Sustainable Development Action Plan

Most recent update: 16 September 2025

Note: Throughout Skills and Employment Hubs are referred to as "Hubs"

What	Who	How	Notes
For the curriculum			
Promote a more equal, inclusive society by designing and promoting curriculum that engages all adults with low prior attainment. There will be specific focus on priority groups that are currently under-represented in learning with a view to progressing them to positive outcomes including employment: • long term unemployed • adults with health conditions including mental health issues • adults with a disability including learning disabilities • adults with low prior attainment • adults with low level Functional Skills • adults who may be experiencing rural isolation	S&E team Sub-contracted partners Strategic Partners	• Embedding Equity Diversity and Inclusion throughout service delivery – see policy • Targeted commissioning of learning provision • Data analysis of learning provision to ensure no disparity in positive outcomes across all groups of learners • Learning from best practice • Hub operating model including data analysis of engagement and job outcomes • Working with partners such as Jobcentre Plus, health providers and the voluntary and community sector to ensure effective delivery • Gathering feedback from service users to ascertain "what works"	ILR Data PMF Hubs monthly monitoring spreadsheet
Promote sustainable development within all curriculum areas, including amongst partner organisations: • Mindful use of learning resources including technology to minimise waste • Green issues as discussion topics within provision	S&E team Commissioned partners	• Switch to agile working • Promotion of this policy across providers • Observation of practice • Termly newsletter to partners	

Develop a targeted marketing strategy, utilising Acorn Data (and other data sets) to engage with non-traditional Hubs customers. These could include residents who may be in work but who may benefit from developing their skills, confidence and well-being to ensure that they reach their full potential, impacting positively on their own life and that of their families	S&E team Insight and Intelligence team Communications team	• Using Acorn data, identify target streets which could include residents in low pay insecure jobs • Develop an offer which would engage with non-traditional customers and provide IAG to encourage further learning and development • Use voluntary and community groups to engage with disadvantaged and vulnerable residents • Using feedback from users to better understand what works	Will form part of the marketing strategy to be developed for the team in 2025/6; increased priority as there remains a fall in DWP referrals
Develop skills provision aligned to the emerging Green Economy to provide access to employment opportunities at entry level and above. This will include embedding green skills within other curriculum areas where appropriate	S&E team Commissioned partners	• Awareness of Green Economy skills requirements as a result of the development skills escalators with local employers and training providers • Procurement of appropriate curriculum to develop the required skills up to Level 2 • Identification of skills pathways to 'green' jobs, working in partnership with local training providers and employers, e.g. Skills Bootcamps and traineeships • Working with stakeholders such as Hynet, Origin and ECITB to develop work ready programmes for the sector • Understand for S&E curriculum how we can support the green skills programmes developed in response to the Cheshire and Warrington Local Skills Improvement Plan	

Within Skills and Employment Service offices, learning centres and project delivery			
Identify a 'Green Champion' for the service	S&E Manager is Green Champion for the Service	Green Champion to co-ordinate delivery of routine actions and promotion	In place
Move to agile working arrangements	S&E staff	More home working/technology use for communication	In place
Build Sustainable Development Goals (SDGs) into our operating plan to align activity	S&E Champion		In place. No measures of impact currently in place
Support the Council's Climate Emergency work programme	S&E staff	• Awareness and aligning of activity • Development of a skills section of the climate emergency action plan	Awareness and aligning of activity
Provide employees with the capabilities, knowledge and resources necessary to instil personal ownership and motivation to achieve environmental awareness as second nature through promotion of this policy	Champion QCP team Commissioned partners	• Promotion of this policy across providers • Observation of practice • Termly newsletter to partners	In place but further awareness raising required
Work with partners to disseminate sustainable practices across the borough	Champion SO Contracting and Performance	As above Inclusion of sustainable development clause in adult education contract	Not yet in place
Encourage local spend and maximise our positive impact on our local community, in line with CW&C Social Value aspirations	Purchase order generators and approvers	Order best sustainable options within CW&C preferred suppliers list Choice of sub-contracted providers focused on borough	In place
Endeavour to source suppliers who adopt similar environmental practices	C&P team The Chest (CW&C procurement system)	As above	

Energy			
Ensure all PCs are completely switched off each evening	S&E staff	Monitored by S&E site staff	
Ensure that all lighting, heating and hot water systems are utilised efficiently and effectively	CW&C building teams S&E staff	Automatic lighting installed in offices; movement sensor taps installed when refurbishment completed	
Utilise the energy saving features of office equipment	S&E staff	Monitored by S&E site staff	
Ensure that doors and windows are not left open unnecessarily	S&E staff CW&C building teams	Monitored by S&E site staff	
Utilise non-fossil fuel sources ie renewable energy, where possible	S&E staff CW&C building teams	S&E team to reduce mileage through mindful travel and use of technology to reduce the need for travel	
Use virtual meeting methods where possible to reduce personal car use	S&E Staff	Monitored by S&E staff	
Water			
Ensure water is not wasted unnecessarily, such as taps left running	CW&C building teams S&E staff	Movement sensor taps installed, dual flush toilets Staff to report issues/improvements	
Utilise water saving devices where possible, such as cistern capacity reducers in toilets	CW&C building teams S&E staff	Movement sensor taps installed, dual flush toilets Staff to report issues/improvements	
Utilise mains water coolers to replace bottled water	S&E management team	Only approve purchase of bottled water when no other option available in that venue and no use of single use plastic cups	Venue check to be conducted

Waste			
Minimise resultant waste material production impacts by separating waste streams and reusing or recycling materials wherever possible	S&E staff CW&C building teams (QWEST)	Building teams provide various recycle bins and staff to use correctly	In place and operational
Reduce paper consumption by keeping printing and copying to a minimum and utilising the black to back printing facility as the default setting.	S&E staff	Back to back printing, mono printing is CW&C IT set up default for all staff	In place and operational; some staff working mainly from home
Ensure that waste that cannot be reduced or recycled will be disposed of using the best possible environmental solution	CW&C building teams (QWEST) S&E staff	Building teams provide various recycle options and staff to use correctly	In place and operational
Resources			
Use products and processes that assist in reducing the environmental life cycle impacts of activities, and those of clients, partner organisations and suppliers	QPC team via low level procurement CW&C Procurement	In relevant procurements we ask social value questions, ie what we will get over and above what's required in the contract. Sustainability - contingency plans/financial checking/Credit Rating monitoring reports/previous experience/references	
Utilise products, services and materials which demonstrate the least environmental impacts i.e. recycled paper for printers and copiers	CW&C Building Teams (QWEST)	Recycled paper in use in all photocopiers. Focus on minimising printing	
Buy Fair Trade products for office consumption and learner events wherever possible	S&E staff	Fair trade coffee and tea purchased for use in centres; milk purchased in large recyclable container; local providers used for event food/drink	

Transport			
Reduce the environmental impacts of fuel used by vehicles on S&E team business by encouraging the use of pool cars, public transport, car sharing or other more environmentally friendly transport	CW&C management team	Business mileage monitored for usage and reduction CW&C Cycle Plus and cycle to work schemes via working rewards	To be implemented through SE management team meetings
Encourage the use of communication technology rather than face to face meeting wherever possible to reduce mileage	S&E management team	Ensure teams car share or use online meeting options where possible Interviews for team positions to take place on Teams	In place via MS Teams
For capital build and refurbishment of existing buildings for project delivery and learning			
Promote and deliver good sustainable practice in all new and refurbishment activities	CW&C/QWEST building management teams Procurement	Skills and Employment team members ensure request to central teams combine sustainability where possible	
Ensure that all procurement practices reflect social and environment as well as economic costs			
Ensure that environmental conservation is a managed process within all building projects			
Reduce the impact of travel on the environment	CW&C managers and staff	Car sharing or online meeting options used if possible; mileage to be monitored and reduced where possible	In place
Comply with all relevant environmental legislation	QWEST building teams		
Contribute to economic, environmental and social sustainability in the short and long term	S&E staff	Greater awareness and focus on sustainability issues throughout all working practice. CW&C are implementing an Agile Working Strategy to enable best use of resources and staff locations	Ongoing promotion and awareness raising Mandatory training for all staff