



Sustainability Policy Statement

Responsible Manager	Director of Corporate Affairs
Next Review Date	August 2018; then bi-annually.
Last Review Date	January 2017
Version	3.0
<p>This Policy document is available in Welsh and English and in alternative formats upon request.</p> <p>Documents and meetings supporting the delivery of this policy are also available through the medium of Welsh and English (where necessary this may require the use of an interpreter). Reasonable adjustments, such as alternative formats, can also be made available upon request.</p>	

1.0 Introduction

The Older People's Commissioner for Wales is committed to sustainable practises.

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate, where possible, sustainability considerations into our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

Examples of how the Commissioner pursues sustainable stewardship are set out below:

- Energy usage - as one of a number of tenants within a small modern office block it is not possible to have full control over the water, heat and light facilities. However, there are thermostatically controlled valves on all the radiators, energy saving light bulbs installed, and movement sensitive lighting in some areas within the office environment.
- Vehicle usage - the office does not operate any vehicles but it does encourage the use of hired vehicles for longer journeys in order to ensure greatest efficiency. Staff are encouraged to share transport for official journeys where practicable. Wherever appropriate the use of public transport is encouraged.
- Meetings - Avoid physically travelling to meetings where alternatives are available and practical, such as using teleconferencing, video

conferencing or web cams, and efficient timing of meetings to avoid multiple trips.

- Paper management – all staff have access to email and internet and the use of an office intranet enables information to be accessed without the need for paper distribution systems. Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- Products - suppliers are encouraged to use environmentally friendly products where possible. The Commissioner uses environmentally sound paper products such as re-cycled paper and envelopes. The cleaning of the office to be carried out using environmentally friendly cleaning products.
- Waste Disposal - procedures are in operation for the recycling of materials, including paper, cardboard and some plastics, and arrangements for disposal of food waste. Paper containing sensitive information is disposed of through confidential waste recycling facilities due to the obligation to maintain confidentiality in our enabling legislation. My office has a certificate of environmental accomplishment that certifies our shredding and recycling programme on an annual basis.
- Education – the Commissioner is committed to running educational training sessions for members of staff on issues relating to sustainability and biodiversity. This includes how employees can contribute both during work hours and through their lives outside of the workplace.
- Working practices - make donations to seek to offset carbon emissions from our activities.

2.0 Well-being of Future Generations (Wales) Act 2015

Whilst the Older People's Commissioner for Wales is not a public body duty bound by the Well-being of Future Generations (Wales) Act 2015, the Commissioner is committed to the Sustainable Development Principle outlined in Section 5 of the Act (See Appendix A).

By acting in accordance with the Sustainable Development Principle, the Commissioner will act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

In order to meet this commitment to the sustainable development, the Commissioner will publish a series of 'Well-being and sustainability objectives' through the Sustainability Policy Statement. These objectives will help support the 'Well-being Goals' outlined in Section 4 of the Act (See Appendix B).

3.0 Environment (Wales) Act 2016

As a public authority under Section 6 of the Environment (Wales) Act 2016, the Older People's Commissioner for Wales has a duty to maintain and enhance biodiversity and promote the resilience of ecosystems in Wales (See Appendix C).

Under the Act, the Commissioner must publish a plan setting out the actions that will be taken to comply with this duty. This plan will be incorporated into the Commissioner's Sustainability Policy Statement and will be reviewed every three years alongside a report on how the Commissioner has complied with this duty. The first report will be compiled before the end of 2019, as required in the Act.

4.0 Well-being and Sustainability Objectives

The Older People's Commissioner for Wales is committed to understanding, measuring, improving and communicating sustainability and engaging all employees in this process.

In order to meet the Sustainable Development Principle set out in the Well-being of Future Generations (Wales) Act 2014 and the duties under the Environment (Wales) Act 2016, the Older People's Commissioner for Wales will:

- Work towards retaining the Gold level Small Workplace Health Award in order to provide a structure for the continuous improvement of our sustainability performance. (A prosperous Wales; A healthier Wales)
- Educate employees about the importance of environmental awareness and biodiversity via regular campaigns and promotion of activities such as recycling and the cycle to work scheme. (A resilient Wales)
- Engage employees in biodiversity projects as part of team-building exercises. (A resilient Wales)
- Aim to reduce the consumption of electricity year on year (as a tenant in a shared building the Commissioner does not have full

control over the water, heat and light usage). Monitoring will be undertaken by using monthly meter readings. (A prosperous Wales)

- Aim to maximise opportunities to recycle waste including a weekly collection of plastic, food and paper waste, a bi-monthly collection of confidential paper waste and disposal of batteries and printer cartridges. (A resilient Wales)
- Aim to achieve a year on year increase in the number of employees using low-carbon travel modes (such as walking, cycling, journey sharing and travelling by public transport) via the development and promotion of an organisational Travel Plan, including education on the environmental benefits of low-carbon travel. (A prosperous Wales)
- Integrate environmental considerations when selecting suppliers and services to provide/deliver products and/or services. (A prosperous Wales)
- Monitor and record: electricity use, levels of recycling and levels of low-carbon travel modes amongst employees to assist in the evaluation of environmental performance and will provide updates to the Strategic Management Team on a quarterly basis. (A prosperous Wales)
- Continue to work with employees and suppliers to make continuous improvements via the promotion of sustainable initiatives and practices. (A prosperous Wales)
- Continue to have an office environment that encourages the use of the Welsh language and will proactively work to meet the Welsh Language Standards. (A Wales of vibrant culture and thriving Welsh language)
- Meet the objectives set out in the Strategic Equality Plan 2016-20 to ensure that employees and other people that engage with the Commissioner are able to fulfil their potential no matter what their background. (A more equal Wales)
- Engage with the full diversity of older people across Wales and ensure their voices are represented throughout the Commissioner's work. (A Wales of cohesive communities)

Related Policies

Cycle to Work

Travel Plan

Travel and Subsistence

Small Workplace Health Award

Appendix A: Well-being of Future Generations (Wales) Act 2015 – Section 5 ‘The Sustainable Development Principle’

5 The sustainable development principle

(1) In this Act, any reference to a public body doing something “in accordance with the sustainable development principle” means that the body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

(2) In order to act in that manner, a public body must take account of the following things—

(a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;

(b) the need to take an integrated approach, by considering how—

(i) the body's well-being objectives may impact upon each of the well-being goals;

(ii) the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;

(c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of —

(i) Wales (where the body exercises functions in relation to the whole of Wales), or

(ii) the part of Wales in relation to which the body exercises functions;

(d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;

(e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.

See the full version of the Act [here](#).

Appendix B: Well-being of Future Generations (Wales) Act 2015 – Section 4 ‘The Well-being Goals’

4 The well-being goals

The well-being goals are listed and described in Table 1—

Goal	Description of the goal
A prosperous Wales.	An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
A resilient Wales.	A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).
A healthier Wales.	A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.
A more equal Wales.	A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).
A Wales of cohesive communities.	Attractive, viable, safe and well-connected communities.
A Wales of vibrant culture and thriving Welsh language.	A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.
A globally responsible Wales.	A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Appendix C: Environment (Wales) Act 2016 – Section 6 'Biodiversity and resilience of ecosystems duty'

6 Biodiversity and resilience of ecosystems duty

(1) A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.

(2) In complying with subsection (1), a public authority must take account of the resilience of ecosystems, in particular the following aspects—

- (a) diversity between and within ecosystems;
- (b) the connections between and within ecosystems;
- (c) the scale of ecosystems;
- (d) the condition of ecosystems (including their structure and functioning);
- (e) the adaptability of ecosystems.

(3) Subsection (1) does not apply to—

- (a) the exercise of a function by Her Majesty's Revenue and Customs, or
- (b) the exercise of a judicial function of a court or tribunal.

(4) In complying with subsection (1)—

- (a) the Welsh Ministers, the First Minister for Wales, the Counsel General to the Welsh Government, a Minister of the Crown and a government department must have regard to the United Nations Environmental Programme Convention on Biological Diversity of 1992, and
- (b) any other public authority must have regard to any guidance given to it by the Welsh Ministers.

(5) In complying with subsection (1), a public authority other than a Minister of the Crown or government department must have regard to—

- (a) the list published under section 7;
- (b) the state of natural resources report published under section 8;
- (c) any area statement published under section 11 for an area that includes all or part of an area in relation to which the authority exercises functions.

(6) A public authority other than a Minister of the Crown or government department must prepare and publish a plan setting out what it proposes to do to comply with subsection (1).

(7) A public authority must, before the end of 2019 and before the end of every third year after 2019, publish a report on what it has done to comply with subsection (1).

(8) A public authority that has published a plan under subsection (6)—

(a) must review the plan in the light of each report that it publishes under subsection (7), and

(b) may revise the plan at any time.

(9) In this section—

- “Minister of the Crown” (“*Gweinidog y Goron*”) has the same meaning as in the Ministers of the Crown Act 1975 (c. 26);
- “public authority” (“*awdurdod cyhoeddus*”) means—
 - (a) the Welsh Ministers;
 - (b) the First Minister for Wales;
 - (c) the Counsel General to the Welsh Government;
 - (d) a Minister of the Crown;
 - (e) a public body (including a government department, a local authority, a local planning authority and a strategic planning panel);
 - (f) a person holding an office—
 - (i) under the Crown,
 - (ii) created or continued in existence by a public general Act of the National Assembly for Wales or of Parliament, or
 - (iii) the remuneration in respect of which is paid out of money provided by the National Assembly for Wales or Parliament;
 - (g) a statutory undertaker.

See the full version of the Act [here](#).



Sustainability Policy Action Plan 2017-2019

Action Required	Lead	Timescale	Measurement	Evidence
Report on compliance with Environment (Wales) Act 2016 – legal requirement	Director of Corporate Affairs	By end of 2019	Report published	
Work towards retaining the Gold level Small Workplace Health Award in order to provide a structure for the continuous improvement of our sustainability performance.				
Assess requirements to retain Gold level award and put an action plan in place to meet those requirements when evaluated in 2018	Director of Corporate Affairs	Action plan in place – April 2017	Gold level award retained	

Educate employees about the importance of environmental awareness and biodiversity via regular campaigns and promotion of activities.

<p>Staff will receive regular reminders about the cycle to work scheme</p>	<p>Director of Corporate Affairs</p>	<p>Once a quarter</p>	<p>Reminders sent via email, noticeboard, internal newsletter and/or in team meetings</p>	
<p>Recycling and food waste will be promoted throughout the office including signage aimed at reducing waste</p>	<p>Director of Corporate Affairs</p>	<p>Once a quarter</p>	<p>Signage promoting recycling clearly visible at all waste points</p> <p>Staff aware of opportunities to recycle in work</p> <p>Staff aware of food waste bins</p>	
<p>Staff responsible for ordering stationary to receive information about environmentally friendly products, such as recycled paper</p>	<p>Director of Corporate Affairs</p>	<p>Once a quarter</p>	<p>Meeting held with Director of Corporate Affairs</p> <p>Recycled paper used for publications and printing</p>	

One team meeting per year will be dedicated to promoting different elements of the Commissioner's sustainability policy	Director of Corporate Affairs	Three meetings – 2017, 2018, 2019	Team meetings held	
Engage employees in biodiversity projects as part of team-building exercises.				
An away afternoon will be organised for staff to take part in an exercise that promotes biodiversity	Director of Corporate Affairs	By end of 2019	Away afternoon held	
Aim to reduce the consumption of electricity year on year (as a tenant in a shared building the Commissioner does not have full control over the water, heat and light usage). Monitoring will be undertaken by using monthly meter readings.				
Educate staff about reducing energy usage e.g not leaving computers on standby, turning off lights in meeting rooms when not in use, only printing material that is needed	Director of Corporate Affairs	Quarterly	Reminders sent via email, noticeboard, internal newsletter and/or in team meetings Consumption reduced on annual comparison	

Aim to maximise opportunities to recycle waste including a weekly collection of plastic, food and paper waste, a bi-monthly collection of confidential paper waste and disposal of batteries and printer cartridges.

Explore opportunities to recycle further and ensure staff are aware of what can be recycled to reduce waste

Director of Corporate Affairs

October 2017

Increase in opportunities to recycle compared to current rate

Aim to achieve a year on year increase in the number of employees using low-carbon travel modes (such as walking, cycling, journey sharing and travelling by public transport) via the development and promotion of an organisational Travel Plan, including education on the environmental benefits of low-carbon travel.

Promote Commissioner's Travel Plan to staff and highlight benefits of using low-carbon travel e.g greater use of public transport for meetings

Director of Corporate Affairs

Six monthly

Year by year increase in percentage of staff using low-carbon travel

Offset the organisations' carbon footprint using high quality carbon offset projects	Director of Corporate Affairs	Annually	Offset calculated and contributed	
Integrate environmental considerations when selecting suppliers and services to provide/deliver products and/or services.				
Include a commitment to meeting the Commissioner's Sustainability Policy with contractors	Director of Corporate Affairs / Head of Finance	On-going	<p>Contracts for products/services include commitment to sustainability.</p> <p>Cleaning contract to use environmentally friendly products.</p>	

Monitor and record: electricity use, levels of recycling and levels of low-carbon travel modes amongst employees to assist in the evaluation of environmental performance and provide updates to the Strategic Management Team on a quarterly basis.				
Monitoring and recording electricity use, levels of recycling and low-carbon travel and report to SMT	Director of Corporate Affairs	Quarter 1 2017/18 onwards	Reports given to Senior Management Team	
Continue to have an office environment that encourages the use of the Welsh language and will proactively work to meet the Welsh Language Standards.				
Educate staff on new requirements under Welsh Language Standards.	Director of Corporate Affairs	Six monthly	Staff aware of Welsh Language Standards and how they affect their work	
Implement and monitor the Welsh Language Standards	Director of Corporate Affairs	On-going	Log kept of compliance and non-compliance with standards	
Report on an annual basis to Welsh Language Commissioner.	Director of Corporate Affairs	September 2017	Reports to Welsh Language Commissioner	

Meet the objectives set out in the Strategic Equality Plan 2016-20 to ensure that employees and other people that engage with the Commissioner are able to fulfil their potential no matter what their background.

Work towards meeting objectives of Strategic Equality Plan, which are set annually	Director of Corporate Affairs	Annually	Annual reporting on Strategic Equality Plan	
--	-------------------------------	----------	---	--

Engage with the full diversity of older people across Wales and ensure their voices are represented throughout the Commissioner's work.

Continue to target engagement with groups of older people with protected characteristics that represent the full diversity of older people	Engagement Lead / Engagement and Events Co-Ordinator	Quarterly	Quarterly reports on engagement to SMT	
--	--	-----------	--	--