



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

Environmental Policy and Statement

Information sheet

Information box

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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

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 2017, Estyn employed 125 people, including permanent 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 monitor CO₂ generation with the aim of a 5% reduction over the next five years (based on 2012-2013 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 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.

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.

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

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 produced in order to improve environmental management and performance and reduce Estyn's environmental impacts.

Environmental objectives

- 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.

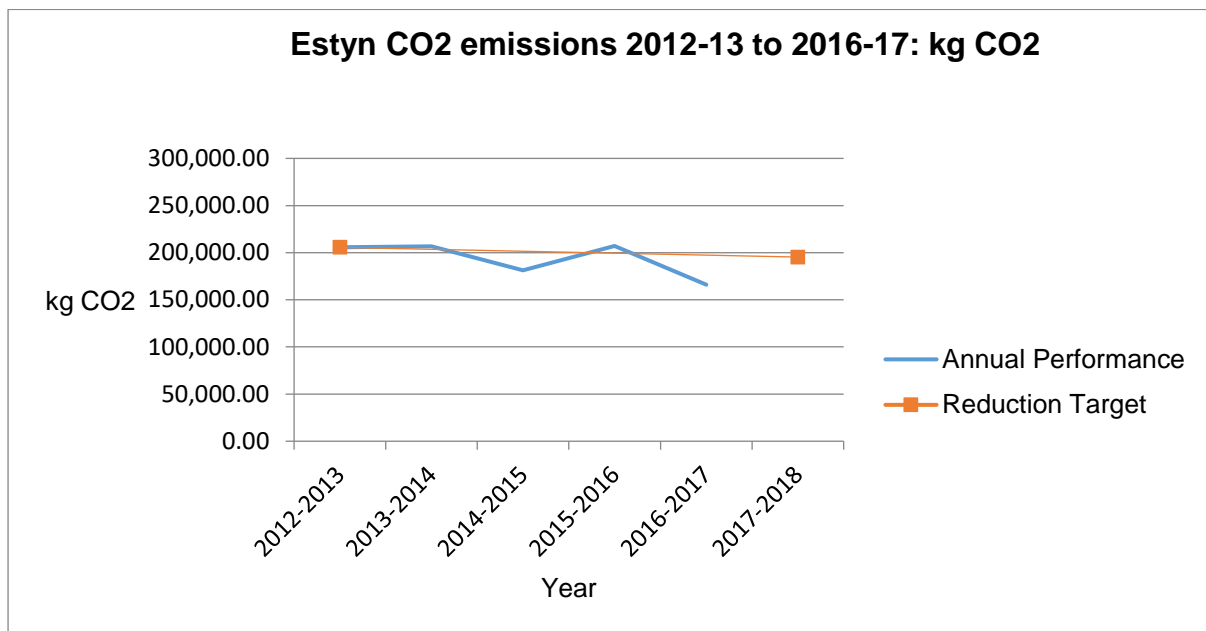
- 4 Reduce the organisation's transport impact contributing to the CO₂ reduction target (objective 1).
- 5 Communicate environmental initiatives (and wider sustainability) to the public and staff.
- 6 Continue to embed environmental considerations into purchasing procedures.

Estyn's environmental performance

This section provides a summary of Estyn's environmental performance against our environmental objectives. Appendix 1 sets out a detailed end of period report against these objectives for the period 2016-2017.

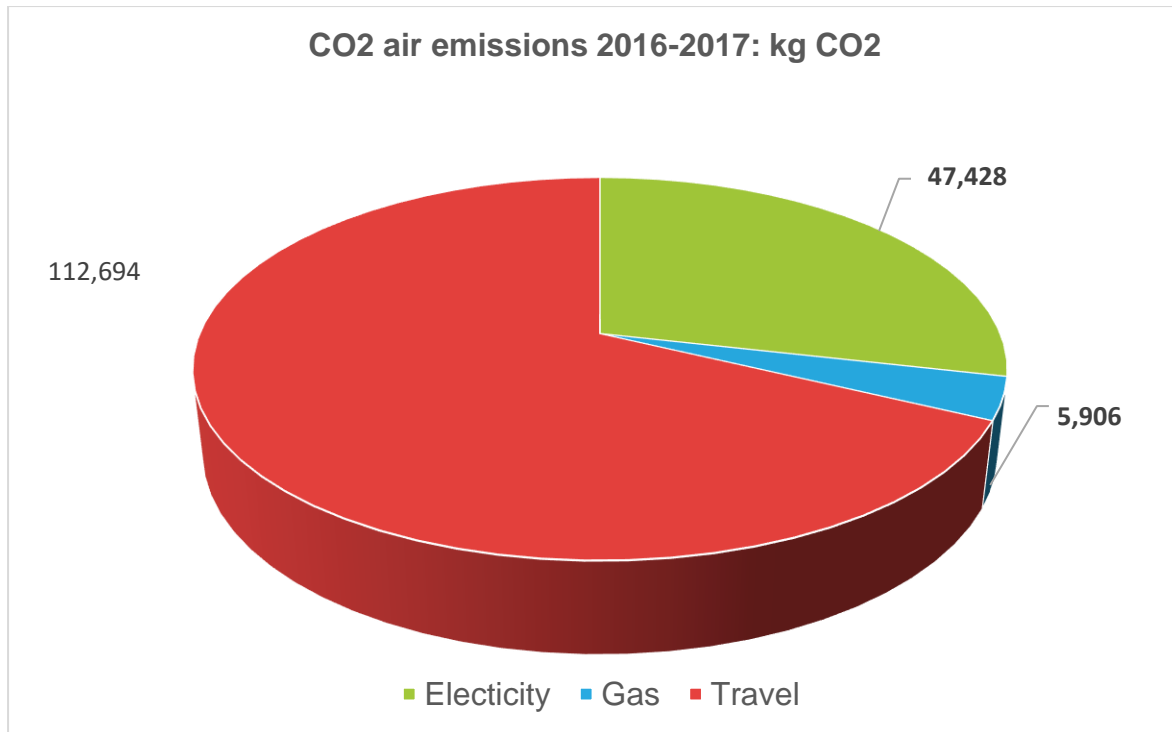
1. To continue to monitor CO2 generation with the aim of a 5% reduction over the next five years (based on 2012-2013 figures).

Estyn Baseline 2012-2013:	205,607.18 kg CO2
Target by 2017-2018:	195,326.82 kg CO2
2013-2014:	206,788.04 kg CO2
2014-2015:	181,185.68 kg CO2
2015-2016:	207,108.13 kg CO2
2016-2017:	166,028.09 kg CO2



This year we experienced a 19.8% reduction in overall CO2 emissions – in part this can be attributed to the impact of installing an energy efficient LED lighting system towards the end of 2015-16. This resulted in a 36% reduction in CO2 emissions from electricity alone. We anticipate further reductions in the next reporting year following the recent installation of a more efficient air conditioning system.

For Estyn, due to the nature of our business, the highest proportion of CO2 emissions is generated by our transport use (112,694 kg CO2 in 2016-17) as illustrated overleaf



Further information on Estyn's initiatives to support a reduction in these emissions is noted in section 4 below.

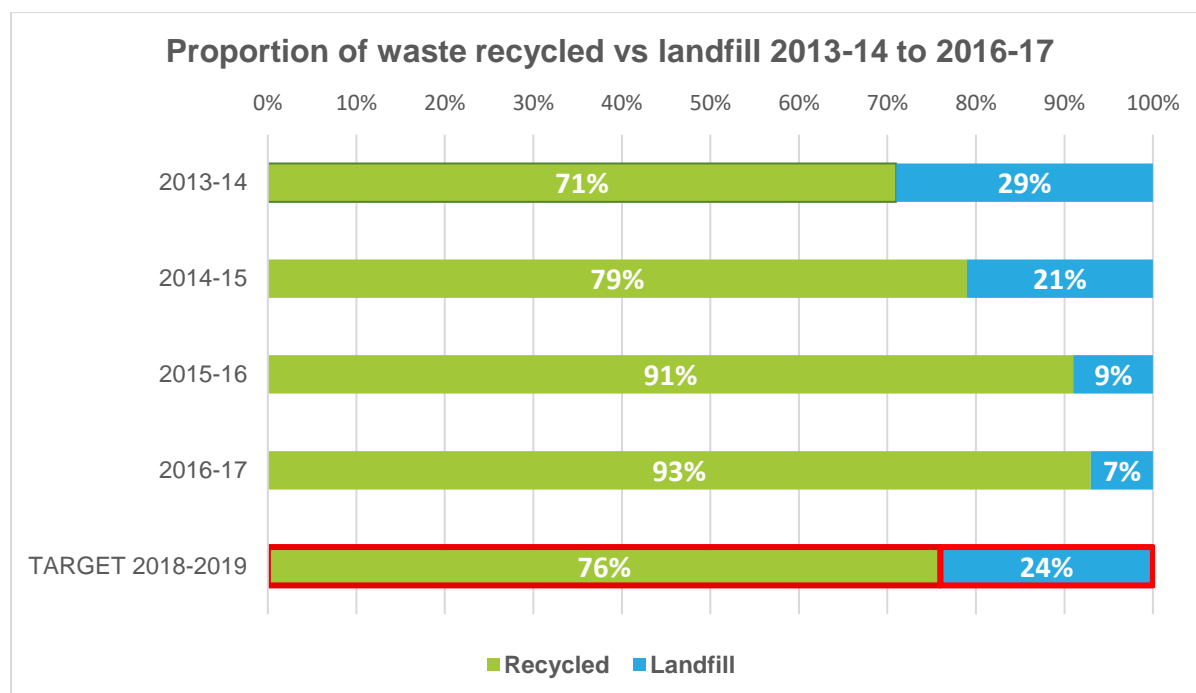
2. In line with the Welsh Government (WG) "Towards Zero Waste" commitment, to increase recycling by 5% over the next five years (based on 2013-2014 figures).

Estyn has recycling/energy recovery¹ disposal methods in place for various waste streams including paper, aluminium cans, plastic bottles, IT equipment and other electronics and food waste. Our target (in line with WG) is for recycled waste to make up 76% of our total waste generated by 2018-2019.

We achieved this target during 2014-2015 and have continually improved upon this in the last two consecutive years following; achieving 91% in 2015-2016, and most recently 93% in 2016-17.

Estyn continues to promote and encourage staff to recycle many streams of waste with containers to segregate waste provided in the kitchens and around the office

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



Support from home based staff in recycling of their used printer cartridges, batteries and waste paper contributes greatly to achieving this target.

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.

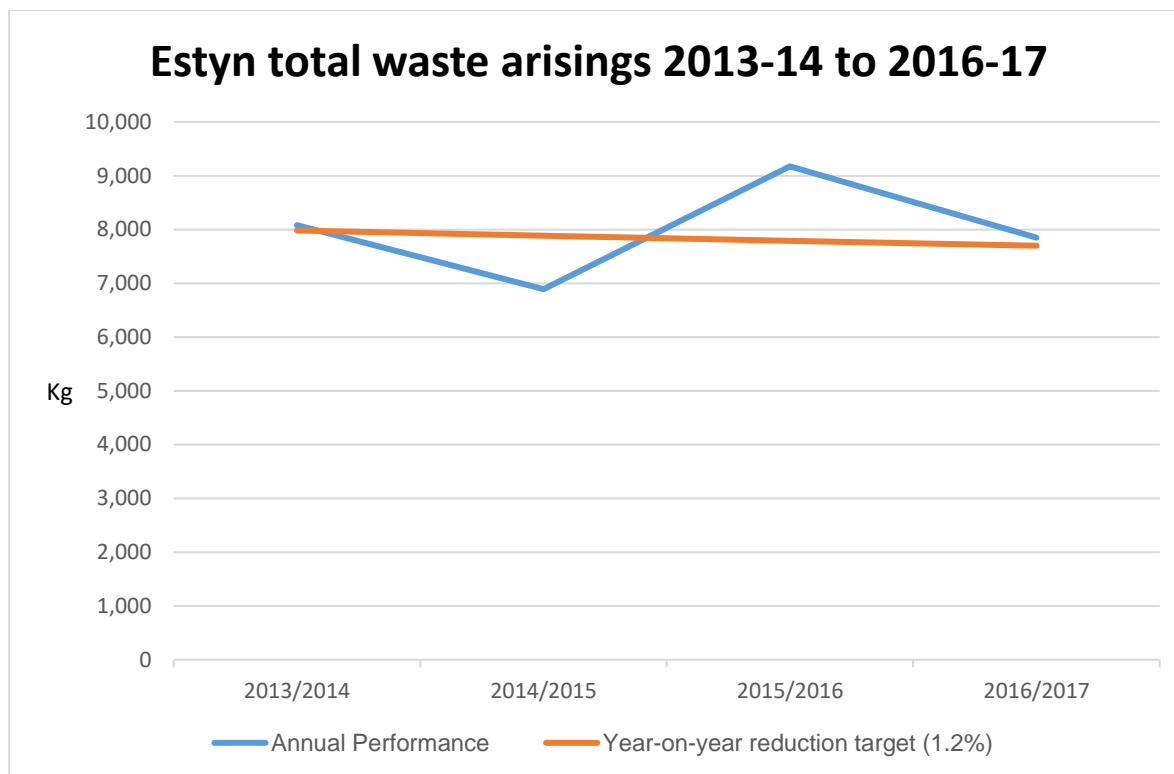
Baseline 2013-2014: 8,080 kg of annual waste arising (R-5,767 kg/L-2,313 kg)
 Target: 1.2% reduction year on year until 2050.

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)

Whilst Estyn reported an increase in total waste arising in 2015-16 resulting from a major office clear out; we are now back on track to meet annual targets, being below the base line for items going to landfill and consistently exceeding recycling targets.

More generally, Estyn has further increased its use of electronic communication and decreased the quantity of paper used both within the office and on external publications.

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



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.

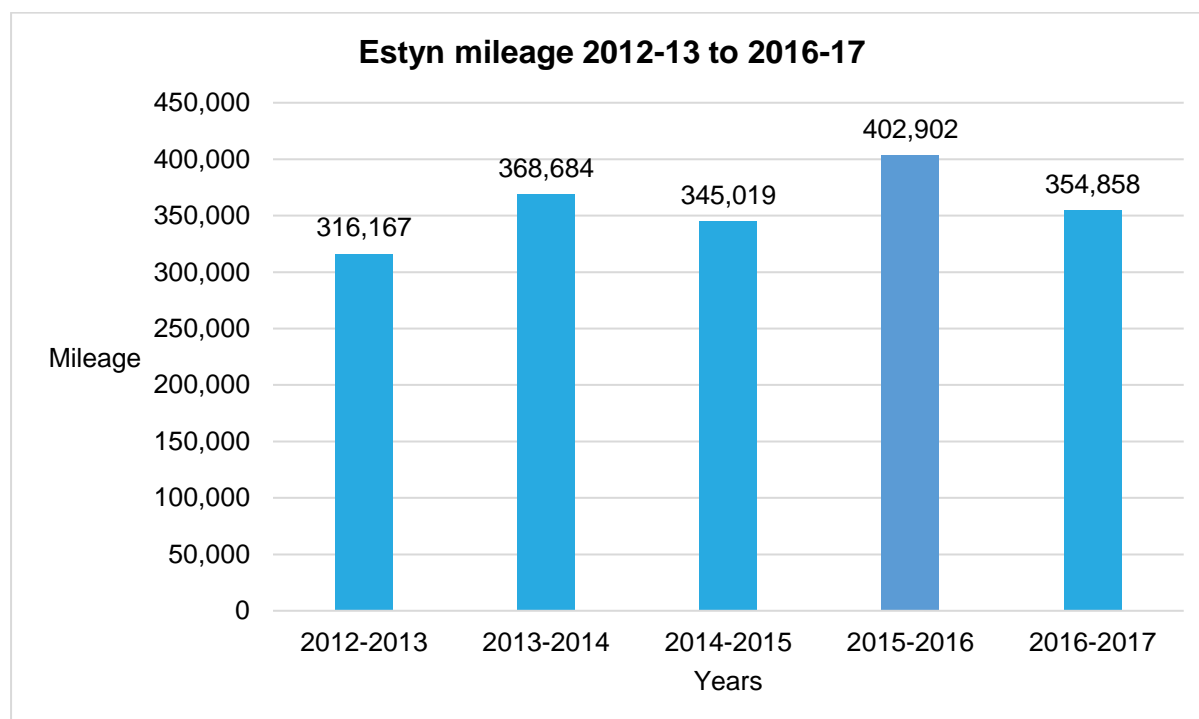
Recent initiatives in 2016-2017 within the inspection process included encouraging on-line completion of learner questionnaires and ensuring parent awareness of how to access on line questionnaires. Estyn also delivered a major training event to the Primary sector in October 2016 in a totally paperless format.

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 2016-2017 was £3,798. Our water usage is landlord controlled and based on the service charge forecast, water costs were £538 in 2016-2017.

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.



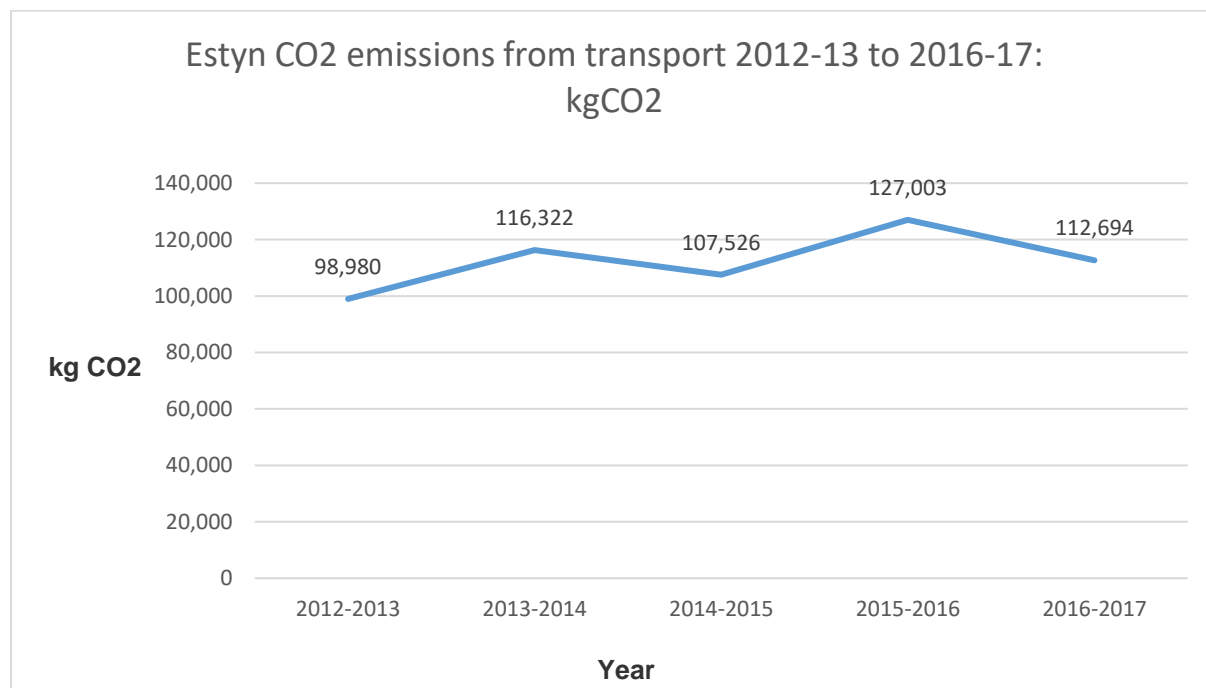
Estyn encourages colleagues to car share when travelling on official business in order to reduce the environmental impact of official travel and mileage recorded at the end of 2016-2017 showed a 12% reduction on the previous year. The organisation has also made wider use of the "Go-To" interactive conference call facility to minimise travel to meetings during this period which may have contributed to 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 also supports staff who wish to commute to our office or attend meetings by bike. We offer a cycle storage facility and provide information on safe cycle routes around our Cardiff office.

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



Estyn's core business involves travel throughout Wales to visit providers across all sectors of education. During 2016-2017 there was an 11.3% reduction in CO2 emissions from transport. However, transport emissions accounted for 68% of total emissions in this period compared to 61% in 2015-16.

Whilst fuel emissions from diesel and petrol reduced by 12% in 2016-2017, rail travel emissions increased by 35% - air travel emissions remained at a similar level to 2015-2016.

Estyn aims 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 2016/17 there were 19 providers identified as showing good practice in ESDGC. These providers included the primary, secondary, all age, special and work based learning sectors. Where strong practice was identified, features included:

- the provider has identified staff with the specific responsibility to promote education for sustainable development and global citizenship
- provision for this area of education is integrated across the curriculum
- there are established extra-curricular clubs that are having an impact on the school environment and practices
- examples of sustainable projects include: recycling, maintaining a school garden ('bring a spade to school day'), building bug hotels, tree planting, establishing a walking bus, reducing energy and food waste ('Power Rangers' and 'Waste Watchers') and learning about sustainable construction
- providers are increasing their links with countries in Europe and the wider world and celebrating cultural differences
- pupils understand their role as global citizens through the support of organisations such as The Size of Wales, Fair Trade, Water Aid and Cafod

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 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 was passed by the National Assembly for Wales on Tuesday 17 March 2015. This 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, Contracted Additional Inspectors (CAIs) submit contract bids to us electronically via a secure portal. Once fully embedded in the coming financial year, phase two of Estyn's Inspector Profiles system will be the electronic tool for managing the resourcing and deployment of CAIs. This functionality will also remove the need for CAIs to submit invoices to Estyn, further reducing paper use 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; film services, graphic design and digital photography services for HMCIs Annual report.

Appendix 1: Objectives and targets – end of period report 2016-2017

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. 1.2 New energy efficient IT equipment to be purchased with excellent star rating 1.3 Air conditioning – to explore options with Landlord to replace existing system with a more energy efficient system. 1.4 Monitor and record electricity and gas consumption on a regular basis</p>	<p>Progress towards target: We are now back on track having experienced a 19.8% overall reduction in CO2 emissions. In part this can be attributed to use of more energy efficient LED lighting. We are hopeful of remaining within target emissions at the end of the next reporting year following the installation of a more energy efficient air conditioning system in January 2017.</p> <p>2012-2013: 205,607.18 kg CO2 (Estyn baseline) 2013-2014: 206,788.04 kg CO2 2014-2015: 181,185.68 kg CO2 2015-2016: 207,108.13 kg CO2 2016-2017: 166,028.09 kg CO2</p> <p>1.1 All non-essential electrical equipment is switched off and all IT equipment automatically shuts-down at 7:00pm daily. Office printers and photocopiers revert to 'sleep' mode when not in use.</p> <p>1.2 IT equipment is procured with energy efficiency as a priority.</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 usage continues to be logged and reviewed quarterly.</p>	31/03/17	Office Services Officer

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
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: We have been increasing our recycling and reducing our waste going to landfill steadily annually since 2005-2006. While 37% of our waste was recycled in 2005-2006, in 2016-2017, recycled / energy recovery waste made up 93% of our total waste generated.</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</p> <p>2.1 Estyn continues to make effective use of the recycling/energy recovery disposal methods it has in place for various waste streams; this includes paper, aluminium cans, plastic bottles, IT and other electronics and food waste. Estyn continues to promote and encourage staff to recycle these items, providing containers in the kitchens and around the office to support efficient waste segregation. We also work closely with catering suppliers, our office cleaning company and equipment disposal contractors in support of our continued achievement and maintenance of recycling targets.</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>	31/03/17	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. Target: 1.2% reduction year on year until 2050.</p> <p>3.1 Increase the use of electronic communication to replace paper communication on inspection. 3.2 Increase the use of electronic communication to replace paper communication during procurement processes. 3.3 Increase electronic communication within all Estyn meetings and events and office activities. 3.4 Monitor and manage the segregation of waste. 3.5 Increase the use of electronic communication to</p>	<p>Progress towards target:</p> <p>Whilst Estyn reported an increase in total waste arising in 2015-16 following a major office equipment disposal, the 2016-17 result shows that we are now back on track to meeting our annual targets.</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)</p> <p>3.1 Initiatives introduced in 2016-2017 within the inspection process included: on-line completion of learner questionnaires and ensuring parent awareness of how to access surveys on-line; and further developments to support collaborative working and sharing inspection information between Estyn and providers.</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 (with access to the Microsoft Sharepoint platform) and projectors in all meeting rooms. Access to GoTo functionality also enables home-based staff to attend internal meetings. Papers are issued electronically via a link to the relevant documents in Sharepoint.</p> <p>Estyn's Events team look at methods of reducing paper use ahead of each project with the training Lead Officer – the Primary Improvement Journey (Oct 2016), an event reaching our largest audience was totally paperless.</p>	31/03/17	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
		replace paper communication during recruitment.	<p>3.4 With support from and in giving clear direction to colleagues and service suppliers, 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 moved to electronic recruitment sifting in January 2016. Applications are considered electronically by the recruitment panel using laptops with just one hard copy of each application provided.</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: Estyn's core business involves travel throughout Wales to visit providers across all education sectors, hence transport continues to be one of the organisation's most significant environmental impacts.</p> <p>2012-2013 - 98,980 kg CO2 2013-2014 - 116,322 kg CO2 2014-2015 - 107,526 kg CO2 2015-2016 – 127,003 kg CO2 2016-2017 – 112,694 kg CO2</p> <p>While fuel emissions from diesel and petrol reduced by 12%, rail travel emissions increased by 35% (air travel remained at a similar level to 2015-2016). Transport emissions accounted for 68% of total emissions in 2016-2017 – an increase of 7% on 2015-2016.</p> <p>We continually monitor this environmental indicator and have strategies in place to minimise our transport impact on the environment.</p>	31/03/17	Procurement Manager; Stakeholder Engagement Manager; Events Officer

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
			<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.</p> <p>4.2 Estyn encourages colleagues to car share when travelling on official business/attending Corporate events and to drive safely and fuel efficiently in order to reduce the environmental impact. Furthermore, HMI who drive as part of their role attend a mandatory safe driving course on appointment (refreshed every 3 years). 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 critical for supplier inclusion within the framework. 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.</p>		
T05	Objective 5: Communicate environmental initiatives (and wider sustainability) to	<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. 	31/03/17	Lead Officer: Sustainability

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
	the public and staff.		<ul style="list-style-type: none"> 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 her audit report received on 24th January 2017. 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>		
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	6.1 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.	31/03/17	Procurement Manager

Estyn's Environmental Policy and Statement

Ref	Objective	Target / Action	Progress report	Deadline	Lead Officer
		<p>6.3 We will encourage suppliers to commit to improving environmental performance.</p>	<p>6.2 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; supporting small and medium enterprises is a key priority for us.</p> <p>Using this route has enabled Estyn to engage with local suppliers, where possible minimise emissions and reduce the carbon footprint. Examples of local suppliers include caterers, cleaning contractors and also where a simultaneous translator is required for interviews or at training events, suppliers are sourced from the area local to the event where possible.</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 inspection procurement, Contracted Additional Inspectors (CAIs) continue to submit their termly contract bids and register their contract acceptance electronically. Additionally, most suppliers email their invoices to us.</p>		

Appendix 2: Environmental Aspects Register 2016-2017

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Identification of Environmental Aspects																							
Aspect Area	Activity	Volume/Quantity 2015-16	Volume/Quantity 2016-17	Direct Impact	Indirect Impact	Land/Air/Water	Normal/Unusual/Emergency	Env Legal/Regulatory	Legislation Reference	Consequence	Env Damage	Scale / Amount	Control	Frequency	Risk	Significance Rating	Significant (Y/N)	O&T Reference 2015-2016	Procedure reference				
A01	Materials, Equipment and Storage (excludes disposal)																						
	Office Paper actual usage (not paper ordered)	General use of paper	710 reams 185 black / 449 colour cartridges.	730 reams 235 black / 525 colour	D	L	N	N		1	3	2	2	3	1	36	N	T02/T03					
	IT Consumables	Office / HMI use	100 Monitors, 70 Workstations 197 Laptops 8 office printers 86 home printers 7 portable printers used for events 11 Tablets	90 Monitors, 70 Workstations 130 Laptops 5 office printers 85 home printers 11 portable printers used for events 12 Tablets	D	L	N	N		1	2	2	1	2	1	20	N	T06					
	IT Equipment	Office / HMI use	100 Monitors, 70 Workstations 197 Laptops 8 office printers 86 home printers 7 portable printers used for events 11 Tablets	90 Monitors, 70 Workstations 130 Laptops 5 office printers 85 home printers 11 portable printers used for events 12 Tablets	D	L/A	N	N		1	3	2	1	3	1	30	N	T01/T06					
	Cleaning Materials	Office cleaning	Boxes of: • Cleanline lavender polish - 54 lit • Jangro enviro toilet cleaner - 63 lit • Jangro enviro floor gel - 8 lit • Enviro F3 floor cleaner - 4 lit • Enviro H2 hard surface cleaner - 4 lit • Enviro K4 kitchen sanitiser - 4 lit • Enviro W1 washroom cleaner - 4 lit • Jangro soft easygrip sponges - 450 • Jangro telephone wipes - 800 • Jangro multi coloured cloths -1500 • Multipurpose gloves - 6 boxes • Black sacks - 1000 N.B. The figures for Q1-3 are estimated based on 2014/15 usage. New contract from 1 Jan 2016: Floor IT 5 lit Scale IT 5 lit Clean IT 0 lit Foam hand wash 10 lit Anti-bacterial soap 16 lit Hygiene soap 10 lit Black sacks 1200 Multi-purpose gloves 4 boxes Cloths/sponges /dusters 325	Boxes of: • Anti-bacterial 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 • Enviro W1 washroom cleaner - 4 lit • Purell hygenic hand gel - 10 lit • Freshen IT neutral sanitary cleaner - 20 lit • Fairy liquid washing-up liquid - 4.5 lit • Multipurpose gloves - 8 boxes *100 • Black sacks - 1,200 Bubbles detergent - 20 lit Dry foam carpet shampoo - 10 lit Cloths/sponges /dusters - 325 Scale IT toilet cleaner - 6 lit LSP furniture polish - 7 lit	D	L/A/W	N	Y	M	3	2	1	2	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	166,157 kWh	106464 kwh	D	A	N	Y	N	3	3	2	1	3	1	40	Y	T01					
	Use of Gas (Heating)	Office use	33,068 kWh	32,092 kwh	D	A	Un	Y	N	3	3	1	1	1	1	21	Y	T01					

