



Enterprise M3 LEP Cross-Cutting Themes

ESF Sustainable Development and Equality Implementation and Action Plan

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Summary/Description:

Sustainability, gender equality and equal opportunities are considered a way of life at Enterprise M3 and we aim to incorporate these cross-cutting themes into everything we do.

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EM3 Sustainable Development Policy and Implementation / Action Plan

Introduction

Enterprise M3 is committed to sustainable development. Enterprise M3 aims to stimulate economic growth and tackle the deficit, maximise wellbeing and protecting the environment, without negatively impacting on the ability of future generations to do the same. Enterprise M3 have developed this policy to recognise the needs of:

- the economy
- society
- the natural environment

The purpose of this sustainable development policy is to provide a statement – a public commitment – to promoting sustainable development and to comply with relevant environmental legislation whilst delivering Enterprise M3 LEP and European Social Fund activities.

This sustainable development implementation / action plan will explain what specific action we will take to ensure that we will:

- Minimise waste
- Minimise energy consumption
- Minimise use of travel and promote use of public or green transport where travel is unavoidable

The purpose of this implementation /action plan is to turn the above policy commitment into action.

The policy and plan are working documents and developmental in nature and will be reviewed quarterly and will be subject to continuous improvement. This means that the policy and plan will be amended, improved and updated on an on-going basis. The implementation/action plan will be specific, measurable, achievable, relevant and time bound. Enterprise M3 aims to take advantage of lessons learnt, best practice and new sustainability advances to continue to improve this policy.

As an organisation, Enterprise M3 LEP set out their plans for a sustainable economic recovery of the area in their Local Industrial Strategy with a focus on clean growth.



Enterprise M3 Sustainable Development Policy

Sustainable Development Policy aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- We will set printers to default to black and white and print double sided.
- We will endeavour to choose environmentally responsible suppliers.

Energy, water and food waste

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.
- Collect food waste separately from general office waste materials. This is collected weekly.

Office supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.
- We will endeavour to choose environmentally responsible suppliers.

Transportation

- Whilst we recognise the need for travelling as part of the job, we will encourage staff to use green or public transport or car share where possible.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will encourage staff to schedule meetings efficiently so that they can meet several businesses within the same area on the same day, reducing the need for multiple trips.



Maintenance and cleaning

- Cleaning and maintenance are provided under agreements, and staff are encouraged to correctly use the recycling facilities and dispose of any other waste in line with environmentally responsible practices.

Monitoring and improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our bi-monthly management meetings.

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.
- We have recruited a Sector Specialist for Clean Growth to drive the low carbon agenda forward.
- Work with the Greater South East Energy Hub to drive the low carbon agenda forward.
- EM3 Lessons learned group to promote the benefits of home working and reduced staff travel following the changes to the working culture during the lockdown for the Coronavirus pandemic.
- Promote energy efficiency and sustainability to be incorporated into all EM3 future projects.

External Events

- We will book event venues that have a sustainable development and equality policy.
- We will request locally sourced food and drink at our events.
- We will ask venues/caterers to use glass bottles for water, glasses and china crockery to reduce plastic waste.
- We will provide our staff with magnetic printed name badges that can be re-used at events.
- We will re-use plastic holders for guest name badges to reduce plastic waste.
- We will introduce a sustainability and equality section to the justification of venue choice document for each event.
- We will check with the venue as to whether an authorised waste disposal company/ organisation will get rid of their waste (they need to keep a copy of the



letter / email(s) they use to check for this as well as any responses they receive. It may also be confirmed in a contract agreed between the project and the organisation hiring the room(s) / facilities.

Communication and Training

- Sustainable development is a core topic for Enterprise M3 and is included as a key pillar in the Local Industrial Strategy for the area.
- We will work with our Sector Specialist for Clean Growth to ensure best practice is shared.
- We will work with our Office Manager who will be responsible for the sustainable development practices of the EM3 office.
- Clean Growth – moving to clean economic growth through reduced use of energy and resources, and maximising opportunities in the low carbon technologies market is highlighted on the Enterprise M3 website.
- Map the low carbon businesses in the EM3 area and establish links with the low carbon sector.
- Sector Specialist for Clean Growth to collaborate with the South East Energy Hub to instigate measurements of carbon reduction in the EM3 area.
- EM3 as an organisation to encourage all businesses to be more sustainable via influence and our business engagement.

Sustainable Impact and Lessons Learnt from COVID-19 crisis

- Generate a staff survey to understand the benefits of home working during the COVID-19 lockdown and review staff travel to work options.
- Explore a 2 days per week working from home policy for EM3 office staff.
- EM3 lessons learned group feed in information about the benefits of home working and increased productivity due to reduced staff travel following the changes to the working culture during the lockdown for the Coronavirus pandemic.
- Measure financial saving on business travel during the COVID-19 lockdown for EM3 staff and measure carbon reduction.
- Measure increased participation at virtual meetings compared to physical meetings before COVID-19 and participants increased productivity due to less business travel.
- Review all EM3 business meetings with a view to reducing travel and increasing virtual meetings post COVID-19 lockdown to reduce carbon footprint.
- Review cost savings and reduction in carbon footprint following increase in virtual meetings eg: venue costs, refreshments and lunches, name badges, business travel, additional administration for physical events verses £9 for a Zoom meeting registration per annum.

Enterprise M3 is committed to researching and producing a simple 'baseline' estimate of its own environmental impact in terms of waste minimisation, recycling and energy consumption. Once we have established the simple baselines, the plan will explain how we will monitor reduced energy consumption, increased volumes of recycling and improvements in waste management against the original baseline.

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**Enterprise M3 Sustainable Development Implementation /
Action Plan**

Please see separate action plan document.



Gender Equality and Equal Opportunities Policy and Implementation Plan

Introduction

Hampshire County Council Corporate Commitment to Equality and Diversity

We will:

- Recognise that passive policies will not reverse discrimination and disadvantage
- Seek to implement best practice in all ongoing and future work
- Redress unfair discrimination against disadvantage people
- Help disadvantaged groups to access the same opportunities
- Continue to build a workforce which reflects the diversity of the local community, encouraging applications from people of all ages, genders, sexual orientations and ethnic backgrounds
- Remove discrimination against any employee or applicant in their access to employment, training, working conditions, promotion or dismissal

<https://careers.newjob.org.uk/HCC/content/Equality-and-Diversity/>

Disability Confident Committed Employer

We want to:

- Build a workforce which reflects the diversity of the local community. We encourage applications from people of different ages or ethnic backgrounds
- Remove discrimination against any employee, worker or job applicant in their access to employment, training, working conditions, treatment at work, promotion or dismissal
- Ensuring our recruitment process is inclusive and accessible
- Communicating and promoting our vacancies in methods accessible for all
- Offering interviews to any disabled person who meets the essential criteria for the role
- Anticipating and providing reasonable adjustments for staff and candidates, as required
- Supporting any existing employees who acquire a disability or long-term health condition

Gender Equality and Equal Opportunities Policy

Equality objectives for Hampshire County Council

Hampshire County Council is committed to ensuring that all people in Hampshire enjoy being part of strong, inclusive communities, and that it continues to be an inclusive employer with a diverse workforce.

The County Council will support the aims of the Equality Duty by seeking to:

- ensure that services are inclusive and diverse, proactively increasing understanding between and within communities
- attract and retain a diverse workforce, with equal opportunities for career progression
- ensure zero tolerance of harassment, discrimination, bullying and abuse, dealing effectively with incidents when they occur

Equality Impact Assessments

In the exercise of its functions the County Council gives due regard to the need to:

- eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Equality Act 2010
- advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation) and those who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

We do this by conducting Equality Impact Assessments (EIAs). EIAs are listed on the Hampshire County Council website and grouped by the department/service which carried them out. They can be viewed here:

<https://www.hants.gov.uk/aboutthecouncil/equality/equality-impact-assessment>

Equality data

Gender pay gap information

The government directed public organisations with more than 250 employees to publish their gender pay gap figures by 30 March 2018, and then every year thereafter. The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation, or the labour market.



County Council gender pay gap report – can be viewed here:

<https://www.hants.gov.uk/aboutthecouncil/equality/equality-data>

Diverse workforce

Hampshire County Council aims to have a diverse workforce. We believe that our staff are most effective when they mirror, and identify with, the people in Hampshire, who use our services. Hampshire County Council continues to make progress in maintaining a diverse workforce.

Workforce Profile and Diversity Information report – can be viewed here:

<https://www.hants.gov.uk/aboutthecouncil/equality/equality-data>

Employee Networks

Hampshire County Council has three employee networks:

- Lesbian Gay Bisexual Transgender (LGBT) Network
- Disability Forum
- Black and Minority Ethnic (BME) Network

These groups meet quarterly and are open to any employee. They recognise the importance of intersectionality and the Chairs of the groups meet regularly to organise joint sessions to ensure a collective approach. Each group has role models and champions who can offer support.

LGBT+ Network

A group of staff who promote better equality for lesbian, gay, bisexual and transgender members of staff and service users.

Aims of the LGBT+ Network:

- Provide a safe and supportive space for LGBT+ staff
- Raise awareness, knowledge and understanding
- Improve policy and practice
- Improve service delivery

Disability Forum

The disability forum promotes inclusion and equality of opportunity for colleagues with a disability.

Aims of the disability forum:

- Develop an organisation that is inclusive for people of all types of disability
- Provide learning opportunities relating to disability
- Advise colleagues on making products services and processes accessible and inclusive
- Signpost employees and managers to disability support and advice

- Work in partnership



Black and Minority Ethnic (BME) Network

Aims of the BME Network:

- The BME Network exists to ensure that BME matters are considered for staff of black, Asian and ethnic minority heritage
- To drive forward racial equality within Hampshire County Council, as an employer and service provider
- Ensure that BME colleagues and service users are listened to and included
- Ensure that sufficient weight is given to members' diverse views and experiences
- Ensure respect for everyone and make our collective voice heard

<https://careers.newjob.org.uk/HCC/content/Equality-and-Diversity/>

Hampshire County Council has an Inclusion, Diversity and Equality strategic action plan which has 25 individual workstreams on it, which aim to improve our inclusivity as an employer and service provider.

As part of the programme we have recently re-designed our equality related e-learning, which will be mandatory for all staff, and we have developed training for hiring managers to provide Managers with a common level of knowledge about inclusion recruitment practices, in order to increase diversity during recruitment.

Five core HR policies (reasonable adjustments, Performance Management; Resolving work-place Issues; Misconduct; Dignity at work) have been reviewed to ensure inclusion and diversity is embedded within HR and management practice.

Amanda Cadden

Equality and Engagement Programme Manager, Customer Engagement Service,
Corporate Services, Hampshire County Council

Please see separate action plan.



Annex 1

Enterprise M3 Sustainable Development and Equality Implementation/Action Plan relating to - COMESFEM3 European Social Fund project.

Enterprise M3's sustainable development policy provides a firm commitment to promoting sustainable development whilst delivering the European Social Fund activity that is being funded and provides an assurance that any sub-contractors and partners delivering European Social Fund activities will also support sustainable development.

List of COMESFEM3 Project Partners:

Helen Cutler – Hampshire County Council

Vincent O'Connell – Surrey County Council

Sue Taylor – ALPS

Daniel Garnier – Basingstoke and Deane Borough Council

Action – This plan has been shared with each project partner on **xxxx**.

The sustainable development policy statement confirms that each organisation involved in delivery of the contract will:

- (a) dispose of its waste using a registered waste collector
- (b) observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations (and in particular, to ensure that WEEE is not mixed with general waste and is disposed of legally).

In addition to the Enterprise M3 Sustainability and Equality Implementation/Action Plan, the aim of this exercise is to demonstrate that, as far as possible, efforts are being made to reduce waste, increase recycling and reduce energy consumption during the life of the COMESFEM3 project.

ESF Events/Meetings:

- We will introduce a sustainability and equality session at all ESF events to share best practice and raise the focus on communication of the policy and plan.
- We will ensure only venues that are easily accessible via green and public transport options are booked.
- We will provide attendees with green and public transport options for each venue and encourage car sharing.
- Using our ESF evaluation questionnaire, we will ask additional questions of attendees to understand how they travelled to the event.
- Introduce a sustainability and equality section to the justification of venue choice document for each event.



Communication and Training:

- Review the use of physical meetings. During the COVID-19 lockdown there was increased participation. Therefore, we will look to hold more virtual meetings to provide cost, time and carbon reduction savings.