



Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru
Her Majesty's Inspectorate for Education and Training in Wales

Environmental Policy and Statement 2018

Information sheet

Information box

For further advice contact: The Lead Officer: Sustainability

Date of publication: February 2019

Planned review date: November 2019

Version control

Document version	Author	Date of issue	Changes made
3.0	Cheryl Davies	July 2015	Revised improvement objectives, updated performance information
4.0	Cheryl Davies	October 2016	Updated performance information
5.0	Alison Palmer	February 2018	Updated performance information
6.0	Alison Palmer	July 2018	Updated performance information
7.0	Cheryl Davies Alison Palmer	February 2019	Refreshed objectives for the 2018-19 reporting period and revision of emission results following updated application of Defra conversion factors to each reporting year.

Impact Assessment

- A business rationale assessment has been carried out and this policy contributes to Estyn's strategic objectives and delivery principles.
- An equality impact assessment has been carried out and this policy is not deemed to impact adversely on any people on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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Environmental Policy

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. It is independent of, but funded by, the National Assembly for Wales under Section 104 of the Government of Wales Act 1998. Estyn is responsible for conducting statutory inspections and reporting on education and training providers in Wales. Estyn also provides specific advice to the Welsh Government in response to an annual remit from the Minister for Education and Skills.

As at 1 April 2018, Estyn employed 112 people, including permanent and fixed term staff and secondees / agency staff. Estyn's environmental policy covers all organisational activities. Estyn is committed to the protection of the environment, continually improving its environmental management and performance, meeting environmental compliance and obligation (both regulatory and voluntary) and preventing pollution.

Estyn has identified that our main impacts on the environment arise from the consumption of energy, transport, the generation of waste and the consumption of office materials. Estyn will seek to minimise its impacts on the environment through a commitment to a comprehensive set of improvement objectives:

- 1 To continue to use energy efficiently and to monitor CO2 generation with the aim of a 10% reduction over the next five years (based on 2017-2018 figures).
- 2 In line with the WG "Towards Zero Waste" commitment, to increase recycling by 5% over the next five years (based on 2013-2014 figures).
- 3 In line with the WG "Towards Zero Waste" commitment, to reduce waste arisings by 1.2% year on year until 2050 (based on 2013-2014 figures).
- 4 To minimise the organisation's transport impact contributing to the CO2 target (objective 1).
- 5 Communicate environmental initiatives and our commitment to wider sustainability to the public and staff.
- 6 Continue to embed environmental considerations into purchasing procedures.

This policy is made available to all staff and is published on our website. The Lead Officer: Sustainability will review this policy at least annually.



Meilyr Rowlands
Her Majesty's Chief Inspector
of Education and Training in Wales

Environmental Statement

Organisation

Our **mission** is to achieve excellence for all learners in Wales by providing independent, high-quality inspection and advice services. Our **vision** is to be recognised through the expertise of our staff as an authoritative voice on education and training in Wales.

Our strategic objectives are to:

SO1: Provide public accountability to service users on the quality and standards of education and training in Wales

SO2: Inform the development of national policy by the Welsh Government

SO3: Build capacity in the delivery of education and training in Wales

Our delivery principles are to:

DP1: Continue to develop Estyn as a 'best value' organisation and 'exemplary employer'

DP2: Continue to work collaboratively with other inspectorates to support improvement

Our values are to:

- Keep learners and citizens at the centre of our work
- Act with openness, integrity and objectivity, demonstrating the highest standards of public service
- Foster an engaging and healthy working environment
- Work in partnership with others, whilst maintaining our independence
- Demonstrate effective leadership and teamwork at all levels
- Value people and the contributions they make
- Encourage responsibility, initiative and innovation

The about us section on our website further explains the work we do in regard to inspections of providers of education and training, provision of advice and guidance, building capacity and spreading best practice, and partnership working with other inspectorates.

Rooted in our delivery principles is our committed to sustainable development and we will incorporate sustainable development considerations into all our activities and processes and undergo the 'Green Dragon Standard' accreditation process to identify any opportunities to further improve our environmental management activities.

Environmental objectives 2018-2019

Estyn's main impacts on the environment arise from the consumption of energy, transport, the generation of waste and the consumption of office materials. Appendix 2 (Environmental Aspects Register) sets out in detail those aspects of Estyn's activities and services from which environmental impacts arise.

Objectives and targets have been revised for 2018-2019 and aim to improve environmental management and performance and reduce Estyn's environmental impacts.

- 1 To continue to use energy efficiently and to monitor CO2 generation with the aim of a 10% reduction over the next five years (based on 2017-2018 figures).
- 2 In line with the WG "Towards Zero Waste" commitment, to increase recycling by 5% over the next five years (based on 2013-2014 figures).
- 3 In line with the WG "Towards Zero Waste" commitment, to reduce waste arisings by 1.2% year on year until 2050 (based on 2013-2014 figures).
- 4 To minimise the organisation's transport impact contributing to the CO2 target (objective 1).
- 5 Communicate environmental initiatives and our commitment to wider sustainability to the public and staff.
- 6 Continue to embed environmental considerations into purchasing procedures.

Environmental objectives 2017-2018

This document sets out our environmental objectives 2017-2018 and reports on our past environmental performance.

- 1 To continue to monitor CO2 generation with the aim of a 5% reduction over the next five years (based on 2012-2013 figures).

Estyn Baseline 2012-2013: 205,607.18 kg CO2
Target by 2017-2018: 195,326.82 kg CO2

- 2 In line with the WG "Towards Zero Waste" commitment, to increase recycling by 5% over the next five years (based on 2013-2014 figures).

Estyn recycling based on weight in kg of waste:
Estyn Baseline 2013-2014: 71% recycling
Estyn Target 2018-2019: 76% recycling.

- 3 In line with the WG "Towards Zero Waste" commitment, to reduce waste arisings by 1.2% year on year until 2050 (based on 2013-2014 figures).

Estyn waste prevention: based on weight in kg of waste:

Baseline 2013-2014: 8,079.5 kg of annual waste arising.

Target: 1.2% reduction year on year until 2050.

- 4 Reduce the organisation's transport impact contributing to the CO2 reduction target (objective 1).
- 5 Communicate environmental initiatives (and wider sustainability) to the public and staff.
- 6 Continue to embed environmental considerations into purchasing procedures.

Estyn's environmental performance

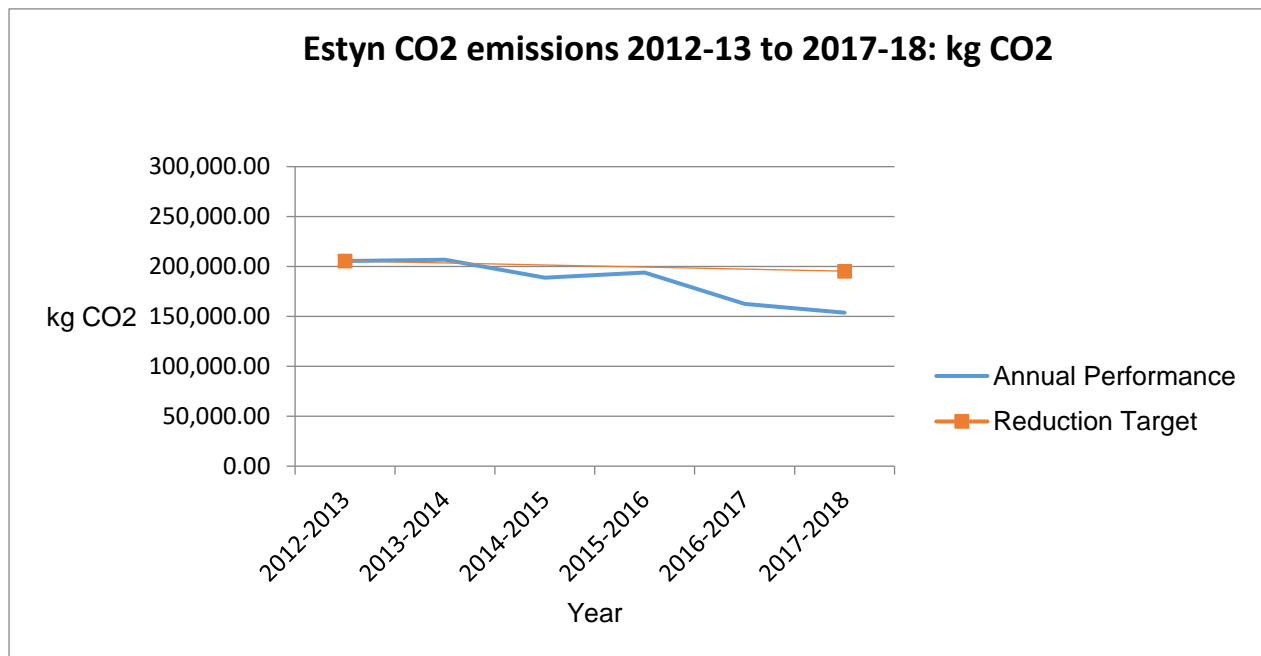
This section provides a summary of Estyn's environmental performance against our environmental objectives 2017-2018. Appendix 1 sets out a detailed end of period report against these objectives for the period 2017-2018.

1. To continue to monitor CO2 generation with the aim of a 5% reduction over the next five years (based on 2012-2013 figures).

Estyn Baseline 2012-2013:	205,607.18 kg CO2
Target by 2017-2018:	195,326.82 kg CO2
2013-2014:	206,788 kg CO2
2014-2015:	188,706 kg CO2
2015-2016:	193,991 kg CO2
2016-2017:	162,429 kg CO2
2017-2018	153,727 kg CO2

***Notes:**

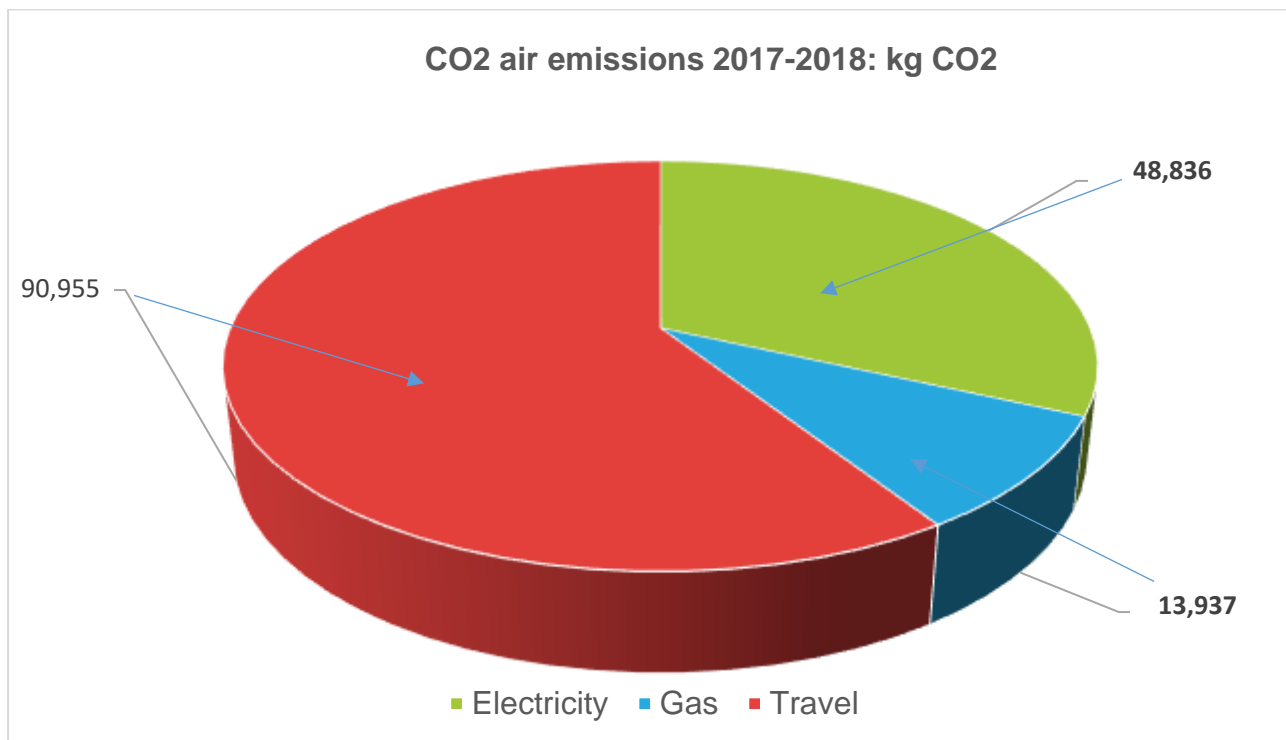
- When the new landlord took over the premises during 2016, new calibrated gas meters were installed; emissions reported for 2016-17 have been adjusted to reflect this.
- Annual Defra conversion factors have been used in this report and applied to each reporting year's data respectively.



Our total CO2 emission in 2017-2018 was 153,727 kg, a reduction of 5.4% on last year's figure (162,429 kg) and well within our target of 195,326.82 kg by 2017-2018.

For Estyn, due to the nature of our business, the highest proportion of CO2 emissions is generated by our transport use. In spite of this, there was a reduction of 19.3% (90,955 kg CO2) in 2017-2018 on the previous year's figure for transport emissions of 112,656 kg.

The proportion of CO2 emissions across electricity, gas and travel for the period is illustrated below:



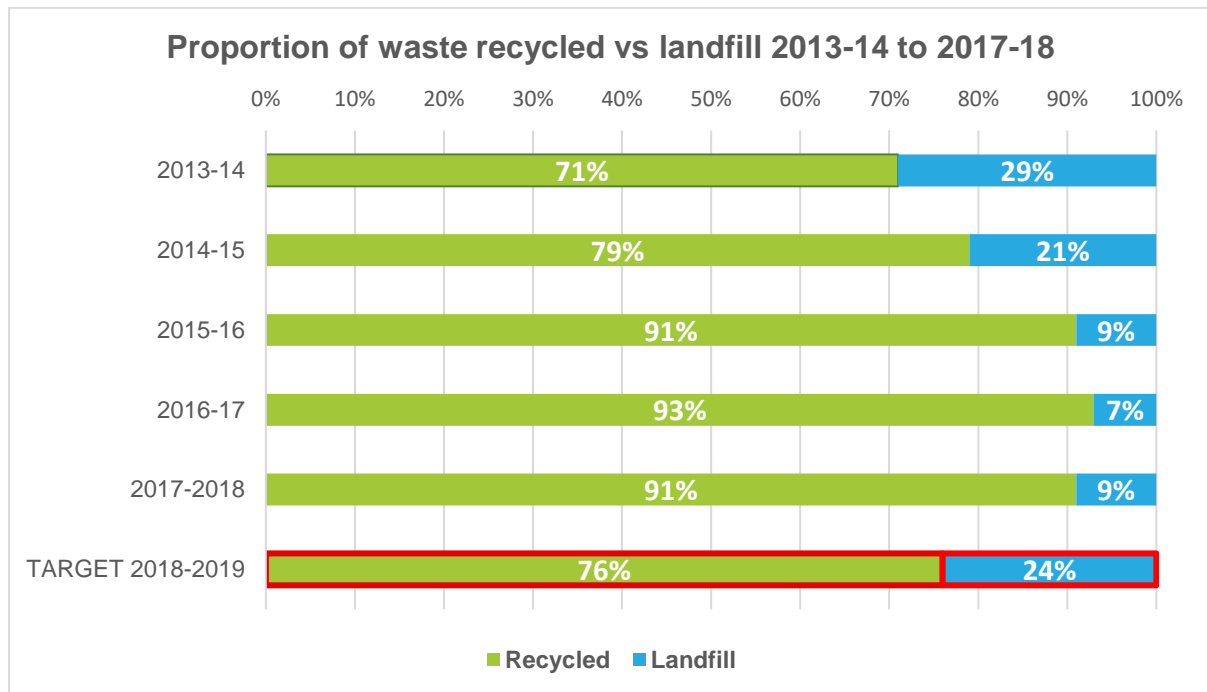
Estyn can now confirm that our electricity is 100% renewable (energy tariff is backed by Renewable Energy Guarantees of Origin (REGO)) as at 1 April 2018 and the Green Energy Centre has confirmed that our scope 2 emissions for electricity drawn from the national grid can, in future, be reported as zero.

The various initiatives that Estyn promotes to support a reduction in the CO2 emissions is noted in section 4 below.

2. In line with the Welsh Government (WG) “Towards Zero Waste” commitment, to increase recycling by 5% over the next five years (based on 2013-2014 figures).

Estyn has recycling/energy recovery¹ disposal channels in place for a range of waste streams including paper, aluminium cans, plastic bottles, food waste, IT equipment and other electronics. Estyn’s ‘black bag waste’ is incinerated at the Viridor Trident Park incinerator, with energy recovery. Our target (in line with WG) is for recycled waste to make up 76% of our total waste generated by 2018-2019.

The overall waste arising fell by 26% to 5774kg in 2017-2018 (7847kg in 2016-2017) with 5228 kg (91%) of this being recycled; the volume of waste going to landfill remained at the same actual level as the previous year and represented 9% of total waste arising. We remain within the target set for the fourth consecutive year.



Sanitary waste was Estyn’s last remaining waste stream going to landfill. PHS is Estyn’s service provider and they have introduced sustainable waste management, diverting waste from landfill. They have a patented process, whereby they make the waste dry enough to recover energy from it, in the form of Refuse Derived Fuel (RDF). So, from 2018-2019, Estyn will have zero waste going to landfill.

¹ Estyn recycling/energy recovery based on weight in kg of waste

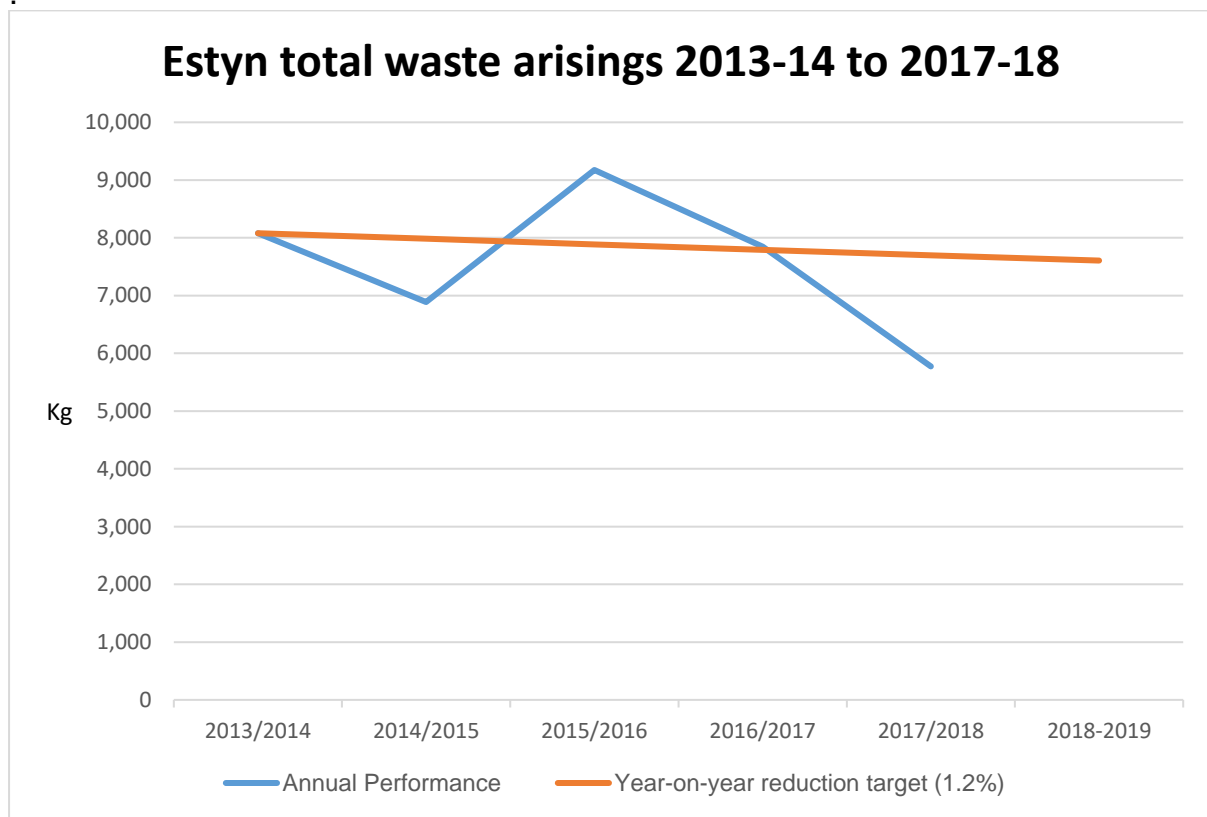
3. In line with the WG “Towards Zero Waste” commitment, to reduce waste arisings by 1.2% year on year until 2050 (based on 2013-2014 figures).

Estyn encourages all staff to minimise waste² in line with the 3 R principles – reduce, re-use and recycle.

Baseline 2013-2014: 8,080 kg of annual waste arising (R-5,767 kg/L-2,313 kg)
 Target: 1.2% reduction year on year until 2050.

2014-2015: 6,891 kg (R-5,456 kg/L-1,435 kg)
 2015-2016: 9,175 kg (R/ER-8,319 kg/L-856 kg)
 2016-2017 7,847 kg (R/ER 7,301 kg/L 546 kg)
 2017-2018 5,774 kg (R/ER 5,228 kg/L 546 kg)

The volume of recycled waste generated during 2017/18 reduced by 26% in contrast with the same period last year.



² Estyn waste prevention: based on weight in kg of waste.

More generally, Estyn further increased use of electronic communication within the office, on external publications and in the use of training materials for external inspectors. Other embedded initiatives include:

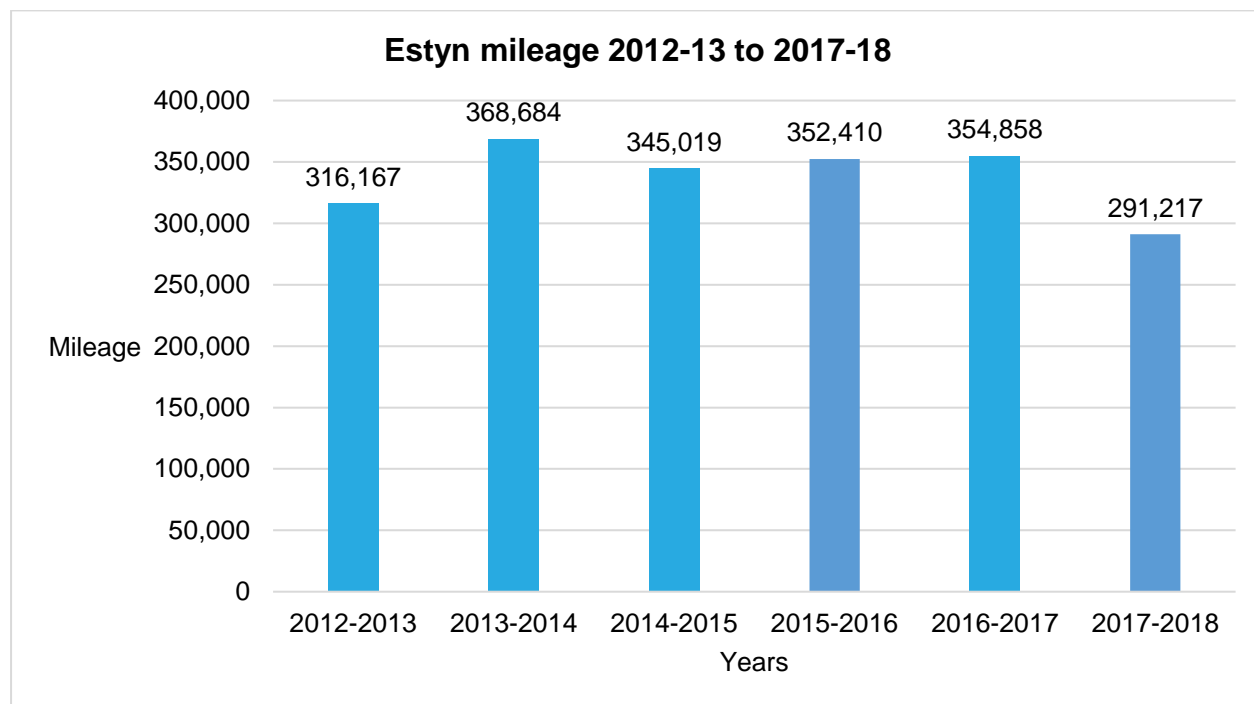
- Microsoft SharePoint, a platform for Estyn's ICT that supports collaborative working and includes a virtual inspection room for sharing inspection information between providers and Estyn
- electronic distribution of inspection reports to Assembly members and providers
- distribution of online internal and external newsletters; and
- issue of Estyn's corporate documents and remit reports by e-communication instead of being printed in hard copy.

Estyn is also dedicated to waste reduction in its recruitment processes; applications are considered electronically by the panel using laptops and memory sticks. Procurement campaigns continue to be undertaken electronically.

Our total expenditure on waste in 2017-2018 was £3,777.00 made up of local council services and a specialist 'off-site sensitive waste' recycling service.

4. Reduce the organisation's transport impact contributing to the CO2 reduction target (objective 1).

Transport constitutes one of the organisation's most significant environmental impacts. Inspector annual mileage (via staff personal vehicles and use of the car hire contract) for the last few years is shown below.

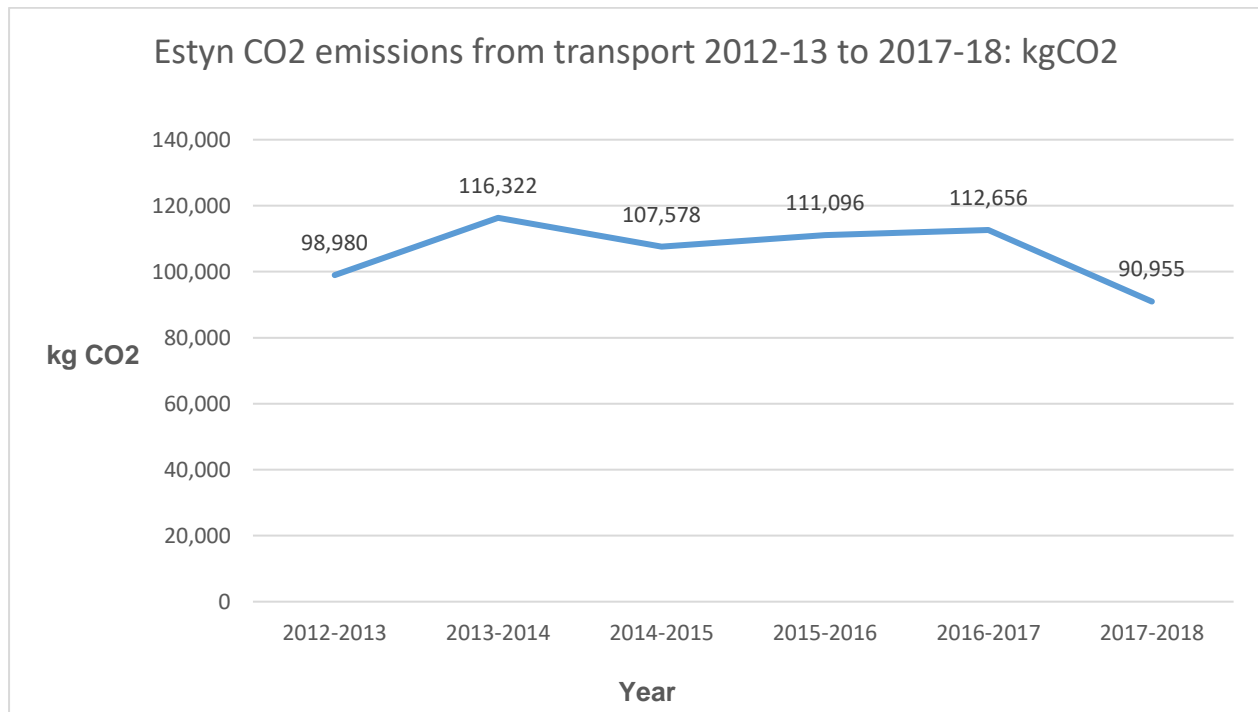


Estyn encourages colleagues to car share when travelling on official business in order to reduce the environmental impact of official travel. Inspector annual mileage recorded at the end of 2017-2018 showed an 18% reduction on the previous year. The organisation continued to make wide use of its interactive conference call facility to minimise travel to meetings during this period which may have been a contributory factor in this reduction.

Estyn's car hire contract aims to minimise the impact on the environment through travel as cars available through the scheme are chosen specifically with the aim of minimising the impact of emissions from transport. The hire car fleet is updated regularly to ensure the use of low emission vehicles.

Additionally, staff who drive as part of their role are encouraged to drive safely and fuel efficiently with courses offered to new starters and existing staff. Estyn also endeavours to arrange courses and events geographically to minimise travel to an event. Estyn has in place a policy for driving as part of official duties that sets out Estyn's approach to driving whilst on official business.

Inspector annual transport emissions (car, rail* and air) for the last few years is shown below.



*Note: Rail emissions to date have been calculated as an average for all journeys. From 2018-2019, actual rail emissions will be calculated for each rail journey.

Estyn's core business involves travel throughout Wales to visit providers across all sectors of education. During 2017-2018 there was an overall 19% reduction in CO2 emissions from transport. As already noted, transport emissions account for the

greatest proportion of our CO2 emissions; this was 59% of total emissions in this period compared to 66% in 2016-2017.

Fuel emissions from diesel and petrol reduced by 19.7% in 2017-2018, with rail travel emissions falling by 22% and air travel emissions falling by 8.2% on 2016-2017 figures.

Estyn aims to continue to reduce CO2 emissions from transport as outlined above but as an inspectorate covering the whole of Wales, Estyn's transport impact is a key aspect of our work.

5. Communicate environmental initiatives (and wider sustainability) to the public and staff.

Estyn's inspection process continues to ensure that pupils' understanding of sustainable development and global citizenship develops appropriately as they progress through their education.

Estyn continues to meet with organisations such as Global Learning programme Wales, (GLP-W) to share good practice and maintain the profile of education for sustainable development and global citizenship (ESDGC) in schools.

In inspections during 2017/18, where strong practice was identified, features included:

- ESDGC lessons being timetabled, including engaging activities and delivery effectively monitored by the ESDGC co-ordinator
- ESDGC being used to develop a greater understanding of diversity and developing tolerance, helping pupils to develop as global citizens
- ESDGC being used as a relevant context for pupils giving presentations and completing extended writing tasks in their literacy work
- Enrichment activities, such as a visit to the National Botanical Garden of Wales are used effectively to support the teaching of ESDGC
- pupils in both primary and secondary schools are regularly provided leadership opportunities through the work of groups such as the eco committee

However, it was noted that there are very few professional learning opportunities for staff relating to ESDGC and ESDGC is included in very few development plans.

Estyn has also worked to communicate appropriate information and support to assist staff in exercising their environmental responsibility during the year. For example, our Environmental Policy and Statement is published on our website, environmental articles have been included in Estyn's staff newsletter, our Service Delivery Group is a bi-monthly forum for operational issues and has included progress against environmental objectives and targets, and impact assessments, conducted for each Estyn policy, have included consideration of environmental performance.

The Well-being of Future Generations (Wales) Bill places a duty on certain organisations to have sustainable development (SD) as their central organising principle. Although this duty will not apply to Estyn, we have gone some way to build the necessary sustainable development components into our strategic objectives and delivery principles. [Estyn's Annual Plan 2017 - 2018](#) is published on Estyn's website and includes how Estyn is working to achieve the vision for Wales set out in the well-being goals and the five ways of working (the sustainable development principle) at Appendix 1.

6. Continue to embed environmental considerations into purchasing procedures.

When procuring goods and non-inspection related services, where relevant, suppliers are required to support Estyn's commitment to minimise its impact on the environment and are provided with the website link to Estyn's Environmental policy. For non-inspection procurement, all procurement documents emanating from Estyn have been in an electronic form since September 2010. Consideration of environmental factors is regularly included within tender evaluation criteria and suppliers are instructed to provide links to their website, and to scan relevant certification to evidence this, in place of sending detailed documents with their bid.

Turning to the procurement of inspection related services, phase two of Estyn's Inspector Profiles project went live in August 2017. This functionality enables Contracted Additional Inspectors (CAIs) to submit contract bids to us electronically and to accept contract offers via a secure portal. This system also acts as an effective tool for managing the resourcing and deployment of CAIs and has removed the need to issue contract offer letters, reducing printing requirements for both parties.

Suppliers sourced via government frameworks will have already demonstrated their commitment to improving the environment to qualify for inclusion in tender lots. Where there is no suitable government framework, or on occasions where the cost of goods/services does not require a full tender, suppliers are sourced via the Sell2Wales database; also supporting small and medium enterprises in Wales. Using this route has enabled Estyn to engage with local suppliers, and where possible minimise emissions and reduce the carbon footprint, for example, local companies are used for all in-house catering events; filming services, graphic design and digital photography services for HMCI's Annual report.

Environmental Statement/Report Validation

The information contained within this Environmental Statement/Report has been sampled and validated by the Green Dragon auditor and found to be a fair and accurate assessment of the organisations activities and environmental performance over the past year within the organisations defined scope.

Lead Auditor	Michelle Bales
Auditing Organisation	Green Business Centre
Date of Audit	04/02/2019
Valid until	20/02/2020

Validation of the Environmental Statement/Report does not confirm certification of the organisation's Environmental Management System to the Green Dragon Standard. Confirmation of certification can be made by obtaining a copy of the organisation's valid Green Dragon certificate or visiting the Green Dragon website at www.greendragonems.com

Appendix 1: Objectives and targets – end of period report 2017-2018

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
T01	Objective 1: To continue to monitor CO2 generation with the aim of a 5% reduction over the next five years (based on 2012-2013 figures)	<p>Baseline 2012-2013: 205,607 kgsCO2 Target by 2017-2018: 195,327 kgs CO2</p> <p>1.1. Ensure all non-essential electrical equipment is switched off at the end of the day to reduce energy waste.</p> <p>1.2 New energy efficient IT equipment to be purchased with excellent star rating</p> <p>1.3 Air conditioning – to explore options with Landlord to replace existing system with a more energy efficient system.</p> <p>1.4 Monitor and record electricity and gas consumption on a regular basis</p>	<p>Progress towards target: Our total CO2 emission this year was 153,727 kg, a reduction of 5.4% on last year's figure (162,429 kg) and well within our target of 195,327kg by the reporting period ending 2017-18.</p> <p>2012-2013: 205,607.18 kg CO2 (Estyn baseline) 2013-2014: 206,788 kg CO2 2014-2015: 188,706 kg CO2 2015-2016: 193,991 kg CO2 2016-2017: 162,429 kg CO2 2017-2018: 153,727 kg CO2</p> <p>1.1 The daily auto shutdown for all non-essential IT equipment (desk tops, monitors and laptops in meeting rooms) at 7:00 pm continues to work well in supporting minimising energy waste in the office. Additionally, office printers and photocopiers are programmed to switch to 'sleep' mode when not in use.</p> <p>1.2 Estyn's Procurement team proactively sources energy efficient equipment with an "excellent star rating" when refreshing IT equipment.</p> <p>1.3 Estyn's air conditioning system was replaced with a more energy efficient system during the latter part of 2016-2017.</p> <p>1.4 Gas and electricity consumption is monitored and</p>	31/03/18	Office Services Officer

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
			logged regularly. We liaise regularly with the landlord who provides monthly gas consumption data on request.		
T02	Objective 2: In line with the WG "Towards Zero Waste" commitment, to increase recycling by 5% over the next five years (based on 2013-2014 figures).	<p>The Welsh Government's "Towards Zero Waste" (the overarching waste strategy for Wales) includes a number of targets.</p> <ul style="list-style-type: none"> • Recycling – 70% of public sector waste recycled by 2024/25. <p>Estyn T02 Recycling: Baseline 2013-2014: 71% recycling Target 2018-2019: 76% recycling.</p> <p>2.1 Maximise use of the recycling facilities within office to divert waste from Landfill.</p> <p>2.2 Home workers to be encouraged to follow sustainable practice regarding waste/recycling.</p>	<p>Progress towards target: The overall waste arising fell by 26% to 5774kg in 2017-2018 with 5228 kg (91%) of this being recycled. We remain within target set for the fourth consecutive year.</p> <p>2013-2014 - 71% recycled & 29% landfill 2014-2015 - 79% recycled & 21% landfill 2015-2016 - 91% recycled /energy recovery & 9% landfill (% based on weight in kilograms (kg) of waste recycled) 2016-2017 – 93% recycled/energy recovery & 7% landfill 2017-2018 – 91% recycled/energy recovery & 9% landfill</p> <p>2.1 Estyn continues to make effective use of its well established recycling/energy recovery disposal methods for a wide range of waste streams; this includes paper, aluminium cans, plastic bottles, food waste, IT equipment and other electronics.</p> <p>2.2 Estyn's home working policy sets out guidance for HMI on the return/disposal of sensitive waste via the 'office based' recycling contracts for paper, printer cartridges and batteries. The Office Services team provide timely reminders of this to HMI ahead of their attendance at the office based termly professional development programme.</p>	31/03/18	Office Services Officer

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
T03	Objective 3: In line with the WG "Towards Zero Waste" commitment, to reduce waste arisings by 1.2% year on year until 2050 (based on 2013-2014 figures).	<p>The Welsh Government's "Towards Zero Waste" (the overarching waste strategy for Wales) includes a number of targets.</p> <ul style="list-style-type: none"> Waste prevention – 1.2% annual reduction in waste arisings, year on year until 2050 (annual % reduction of the 2006-2007 baseline). Estyn T03. <p>Estyn Waste prevention: Baseline 2013-2014: 8,079.5kg annual waste arising.</p> <p>Target: 1.2% reduction year on year until 2050.</p> <p>This will be done through:</p> <ul style="list-style-type: none"> 3.1 increased electronic communication on inspection. 3.2 increased electronic communication during procurement processes. 3.3 electronic communication within all Estyn meetings and events and office activities. 3.4 Monitoring and managing the segregation of waste. 	<p>Progress towards target: Estyn reported an increase in total waste arising in 2015-16 following a major office equipment disposal exercise. We are now well and truly back on track evidenced by results in the last two consecutive years where waste arising fell by 15% in 2016-2017 and a further 26% in 2017-2018.</p> <p>2013-2014: 8,080 kg (R-5,767 kg/L-2,313 kg) 2014-2015: 6,891 kg (R-5,456 kg/L-1,435 kg) 2015-2016: 9,175 kg (R/ER- 8,319 kg/L-856 kg) 2016-2017: 7,847 kg (R/ER 7,301 kg/L 546 kg) 2017-2018: 5,774 kg (R/ER 5,228 kg/L 546 kg)</p> <p>3.1 Estyn encourages on-line completion of learner questionnaires with ICs monitoring completion and ensuring parent awareness of how to access surveys on-line; further developments to support collaborative working and sharing inspection information between Estyn and providers is ongoing.</p> <p>3.2 All procurement campaigns for the most part are paper-free – ie from invitation to tender, receipt of bids, tender evaluation and award and tender outcome communication to supplier.</p> <p>3.3 Estyn has laptops and projectors in all meeting rooms with access to Go To functionality enabling home-based staff to attend internal meetings. Papers are issued electronically via a link to the relevant documents in SharePoint.</p>	31/03/18	Office Services Officer; Procurement Manager; Stakeholder Engagement Manager; Events Officer; Inspection Co-ordination Manager

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
		<p>3.5 Increased use of electronic communication during the recruitment process.</p>	<p>Wider use of secure printing has also been introduced this year, cutting down on paper waste in post room and staff being more selective with printing needs.</p> <p>Estyn's Events team look at methods of reducing paper use ahead of each project with the training Lead Officer. For this year's Estyn Awards evening, communication was more web-based and included the use of re-usable banners at the event.</p> <p>3.4 Estyn's Office Services team manages the effective segregation of waste streams in the office. Monitoring takes place through regular liaison with service suppliers through contract management meetings and timely completion of waste logs.</p> <p>3.5 Estyn is dedicated to waste reduction in its recruitment processes; applications are considered electronically by the recruitment panel using laptops and memory sticks.</p>		
T04	Objective 4: Reduce the organisation's Transport impact contributing to the CO2 reduction target (T01).	<p>4.1 Monitor business journeys made in staff personal vehicles and those made using the car hire contract</p> <p>4.2 Aim to reduce unnecessary staff travel and encourage eco-driving.</p> <p>4.3 Ensure the hire car contract meets sustainable criteria.</p>	<p>Progress towards target: Transport constitutes one of the organisation's most significant environmental impacts. During 2017-2018 there was an overall 19% reduction in CO2 emissions from transport which constituted 59% of our total emissions for the period. (This was 66% in 2016-2017).</p> <p>2012-2013 - 98,980 kg CO2 2013-2014 - 116,322kg CO2 2014-2015 - 107,578kg CO2 2015-2016 - 111,096kg CO2 2016-2017 - 112,656kg CO2 2017-2018 - 90,955 kg CO2</p>	31/03/18	Procurement Manager; Stakeholder Engagement Manager; Events Officer

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
			<p>We continually monitor this environmental indicator and have strategies in place to minimise our transport impact on the environment.</p> <p>In addition, Estyn supports staff wishing to cycle to work/attend local meetings by bike; we offer a cycle storage facility and provide information on safe cycle routes around the Cardiff office</p> <p>4.1 Private vehicle use for business journeys is recorded on staff T&S forms along with CO2 emission data which is reported regularly by the Procurement team. A car hire log is also maintained for this purpose.</p> <p>Inspector annual mileage recorded at the end of 2017-2018 showed a reduction of 18% on the previous year.</p> <p>4.2 Estyn encourages colleagues to car share when travelling on official business in order to reduce the environmental impact of office travel. The organisation continued to make wide use of it interactive conference call facility to minimise travel to meetings during the period; supporting reduction in CO2 emissions from transport and staff wellbeing.</p> <p>Furthermore, HMI who drive as part of their role attend a mandatory safe driving course on appointment (refreshed every 3 years).</p> <p>Estyn endeavours to arrange courses and events geographically to minimise travel to an event.</p> <p>4.3 Estyn's hire car use is managed through an All Wales Framework where consideration of sustainability is a prerequisite for supplier inclusion within it. Vehicles are selected specifically for their low emission ratings and the fleet is updated regularly to support this.</p>		

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
T05	Objective 5: Communicate environmental initiatives (and wider sustainability) to the public and staff.	<p>5.1. Ensure all staff are aware of the Environmental Policy and our objectives.</p> <p>5.2. Ensure Estyn's policies contribute to sustainability</p>	<p>5.1 Estyn works to ensure that staff awareness of its Environmental Policy and objectives is maximised in a number of ways:</p> <ul style="list-style-type: none"> • Estyn's Environmental Policy is displayed in our office reception area. • The Environmental Policy and Statement is published on our website along with our Environmental Aspects Register and a progress report on our objectives. • Progress on our objectives is regularly discussed at Estyn's Service Delivery Group (a regular forum for Corporate Services and Inspection staff) • The external assessor for the Green Dragon Award confirmed that Estyn had met level 3 of the standard in his audit report received on 23 February 2018. • Estyn's announcement page on the intranet, internal newsletters and circulars are used to report environmental progress. <p>5.2 Impact assessments are conducted for each Estyn policy that include a consideration of environmental performance. We assess the potential impact of a policy (positive, negative and no impact) on Estyn's environmental operational activity (e.g. minimising waste and sustainable office practices, energy efficiency, reducing the environmental impact of official travel) and on ESDGC.</p> <p>In addition, Appendix 1 of Estyn's Annual Plan 2017 - 2018 sets out how Estyn contributes to the Well-being of Future Generations Act eg social, economic, environmental and cultural wellbeing issues. The document includes reference to relevant past and future remit/survey reports to evidence this.</p>	31/03/18	Lead Officer: Sustainability

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
T06	Objective 6: Continue to embed environmental considerations into purchasing procedures	6.1 We will purchase goods and services to minimise adverse environmental effects. 6.2 We will use local suppliers where appropriate 6.3 We will encourage suppliers to commit to improving environmental performance.	<p>6.1 Estyn is committed to using the most cost effective/environmentally sound route when procuring goods and services. This is evidenced through Estyn's wide use of frameworks where suppliers have already been vetted for their commitment to improving the environment to qualify for inclusion in tender lots.</p> <p>6.2 In the absence of a suitable government framework or on occasions where the cost of goods/services does not require a full tender, suppliers are sourced via the Sell2Wales database; supporting small and medium enterprises is a key priority for us.</p> <p>Use of this route has enabled Estyn to engage positively with local suppliers eg IT developers, caterers for on-site events, cleaning and maintenance contractors and where possible, minimise emissions and reduce the carbon footprint.</p> <p>Also, where additional services such as simultaneous translation are required for an Estyn event, we aim to procure translators living close to training venues to minimise environmental impact of travel.</p> <p>6.3 For all relevant non-inspection procurement, contractors are required to support Estyn's commitment to minimise its impact on the environment and are provided with the website link to Estyn's Environmental policy. Estyn seeks evidence of this commitment when evaluating tender bids.</p> <p>Turning to the procurement of inspection related services, phase two of Estyn's Inspector Profiles project went live in August 2017. Contracted Additional Inspectors (CAIs) can submit contract bids to us electronically and accept contracts via a secure portal. This system also acts as</p>	31/03/18	Procurement Manager

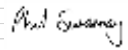
Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
			<p>an effective tool for managing and resourcing deployment of inspectors and has removed the need to issue contract offer letters, thereby reducing printing requirements for both parties. Additionally, most suppliers email their invoices to us.</p>		

Appendix 2: Environmental Aspects Register 2017-2018

Identification of Environmental Aspects																		
Aspect Area	Activity	Volume/Quantity 2016-17	Volume/Quantity 2017-18	Direct Impact	Indirect Impact	Land/Air/Water Normal/Unusual	Env Legal/Regulatory	Legislation Reference	Legislation	Env Damage	Scale / Amount	Control	Frequency	Risk	Significance Rating	Significant (Y/N)	O&T Reference 2018-2019	Procedure reference
A01	Materials, Equipment and Storage (excludes disposal)																	
	Office Paper actual usage (not paper ordered)	General use of paper 730 reams	845 reams	D		L	N	N		1	3	2	2	3	1	36	N	T02/T03
	IT Consumables	Office / HMI use 235 black / 525 colour	304 black / 587 colour	D		L	N	N		1	2	2	1	2	1	20	N	T06
	IT Equipment	Office / HMI use 133 Monitors, 70 Workstations 130 Laptops 5 office printers 65 home printers 11 portable printers used for events 12 Tablets	158 Monitors, 76 Workstations 116 Laptops 3 office printers 66 home printers 11 portable printers used for events 23 Tablets	D		L / A	N	N		1	3	2	3	3	1	30	N	T01/T06
	Cleaning Materials	Boxes of: • Anti-bacterail soap - 24 lit • Mild form handwash - 10 lit • Brite Glass Polish - 2.25ml • Multi surface cleaner- 10 lit • Scale IT descaler cleaner - 10 lit • Floor IT -neutral cleaner -30 lit • Freshen IT neutral sanitary cleaner - 20 lit • Purell hygenic hand gel - 10 lit • Multi purpose gloves - 8 boxes of 100 • Black sacks - 1,200 • Fairy washing-up liquid - 4 lit • Dry foam carpet shampoo - 10 lit Clothes/sponges/dusters - 325 Concept 2000 heavy duty cleaner/degreaser - 5 lit LSP furniture polish - 7 lit Scale IT toilet cleaner - 6 lit Wet wipes - 10 boxes of 100 Excel socket mop heads - 30 Enviro W1 - washroom cleaner - 4 lit	Boxes of: • Anti-bacterail soap - 22 lit • Mild form handwash - 10 lit • Brite Glass Polish - 3.75ml • Multi surface cleaner- 5 lit • Scale IT descaler cleaner - 12 lit • Floor IT -neutral cleaner -10 lit • Freshen IT neutral perfumed sanitary cleaner - 15 lit • Purell hygenic hand gel - 10 lit • Multipurpose gloves - 2 boxes *100 • Black sacks - 1,000 Crystal clean Glass cleaner - 4 lit Dry foam carpet shampoo - 10 lit Cloths/sponges /dusters - 155 Concept 2000 heavy duty cleaner /degreaser - 5 lit LSP furniture polish - 10 lit Scale IT toilet cleaner - 6 lit Anti static wipes - 700 Excel socket mop heads - 32 Enviro W1 - washroom cleaner - 5 lit	D		L/A/W/N	Y	J&M	3	3	2	1	3	3	1	36	Y	T06
	Office equipment	Office use 2 photocopiers / 4 fridges /2 dishwasher/ 2 microwaves	2 photocopiers / 4 fridges /2 dishwasher/ 2 microwaves	D		L/A	N	N		1	3	2	1	3	1	30	N	T06
A02	Use of Energy																	
	Use of Electricity (Lighting, equipment etc)	Office use 106464 kwh	138,911	D		A	N	Y	K&L	3	3	2	1	3	1	40	Y	T01
	Use of Gas (Heating)	Office use 76595 Kwh	111176 Kwh	D		A	Un	Y	K&L	3	3	1	1	1	1	21	Y	T01
A03	Water Usage and Discharge																	
	Use of water (Domestic)	Office use 540 m3	546m3	D		W	N	N		1	3	1	2	3	1	30	N	
	Discharge of water (Domestic to sewer Internal)	Office use data n/a	Data n/a	D		W	N	Y	G&H	1	2	1	2	3	1	24	Y	Estyn's Pollution Prevention Plan
	Discharge of water (Run off to storm water External)	Office use data n/a		ID		W	N	Y	G&H	1	1	2	2	2	1	20	Y	Estyn's Pollution Prevention Plan

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A04 General waste (disposal of)																		
General waste (energy recovery & zero landfill from 1 Sept 15)	Waste disposal	1,470 Kg	1435 kg	D	L	N	Y	A,B,D&E	3	2	2	1	3	1	35	Y	T03	
Paper Confidential	Waste disposal	3300 Kg	1550 kg	D	L	N	Y	A,B,D&E	3	2	2	1	3	1	35	Y	T02/T03	
Paper Non Confidential	Waste disposal	622 Kg	440 kg	D	L	N	Y	A,B,D&E	3	2	2	1	3	1	35	Y	T02/T03	
Cardboard	Waste disposal	389 Kg	466 kg	D	L	N	Y	A,B,D&E	3	2	2	1	2	1	28	Y	T02/T03	
Mixed recycling (Compostable food waste and drink cans and plastic bottles, etc.)	Waste disposal	1452 Kg	1260 kg	D	L	N	Y	A,B,D&E	3	2	2	1	3	1	35	Y	T02/T03	
Ink Cartridges	Waste disposal	69 Kg	78 kg	D	L	N	Y	A,B,D&E	3	2	2	1	2	1	28	Y	T02/T03	
Hygienic waste -zero landfill from 1 April 2018	Waste disposal	78 bags (small)	78 bags (small)	D	L	N	Y	A,B,D&E	3	3	1	1	2	1	28	Y	T02/T03	From 2018-2019 this waste stream will not be recorded as going to landfill - now used for energy recovery. PHS transfer sanitary waste from Cardiff to Bristol and then onto the Midlands incinerator plant. PHS Lifecycle leaflet
A05 Hazardous Waste																		
Recycled IT / Electrical Equipment	Waste disposal	159 units (1,348kg)	109 units (407 kg)	D	L/A	Uh	Y	A,B&C	3	3	3	1	2	1	36	Y		Procedures to Ensure Ongoing Compliance with Register of Compliance Obligations - Ref no A,B&C
Batteries	Waste disposal	0	0	D	L/A	N	Y	A,B&C	3	3	1	1	2	1	28	Y		Procedures to Ensure Ongoing Compliance with Register of Compliance Obligations - Ref no A,B&C
Fluorescent tubes	Waste disposal	0	0	D	L/A	N	Y	A,B&C	3	3	1	1	2	1	28	Y		Procedures to Ensure Ongoing Compliance with Register of Compliance Obligations - Ref no A,B&C
R407 in air con units	Waste disposal	0	0	D	A	N	Y	A,B&F	3	3	1	1	2	2	35	Y		Procedures to Ensure Ongoing Compliance with Register of Compliance Obligations - Ref no A,B&F
A06 Transport																		
Business Miles (staff personal vehicles & car hire contract)	transport	354,858 miles	291,217 miles	D	A	N	N		1	3	3	2	3	1	42	Y	T04	Procedures set out in Estyn's Travel & Subsistence Policy
Staff miles (home to office)	transport	data n/a	data n/a		ID	A	N	N	1	3	2	2	3	1	36	N		
Business miles Rail (calendar year)	transport	data n/a	33,233 miles	D	A	N	N		1	3	3	2	3	1	42	Y	T04	Procedures set out in Estyn's Travel & Subsistence Policy
Business miles Air (calendar year)	transport	data n/a	17,698 miles	D	A	N	N		1	3	3	2	3	1	42	Y	T04	Procedures set out in Estyn's Travel & Subsistence Policy
A07 Services																		
Core inspections	core service	345	344	D	L/A	N	N		1	3	3	2	3	1	42	Y	T03/T04	
Follow-up inspection	core service	188	157	D	L/A	N	N		1	3	3	2	3	1	42	Y	T03/T04	
Remit / Advice to the Assembly	core service	12	13	D	L/A	N	N		1	3	2	2	2	1	30	N	T03/T04	
Training courses/ conferences / best practice events	core service	52	53	D	L/A	N	N		1	3	2	2	2	1	30	N	T03/T04	
Best practice case studies	core service	58	64	D	L/A	N	N		1	3	2	2	2	1	30	N	T03/T04	
A08 Miscellaneous																		
Accident or incident affecting the environment in course of business travel	environmental matter	data n/a	0		ID	L,A,W,E	N		1	3	1	3	1	1	25	N		Estyn's policy for driving as part of official duties
Spillage of oil, petrol or diesel in car park	environmental matter	0	0	D	L,A,W,E	N			1	3	1	1	1	1	15	N		Pollution Prevention Plan
Emergency: Fire, flooding	Emergency situation	0	0	D	A,L,W,E	N			1	3	1	2	1	3	30	N		Pollution Prevention Plan
Management of site contractors	On-site contractors	10	11	D	L,W	N	N		1	2	2	2	2	2	30	N	T06	Waste Carrier Information document
Date last reviewed: 26/11/2018																		
Senior Management approval:																		
Director of Corporate Services (and Director with responsibility for Sustainability)																		
Signature:		Date: 22/01/19																