will adhere to key Government, MoJ and HMPPS policy, strategy, greening government commitments, plans, and legislation (and as superseded) to ensure the procurement and delivery of the CFO Evolution programme evidence an ongoing commitment to sustainability.

As a subsidiary of HMPPS, CFO will contribute to the MoJ commitment to sustainability. The Ministry of Justice (MoJ) explains sustainable development is about applying economic, social, and environmental thinking to an issue and paying particular attention to the long-term consequences. It can be thought of as long-term, integrated approach to achieving quality of life improvements whilst respecting the need to live within environmental limits. Sustainability is about achieving environmental, social, and economic objectives at the same time by taking a wider, longer term look at the impacts of our actions.

The MoJ is committed to sustainability and strives to ensure that activity within the MoJ takes full consideration of the environmental, social, and economic impacts of its business. In addition to meeting statutory environmental obligations, the Department is also required to meet Government- wide sustainability targets (Greening Government Commitments) and contribute to Governments Environmental Improvement Plan and UN Sustainable Development Goals.

The targets outlined in the Greening Government Commitments that MoJ will consider include:

* Minimise the use of energy, water, paper, and other resources – particularly those which are scarce or non-renewable, whilst providing a safe and comfortable working environment.
* Reduce the amount of waste; helping to ensure we dispose of waste in a manner that promotes sustainable waste management; and using refurbished and recycled products and materials, wherever they meet business need and represent value for money.
* Develop and maintain effective systems to monitor, measure and assess our use of resources and the environmental impacts of our operations.
* Help to minimise systems or emissions from systems that have a detrimental impact on the local or global environment, including but not limited to substances that have a high global warming potential.
* Adhering to the Government’s Buying Standards and Cabinet Office guidance for all procurements. We seek to use the most sustainable products and services, subject to practical and whole life value for money considerations.
* Educate, train, and motivate our colleagues, stakeholders, supply chain and end users to work in a sustainable manner and to support others to do the same.
* Play a full part in seeking and encouraging new sustainability ideas and initiatives.
* Communicate our sustainable operations strategy and best practice across the department

CFO will adopt the principles above to support HMPPS and MOJ to adhere to the Greening Government Commitments.

In addition to the greening government commitments, MOJ outline actions in the ‘Climate Change and Sustainability Strategy 2024’, of which CFO will adhere to. The key priorities are:

* Use sustainability as a strategic enabler of justice outcomes- using sustainability activity to promote justice outcomes and support delivery of Government’s climate and environmental objectives.
* Lead the way in greening government- We will tackle climate change, promote resource efficiency, and protect and enhance nature.
* Embed sustainability in everything we do- We will build awareness, increase capability, and develop the tools to support decision making and inspire action.

**HMPPS CFO Objectives-**

1. Mitigating Climate Change: working towards net zero 2050-

HMPPS CFO will meet the government target of reducing carbon emissions and consider the implication of using IT and travel to deliver the CFO Evolution programme.

***Reducing environmental impacts from ICT and digital***

* Currently the majority of CFO’s on-site IT is cloud based with a road map to navigate all on site IT use to cloud-based services to offset carbon use (utilising AWS).
* MOJO equipment is managed centrally via HMPPS with usage monitored.
* Commissioning arrangements will request prospective providers to detail commitment to carbon net zero agenda and possess a specific HMPPS CFO policy as opposed to organisational wide policies/plans. In addition to specific policies and plans, a bi-annual update will be required and will allow CFO to monitor ongoing commitment to sustainability throughout the programme and implement changes/improvements where required.

***Carbon reduction via travel***

* CFO will promote the use of public transport to colleagues and improve and monitor of existing travel arrangements. Staff will be made aware of purchasing ultra-low emission vehicles (salary sacrifice). A [Ministry of Justice cycle to work scheme](https://intranet.justice.gov.uk/guidance/hr/pay-benefits/benefits/cycle-to-work-scheme/) is available to CFO staff.
* CFO promote the use of public transport and a low-emissions pool car for site visits and monitor existing travel arrangements with logs. For larger group visits, staff to travel together in order to reduce emissions.
* All travel will be booked via CFO Travel and staff are required to submit evidence of reason for travel and booked travel to CFO-Travel to ensure CFO are able to collate to monitor financial and sustainability implications. CFO SMT to review travel bi-annually to deem whether any scope to reduce.
* Purchased pool car vehicle for HMPPS CFO colleagues currently meets ULE to contribute to GGC target and purchase of any future vehicles will consider zero emissions. Ongoing commitments to be outlined in the CFO implementation plan and progress reported bi-annually.
* CFO Providers will include travel commitments within commissioning process to ensure suppliers demonstrate a firm commitment to lowering CO2 emissions and possess an appropriate transport policy to reduce carbon emissions. Contracted Providers to evidence staff travel policy and goals to reduce within implementation plan with bi-annual updates required throughout the lifetime of the contract.
* As part of the selection process for community-based delivery, locations will be accessible via public transport for ease of access, this is a requirement for accessibility for participants and contributes to the wider sustainability goal.

**Minimising Waste & Promoting Resource Efficiency**

CFO will commit to various re-use, reduce & recycle initiatives and dispose of waste appropriately, utilising a registered waste collector to dispose of waste legally. CFO will observe and comply with the Waste Electrical and Electronic regulation (WEE) to ensure WEE is not mixed with general waste and is disposed of legally.

HMPPS CFO will meet the government's target by:

* Reducing total waste.
* Minimising landfill waste with recycling bins in CFO headquarters and provider locations. Including separate recycling for plastics, paper, tins and more. CFO also encourage the use of food waste bins where possible. The use of segregated waste will lead to an increase in the proportion of waste that is recycled across CFO sites. Clear signage is available for waste, ensuring waste is reduced appropriately. CFO will also explore the removal of single-use plastics from the CFO headquarters and purchasing sustainable products including stationery and merchandise for programme delivery.
* Adhering to a circular economy and only purchasing products that contribute positive to such. In a circular economy, products are made and consumed in a way that minimises use of the world’s resources, cutting waste and reducing carbon emissions. Products are kept in use for as long as possible, through repairing, recycling, and redesign – so they can be used again and again, and consideration is taken at every stage of the product’s lifecycle.
* CFO Providers will be required to demonstrate their commitment to reducing waste, diverting waste from landfill, recycling waste, and disposing of appropriately via sustainable development policies and implementation plans with reporting bi-annually.

**Reducing Water Use**

* CFO will commit to meeting the government's target for reducing water consumption. To achieve this, CFO will assess current use and identify efforts to encourage the efficient use of water.
* CFO Providers will be required to detail their commitment to reducing water consumption as part of the sustainable development policy and implementation plan.

**Nature Recovery**

Identify relevant actions from the MoJ Nature Recovery Plan to avoid/reduce impacts on the natural environment and to seek projects and initiatives that contribute towards MoJ NRP targets and wider UK nature recovery ambitions through direct actions on the MoJ estate or via partnership projects within the wider community.

**Reducing Governments Paper Use**

CFO will commit to the cross-government targets to reduce paper usage by:

* Encourage staff to utilise technology as opposed to printed materials.
* Discuss sustainability ideals (including limiting paper use) with staff during induction phase and discuss process to limit usage (e.g. double-sided printing, necessary printing of documents, utilising technology to review/comment on documentation as opposed to printing).
* Limit overall environmental impact by adhering to the governments buying standards for paper (purchasing recycled paper only).
* Recycling all paper within CFO HQ via registered waste company and using local initiatives to recycle stationary.
* Ensure CFO Providers report appropriate purchasing and recycle methods within policy and implementation plan.

**Offender Rehabilitation and other social considerations**

HMPPS CFO Evolution will deliver provision to the hardest to reach offenders with a focus of social inclusion. As outlined in the GGC ICT Digital and Skills Strategy, HMPPS CFO will also consider the United Nations (UN) sustainability goals (2030) and strive to evidence contribution throughout the programme.

The UN Sustainable Development Goals are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including those related to poverty, inequality, climate change, environmental degradation, peace, and justice. There are 17 goals in total, all of which are interconnected – for CFO, five of these goals are of particular importance, which are:

* Goal 3 – Good Health and Wellbeing
* Goal 4 – Quality Education
* Goal 8 – Decent Work and Economic Growth
* Goal 11 – Sustainable Cities and Communities
* Goal 16 – Peace, Justice, and Strong Institutions

The goals will be reported against to evidence CFO and CFO Evolution provider’s contribution as part of the bi-annual update.

To ensure sustainability is embedded throughout delivery of the CFO Evolution programme and allows participants an opportunity to contribute the wider goals of sustainability, providers will be requested to share delivery examples that evidence sustainability. CFO providers will submit best practice examples bi-annually to evidence available provision for wider publication.

**SUSTAINABLE DEVELOPMENT RESPONSIBILITY**

**CFO Prime Providers-** The CFO programme commission prime providers to deliver CFO provision and as part of the contract, prime providers will be asked to provide sustainable development policies and implementation plans in order to provide evidence to suggest they are making a conscious effort to achieve sustainability throughout the CFO programme. CFO Providers are required to submit sustainable development policies and implementation plans annually to reflect the changing landscape. The CFO Engagement Lead will request a six-monthly update from each prime provider to ensure all aspects of their implementation plans are monitored and progress is recorded.

Sustainability reporting within custodial locations may be limited due to the nature of delivering provision within a site with limited control of implementation and change. CFO Providers will be expected to outline existing sustainability operations in place and adhere where possible. CFO Providers will be made aware of key legislation for delivery within custody at contract award and specifically the following documentation;

[Ministry of Justice Climate Change and Sustainability Strategy](https://assets.publishing.service.gov.uk/media/65e98e923649a2001aed63e2/MoJ_Climate_Change_and_Sustainability_Strategy__2024.pdf)

[Net zero carbon strategy: MOJ - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/net-zero-carbon-strategy-moj/net-zero-carbon-strategy-moj)

[The Third National Adaptation Programme (NAP3) and the Fourth Strategy for Climate Adaptation Reporting (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/64ba74102059dc00125d27a7/The_Third_National_Adaptation_Programme.pdf)

[Circular economy strategy summary - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/circular-economy-strategy-summary-moj/circular-economy-strategy-summary)Nature Recovery Plan

[Sustainable Operations - Carbon and Energy Reduction Strategy (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/5c3f3e9ce5274a6e65dc1ce1/csup-policy.pdf)

CFO community locations are expected to adhere to the CFO Sustainable Development Policy and the above legislation and submit an 6-month implementation reports and relevant reporting where possible. CFO note reporting may have some limitations due to property management, and such information is expected to be reported to CFO.

The **CFO policy team** is responsible for creating and implementing Sustainable Development policies and practices. The policy team will review the provider’s sustainable development implementations plans on a six-month basis to assess whether their practices and policies comply with the requirements and to ensure sustainability continues throughout the life of the CFO programme. The policy team is also responsible for liaising with the landlord of the CFO HQ building and promoting Sustainable Development as and when necessary. The CFO Engagement Lead will act as a sustainability champion throughout the life of the CFO programme and take responsibility for ensuring sustainability remains at the forefront of CFO delivery.

The **ICT Lead** is responsible for ensuring all IT equipment is purchased and disposed of correctly in line with the WEEE (Waste Electrical and Electronic Equipment) practices and ensuring WEEE is not mixed with general waste and is disposed of legally.

The **Office Manager** will promote environmental awareness amongst staff and ensure guidance is clearly stated within the CFO staff information pack. As part of the staff induction, new members of staff will be informed of Sustainable Development practices and how they can effectively contribute.

The **Admin Team** will produce information with regards to procurement, requisitions, recycling of items as well as use of pool car vehicles.

The **Finance department** will assist with producing information with regards to CFO staff travel and subsistence claims to allow the Senior Management Team to effectively monitor and report the use of travel and promote public transport use.

**Contract Performance Managers** will liaise with prime providers to actively encourage them to consider sustainable development in terms of promoting social inclusion and ensure providers are promoting sustainable development ideals by supporting the bi-annual monthly requests for information.

The **Senior Management Team** are responsible for ensuring sustainable development forms part of governance as necessary.

**All staff** are responsible for promoting and adhering to sustainable development practices.

**Sustainable Development Implementation Plan- Environment**

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| **Sustainable Development Aspect** | **Plan** | **Purpose of process** | **Responsibility** | **Measuring performance** |
| **Energy and carbon management: *Reduce energy costs for CFO*** | **Energy usage**-  Collate energy usage data to evidence any significant increase or decrease in energy usage | The CFO programme is committed to lowering energy costs where possible in order to reduce negative environmental effects and to save money. All elements of energy and carbon management will be considered and reported against every 6 months to ensure potential reductions are identified.  Ongoing liaison with building providers about boiler servicing/replacement, ensuring that boilers across sites are energy efficient. | CFO Policy Team | Energy data saved and stored centrally |
|  | **Lighting-**Use natural light wherever possible.  Selected members of staff who are responsible for office fobs are made aware of switching all lights off when leaving the office at the end of the working day.  Encourage staff to switch off lighting when not in use (i.e. meeting room) and display appropriate signage | Small changes such as switching off lights and utilising natural light will contribute to reducing energy costs and saving energy for CFO.  Staff will be encouraged to actively think about energy savings and promoting sustainable ideals through the use of appropriate signage. | CFO Policy Team  / Office Manager | All elements feature within the staff handbook and induction pack, which is released annually, and staff are required to sign to state they understand the information contained within the document and will adhere to practices.  Appropriate signage displayed within all meeting rooms and on the office exit door. |
|  | **Air Conditioning-** To encourage staff to utilise air conditioning system appropriately to increase energy savings. | The air conditioning system has advanced features which allows sections of the CFO office to be zoned and individually set and monitored. This will allow sections of the CFO office to be controlled effectively and encourage staff not to rely on additional heating or cooling measures which utilise further energy.  All meeting rooms are zoned individually as well as the kitchen area.  Staff to be encouraged to switch off air conditioning when meeting rooms are not in use. | CFO Policy Team  /Office Manager | Advice and information added to the annual staff handbook and induction pack. |
| **Computer Terminals-**  Desktop and Laptop Quantum devices have the standard Windows 7 Default Power Plan, and all supplied monitors are ‘Energy Star’ compliant  Printer terminals within the office set to hibernate mode when inactive for a length of period of time  As part of the clear desk policy all staff are informed about switching their computer terminals off at the end of the working day. | Computers left on standby mode overnight is an unnecessary source of energy. Energy savings can be achieved by switching off computers at the end of the working day. | CFO ICT Lead | Confirmed with ICT Supplier, this will be checked on an annual basis  Included in the staff handbook and Induction pack. Staff required to complete NUA1 annually to evidence their understanding of data protection & security procedures, which includes clear desk policy |
| **Reducing carbon usage**  Utilising Amazon Web Services (AWS) cloud for on-premises IT to reduce carbon with an ongoing commitment to continue to move all IT to AWS | According to a 451 research report, moving on-premises workloads to AWS can lower the workload carbon footprint by 88%for the median surveyed US enterprise data centres and 72% on average for the top 10% most efficient enterprises surveyed. AWS infrastructure was found to be 3.6 times more energy efficient than the median surveyed enterprise data centre. | ICT Lead | Reports available  Creation of sustainability and carbon reduction report to estimate potential carbon savings through reductions in reoffending – completed by the CFO Stats Team. |
| **Provider Bi-Annual Updates-**  Request updates from providers every six months to review evidence to suggest reduction of energy within their organisation | Monitoring all Providers to ensure organisations delivering the CFO programme on behalf of HMPPS are committed to Sustainable Development.  Six monthly updates will ensure Sustainability remains high on the Provider’s agenda and remain focused and continue to make improvements to their organisation and delivery. | CFO Policy Team | Evidence of CFO and CFO Providers implementation plan updates available with appropriate comments/improvements evidenced |
| **Low carbon travel, transport, and access: Evidence a *commitment to improve and lower travel costs/CO2 emissions*** | **Business Mileage**  Review business mileage expenditure for CFO and compare to the previous six months.  All staff travel is booked and shared with CFO-Travel to evidence reason for travel, costings, and mode of transport. Logs shared with CFO SMT for review of appropriate travel. | Business mileage will be reviewed every 6 months to ensure expenditure and instances of travel are appropriate for business use.  Increases in travel and subsistence will be assessed by the Senior Management Team and addressed accordingly. | CFO Admin/ CFO Policy Team | Collated business mileage figures from finance department on a six-month basis and compared against previous six months (featured in bi-annual CFO update) |
| **Encourage use of online facilities**  Encourage staff to utilise telephone or virtual facilities as opposed to travelling to meetings.  CFO Admin to ensure all instances of virtual/telephone meetings are included in CFO calendar to evidence reduction in travel. | By encouraging the use of telephone and virtual facilities staff will reduce the frequency of travelling to meetings and will ultimately lower instances of carbon travel. | CFO Policy Team  CFO Admin | Included in the staff induction pack and staff handbook.  Travel policy available via internal CFO webpage  CFO Admin calendar available with all instances of staff meetings |
| **Encourage public transport**  Communicate to staff the benefits of public transport and collate returns to evidence savings. | Public transport contributes to decrease the carbon footprint. Public travel claims are collated by the finance team to ensure all staff can claim expenses, the CFO can pay the ledger and internal records are accurate. | Finance & Policy Team | Finance to collate all travel returns to ensure all travel is accounted for and mileage and public transport costs are accurate. |
| **Pool car usage**  Promote pool car use to staff members as opposed to hiring cars.  Promote car sharing where necessary for staff events/visits | Pool car is a self-charging hybrid car which has a parallel hybrid system that switches between petrol and electric power (or uses a combination of both) and charges the battery whenever it can. The system can achieve CO2 emissions as low as 86g/km.  The pool car contributes to the wider greening government commitment in relation to 25% of the government car fleet to be ultra-low emission vehicles by Dec 2022. The greening commitment 2021-2025 proposes 100% of car fleets to be fully zero emissions by 31 Dec 2027.  Car sharing reduces the amount of carbon emissions utilised by each individual and also creates savings for the department. This is featured in the staff handbook. | CFO Admin Team/ CFO Policy Team  CFO Admin | Monitor monthly CO2 emissions which are sent to the transport unit, ongoing throughout the project. |
|  | **Electric Charging Vehicles**  Explore salary sacrifice schemes for electric vehicles to promote to staff.  Explore electric charging points to implement at HQ and source list of charging points within MOJ sites (including prisons) | Purchasing electric vehicles contributes to the wider greening government commitment in relation to 25% of the government car fleet to be ultra-low emission vehicles by Dec 2022. The greening commitment 2021-2025 proposes 100% of car fleets to be fully zero emissions by 31 Dec 2027.  Promoting the use of electric vehicles and available charging points for staff to utilise to contribute to the GGC and lowering carbon emissions. | CFO Policy Team | Promote in the CFO induction pack and cascading the CFO Sustainable Development policy to staff |
| **Cycle to Work Scheme**  Explore salary sacrifice schemes for bicycles to promote to staff. | A Ministry of Justice cycle to work scheme is available to CFO staff. Facilities are available at CFO headquarters to park a bike securely. Use of the cycle to work scheme can have a large impact on carbon emissions. | HMPPS Cycle to Work Scheme | Included as part of the CFO Induction Pack and advertised on HMPPS Intranet. |
| **Procurement: *Purchasing and disposing* *of supplies appropriately*** | **Paper Usage**  Purchase recycled paper for all office use (including notepads)  Recycle all waste paper via a paper recycling company  Encourage staff to limit printing and encourage working electronically to save paper waste. Discuss sustainability ideals (including limiting paper use) with staff during induction phase and discuss process to limit usage (e.g. double-sided printing, necessary printing of documents, utilising technology to review/comment on documentation as opposed to printing) | Recycling paper conserves natural resources, saves energy, reduces greenhouse gas emissions, and keeps landfill space free for other materials that cannot be recycled.  HMPPS are required to order recycled paper products 100% recycled paper from October 2023. Minimising the use of paper and effectively contributes to the greening government commitments agenda. By purchasing recycled paper and recycling CFO can contribute to the positive aspects associated with recycling and also ensure waste is recycled confidentially. | CFO Admin Team | Stationery order evidences recycled paper purchasing.  Collate receipts from recycling company to evidence reduced frequency  Efficient paper usage featured in the staff handbook & induction pack |
| **Recycled Ink Cartridges**  Purchase re-manufactured ink cartridges  Recycle all computer ink cartridges | Remanufactured cartridges are made from plastic which uses 80% less energy to make plastic from recycled plastic. Recycling ink cartridges is also safer for the environment as cartridges contain dyes and pigments which can create a number of pollutants if disposed of incorrectly.  Recycling of ink cartridges contributes positively to the wider greening government commitments in relation to reduce and reuse schemes.  This also adheres to a circular economy and helps to keep products in use for as long as possible, cutting waste and reducing carbon emissions. | CFO Admin Team | Stationery order evidences purchased remanufactured ink cartridges  Admin staff responsible for recycling cartridges and log all ink cartridge recycling onto a spread sheet to evidence effective recycling. |
| **Remanufactured Stationery**  Ensure all stationery is purchased with a consideration given to purchasing remanufactured products. Stationery will also be reused and recycled as and where possible | Remanufactured produce has many benefits for both the customer (CFO) and for the environment. The environmental benefits include reducing energy consumption by limiting the amount of raw material extracted/recycled and the manufacturing of new components. A reduction in energy consumption is usually accompanied by a reduction in CO2. Purchasing recycled stationery saves CFO cost as remanufactured products are typically 60-80% of the cost of a new product due to the cost savings made from the recovery of the materials and energy content of the product.  Remanufactured products contributes to the greening government commitment as part of the reduce and reuse scheme.  This also adheres to a circular economy and helps to keep products in use for as long as possible, cutting waste and reducing carbon emissions. | CFO Admin Team | Evidence within the admin guidelines and staff handbook and induction pack. |
| **Recycled Waste**  All waste to be recycled via the recyclable bins within the kitchen area  Explore facility to dispose of food via compost bins if available with HQ landlord  Eliminate single-use plastics from CFO headquarters. | The advantages of recycling waste include reducing pollution, as waste that would otherwise be left in a landfill can be reused. Through reusing materials, the demand for new materials is decreased and new materials can be created.  Recycling waste also contributes to lowering costs and makes financial sense for CFO.  CFO’s commitment to recycled waste complements MoJ’s commitment to reducing overall levels of waste, increasing recycling, reducing the amount of waste that goes to landfill and reducing the amount of paper consumed.  This also adheres to a circular economy and helps to keep products in use for as long as possible, cutting waste and reducing carbon emissions.  Remove single-use plastics from CFO headquarters, to increase sustainability. | CFO Admin/CFO Office Manager | Figures available from landlord to evidence waste  Included in the CFO staff handbook and induction pack. |
| **External Printing**  Ensuring that external printing is completed with providers who have sustainable credentials. | The HMPPS prison supply chain is used where feasible, and where not, a local sustainable provider is used to reduce carbon footprint for printed materials.  Merchandise is also purchased via supplier with a HMPPS contract, ensuring their sustainable credentials, including carbon offsetting. | CFO Communications Team | Information from printing providers available online. |
| **Purchasing & disposing of electronic equipment in line with WEE regulations**  All IT equipment to be purchased and disposed of in line with WEE regulations, ensuring that WEE is not mixed in with general waste and disposed of legally. | Disposal of products via WEE regulations avoids using landfill or incineration methods which in turn reduces air, ground and water pollution and has benefits to the environment. By recycling electronic waste CFO are conserving natural energy resources and reducing the need for manufacturing new products, which subsequently results in a reduction of manufacturing costs and also greenhouse gas emissions. Equipment that is due to be disposed of is collected by a local WEE charity organisation. The charity recycle all electrical goods and ensure 100% is recycled with 0% going to landfill. The charity donates money or goods to charitable foundations, community groups, outreach centres, PTA groups, children’s services, and families in need locally and nationally ([www.weeecharity.co.uk](http://www.weeecharity.co.uk/))  Disposing of electronic equipment via WEE principles contributes to the wider greening government commitments. Not only by reducing waste to landfill but also via utilising reduce and reuse processes.  This also adheres to a circular economy and helps to keep products in use for as long as possible, cutting waste and reducing carbon emissions. | CFO ICT Manager | Requisitions to evidence purchasing are available  Evidence of disposal available and Contractor is local supplier (www.weeecharity.co.uk ) |
| **Water: *Monitor CFO use and decrease usage if possible*** | Request water usage figures from landlord and monitor for increased usage and discuss whether CFO can contribute to reducing usage. | Explore whether water usage can be decreased to save money and limit any unnecessary usage.  Hot water tap is used to ensure water is not wasted by repeated boiling or taps being left on accidentally. | CFO Policy Team | Figures from landlord to evidence building’s water usage |
| **Organisational and workforce development: *Consider wider implications of Sustainability*** | Include a section of sustainability in the staff induction pack and staff handbook which will reference sustainable development policy and encourage staff to read | Ensuring CFO staff are aware of the Sustainable Development policy and implementation plan and adhere to the policy as and where possible. | CFO Policy Team /Office Manager | Annual review of the induction pack and staff hand book and update as necessary.  CFO sustainable development policy available in ‘All Staff’ folder for ready access |
| Raise awareness of sustainability amongst staff to ensure practices are adhered to. | Ensuring CFO staff are aware of the Sustainable Development policy and implementation plan and adhere to the policy as and where possible.  Staff will also be educated on sustainability updates during staff engagement, including at least one dedicated sustainability session. | CFO Policy Team | Annual email to staff to evidence updated policy/plan and request for ideas to improve sustainability.  Staff engagement presentations. |
| Green upskilling and promotion across CFO headquarters staff and Provider staff | CFO will develop a Green newsletter (or similar) to be released quarterly to provide examples of economically sustainable activities delivered as part of the CFO programme. This will provide best practice examples that contribute to the sustainability agenda and encourage audiences (CFO Provider staff, participants, HQ staff and stakeholders) to champion sustainability ideals.  Staff will have an opportunity to share their commitment in their personal or professional lives to allow all to have a forum to express their positive contributions. This will link to UN sustainability goal 3. | CFO Policy Team | CFO Newsletter |
| **Governance** | Provide ongoing support to prime providers to encourage SD ideals to feature in CFO delivery | To ensure Prime Providers are reporting Sustainability on a regular basis the CFO Policy Team will regularly engage and offer tailored support to help develop/improve their policies and plans and help to embed into everyday delivery of the project. | CFO Policy Team | Introductory meetings to take place with each prime provider to discuss Sustainable Development and the importance of a policy and implementation plan at the beginning of the contract during mobilisation. |
| Policy lead to promote sustainable development within the SMT meetings to ensure sustainability is included in each management decision. | In order for Sustainability to be embedded within CFO policy decisions as well as contract management of the supply chain the CFO policy lead will promote Sustainability in Senior Management Meetings. | CFO Policy Lead | As and when required. |
| Supporting to the Nature Recovery Plan (2022) to improve environment | CFO providers and sites have several nature recovery projects taking place across the country (Canal Trust, Fit For Work etc.) These projects take place in custody and the community and increase natural capital through enhancing ecosystems and environments.  Delivering long-term biodiversity improvements will leave a lasting impact for participants, and legacy for the programme, even following exit from participant engagement. | CFO Policy Team | Reporting from providers on Nature Recovery activities taking place and the impact on both the environment and participants. |

**Sustainable Development Implementation Plan- UN Goals**

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| **SD Goal** | **Objective** | **Delivery** | **Measuring Performance** |
| **Ensure healthy lives and promote wellbeing for all at all ages** | CFO work with ‘hard to help’ offenders to achieve the aims of which is to reduce reoffending and protect the public. Each is assessed before accessing CFO provision and provision includes bespoke wellbeing support depending on participants wants/needs. | Delivery will provide a safe space for participants to engage in a range of activities to increase wellbeing and develop the skills required to navigate through the array of issues that present barriers to successful community reintegration.  Provision will focus on well-being and mindfulness and include a range of techniques and courses that can be used by an individual to enhance their sense of physical, mental, and social wellbeing. | Contract Performance Manager to chair performance meetings to assess whether Providers meet targets in respect of set activity codes as per contract award. |
| **Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all**  cid:image001.jpg@01D7794F.B1C82460 | CFO delivery to include education, training, and employment opportunities and to be accessible to all participants enrolled onto the programme. | The overall focus of HMPPS CFO is to help offenders move towards mainstream provision or activity which reinforces the value of leading law-abiding lives, such as entering employment, education, training and interacting positively with their family and local community. This is achieved through facilitating access to comprehensive support mechanisms appropriate to their individual circumstance and assessed need. | Contract Performance Manager to chair performance meetings to assess whether Providers meet targets in respect of set activity codes as per contract award. |
| **Promote sustained, inclusive, and sustainable economic growth, full and productive employment and decent work for all**  cid:image002.jpg@01D7794F.B1C82460 | CFO delivery to include education, training, and employment opportunities and to be accessible to all participants enrolled onto the programme. | The CFO Evolution programme will provide opportunities for sustained employment and support individuals with ‘in work’ support. In work support will focus on stabilising the participant in the new role and supporting with general resettlement needs. Work related mentoring will be a structure service to support participants to maintain engagement with training/apprenticeship/employment. It is particularly suited to those who have recently transitioned from prison back into the community or have been out of the workplace for an extended period. The support provided will reflect the needs of those cohorts. | Contract Performance Manager to chair performance meetings to assess whether Providers meet targets in respect of set activity codes as per contract award. |
| **Make cities and human settlements inclusive, safe, resilient, and sustainable**  cid:image003.jpg@01D7794F.B1C82460 | The key aim of CFO is to deliver provision to offenders who are deemed as hardest to help and furthest from the labour market. Prime Providers tailor provision to offender’s individual needs in order to promote effective rehabilitation. Offenders are required to meet a strict CATS assessment to determine whether they meet the criteria as ‘hard to help’. | Priority groups selected in consultation with regional stakeholders and will form part of delivery in ECA. Providers to deliver provision through progression route and tailor services accordingly. | Contract Performance Manager to chair performance meetings to assess whether Providers meet targets in respect of set activity codes as per contract award. |
| **Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable, and inclusive institutions at all levels**  cid:image004.jpg@01D7794F.B1C82460 | CFO work with ‘hard to help’ offenders to achieve the aims of which is to reduce reoffending and protect the public. Each offender is assessed before accessing CFO provision and those furthest from the labour market will be targeted and worked with to ensure they are supported within the justice system. | The CFO Evolution programme has been designed to enable positive impacts upon reducing reoffending. The provision will be delivered within an appropriate environment and with a professional working culture and consist of engaging activity building upon personal interests, emphasizing the principles of good citizenship, addressing barriers to integrating into the community and developing personal resilience/skills to interact more positively with others, alongside packages of support which enable more effective engagement with interventions and services which form part of the core/mainstream HMPPS/MoJ delivery. | Contract Performance Manager to chair performance meetings to assess whether Providers meet targets in respect of set activity codes as per contract award. |