

PLANNING SERVICES & THE EXECUTIVE SUITE.

GOING **GREENER** ACTION PLAN

	Action	Responsible	Timescale	Achieved?
1	<p>Improve recycling facilities</p> <p>Increase recycling points for plastics/ cardboard/ cans and promote their use to the two teams</p>	Jess Harrington and Cate Gleed	March 2010	Green - Achieved. Bin from Exec. Suite moved to first floor corridor with room for plastics and room for cans. Cardboard and polythene recycling promoted to teams via newsletter.
2	<p>Improve recycling culture</p> <p>Increasing the facilities and awareness is one thing, changing attitudes towards recycling practices is another! Aim to improve amount of waste recycled over next 6 months.</p>	Jess Harrington and Cate Gleed	End of November 2010	Amber – on target JH encouraged recycling of milk cartons in Exec Suite rather than throwing away.
3	<p>Reduce paper waste</p> <p>a) re-use single sided printed paper for notes</p> <p>b) monitor amount of paper used and aim to reduce over a 6 month period</p>	<p>JH – Exec. Suite CG – Planning</p> <p>JH – Exec. Suite CG – Planning</p>	<p>Ongoing throughout 2010/11</p> <p>End of November 2010</p>	Amber – On target Exec. Suite stopped ordering printed headed paper. Any out of date paper cut-up and re-used as notepads. Packets of paper used in March and April = 5 (Planning Services)
4	<p>Reduce printing</p> <p>a) reduce printing. All printing preferences to be set to print double sided</p>	JH – Exec. Suite CG – Planning		Amber – on target All printing preferences are now set to duplex print. Exec. Suite now printing papers for filing double sided, and scanning and emailing docs rather than photocopying and posting.

	b) where possible, send committee papers electronically.			Paul Ruddock sends ICG papers electronically rather than hard copy.
5	<p>Travel - Reduce domestic travel</p> <p>Encourage video-conferencing or teleconferencing facilities wherever possible</p>	<p>JH – Exec. Suite</p> <p>CG – Planning</p>	From April 2010 onwards	<p>Amber – on target</p> <p>Mark Overton has video-conferencing facilities set up on his own computer resulting in a dramatic reduction in travel to and from the Cornwall campus.</p> <p>Patrick Kennedy has joined at least 2 meetings in the last 3 months via video-conference rather than flying to the North of the country.</p>
6	<p>Travel - Consolidate International Travel</p> <p>Work with PR team and International Office to ensure international travel is only made when essential. Look into combining trips where possible - recent India/UAE trip is good example.</p>	PA's	From April 2010 onwards	<p>Amber – on target</p> <p>Review at next international travel planning meeting.</p> <p>Due to the timing of trips this will need to be measured over the year.</p>
7	<p>Travel to work</p> <p>Encourage increased homeworking</p> <p>Encourage car-sharing</p> <p>Encourage alternative methods of travelling to work i.e. cycling/walking</p> <p>One day a week = green travel day where possible (some members of staff live in areas where this is impossible)</p>	<p>JH – Exec. Suite</p> <p>CG – Planning</p>	From April 2010 onwards	<p>Amber – on target</p> <p>Jess Harrington and Kirsten Emes in the Executive Suite now walk to work more than they used to.</p> <p>Sarah Batchelor catches the bus</p> <p>Cate Gleed walks</p>

8	<p>Reduce Energy Waste</p> <p>Review devolved energy charging bills for January 2010, and aim to reduce both lighting and electricity by the January 2011 energy bill.</p>	<p>JH – Exec Suite CG – Planning</p>	<p>By January 2011</p>	<p>Amber – on target</p> <p>Need to compare like for like so this cannot be completed until January 2011</p>
9	<p>Reduce Energy loss via heating</p> <p>a) Continue reporting problems over lack of control for heating with Campus Services b) Speak to Building Director to see if situation can be resolved c) monitor temperature with thermometres</p>	<p>CG JH/CG JH/CG</p>	<p>Ongoing End of June 2010 Ongoing</p>	<p>Red – some concern over action</p> <p>Despite numerous emails and calls to the B&E Helpdesk, the situation has not yet been resolved.</p> <p>The new radiator in Patrick Kennedy's office does offer user control, but the underfloor heating in the Exec. Suite is still controlled centrally.</p>
10	<p>Promote Sustainable, Local Produce</p> <p>Food ordered for meetings to be at least 50% vegetarian, and from Fresh Ideas who use local/sustainable produce.</p> <p>Work with the Catering team to reduce costs of the sustainable/local menu provided for the Exec. Suite to make ordering from this more beneficial</p>	<p>JH/CG JH</p>	<p>From April 2010 onwards From April 2010 onwards</p>	<p>Amber – on target</p> <p>CG now always orders food that is at least 50% vegetarian. Sustainable and local produce is promoted via notices at meetings.</p>