Environmental Implementation Plan 2020/21

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| **Aim** | **Objective** | **Responsibility** | **Revue date** | **Impact** |
| Reduce business miles where practicable | Car share where possible/ Calculate the lowest mileage between sub-contractors. Target not to exceed 8,000 miles per member of staff per year. | SH | 01/12/2020 |  |
| Minimise the use of paper and other consumables | Ensure where possible double-sided printing is used.  Transitional move to digital records and less reliant of  paper. | SH/KC | 01/12/2020 |  |
| Maximise the level of recycling to include paper, computer supplies and redundant equipment | Ensure the current high level of recycling continues. Record the disposal of any large items. | SH/KC | 01/12/2020 |  |
| Documentation and communication predominantly electronic | GDPR compliant e-mail allows a greater volume of confidential information to be sent electronically. | SH/KC | 01/12/2020 |  |
| Purchase only • energy efficient  office equipment | Purchasing guidelines within  the organisation to comply with all equipment purchases. | SH/CH | 01/12/2020 |  |