



CLIMATE ACTION PLAN



Table of contents

04 Travel

10 Community Engagement

14 Waste Management

18 Energy Use

20 Operations



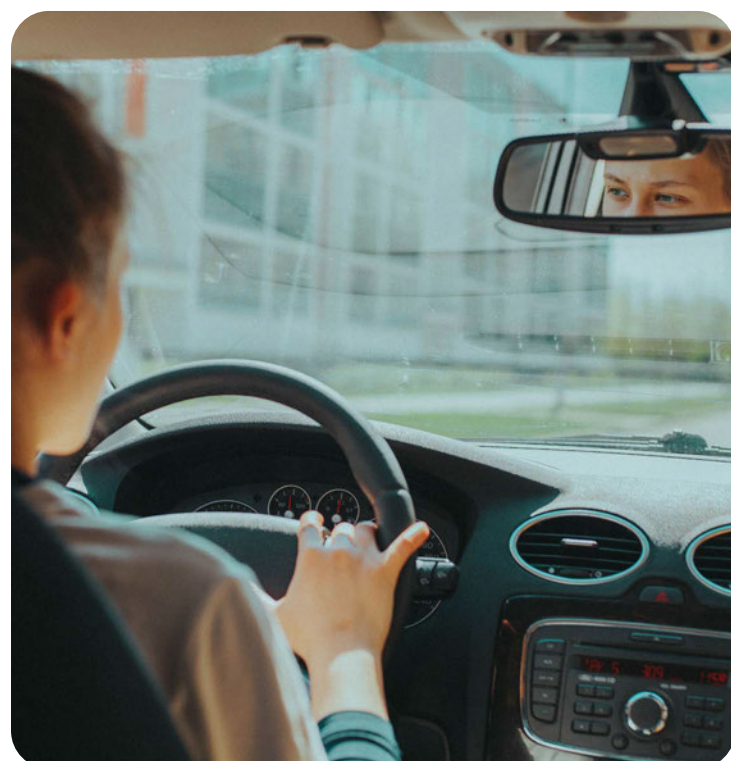
Travel

To secure year-on-year improvement in sustainable travel and emissions reduction for staff, trustees, volunteers and visitors. WECIL will seek to reduce unnecessary travel and making the travel that is necessary as sustainable as possible and will monitor and report on progress annually.

Monitor and report business mileage for all staff and trustees each year.

When: End April Each year for previous financial year starting April 2023

Responsible: Finance Manager and WECIL Green Team



Encouraging car share for meetings/ commuting and add car sharing to expenses form to allow claims for passengers.

When: Immediate effect

Responsible: Senior Leadership Team /All staff/Trustees

To investigate introducing mileage rates for wheelchair and mobility scooter users and walking as part of a staff benefits scheme

When: April 2024

Responsible: The Green Team/Finance Team/Trustees

Carry out yearly staff survey on commuting to work.

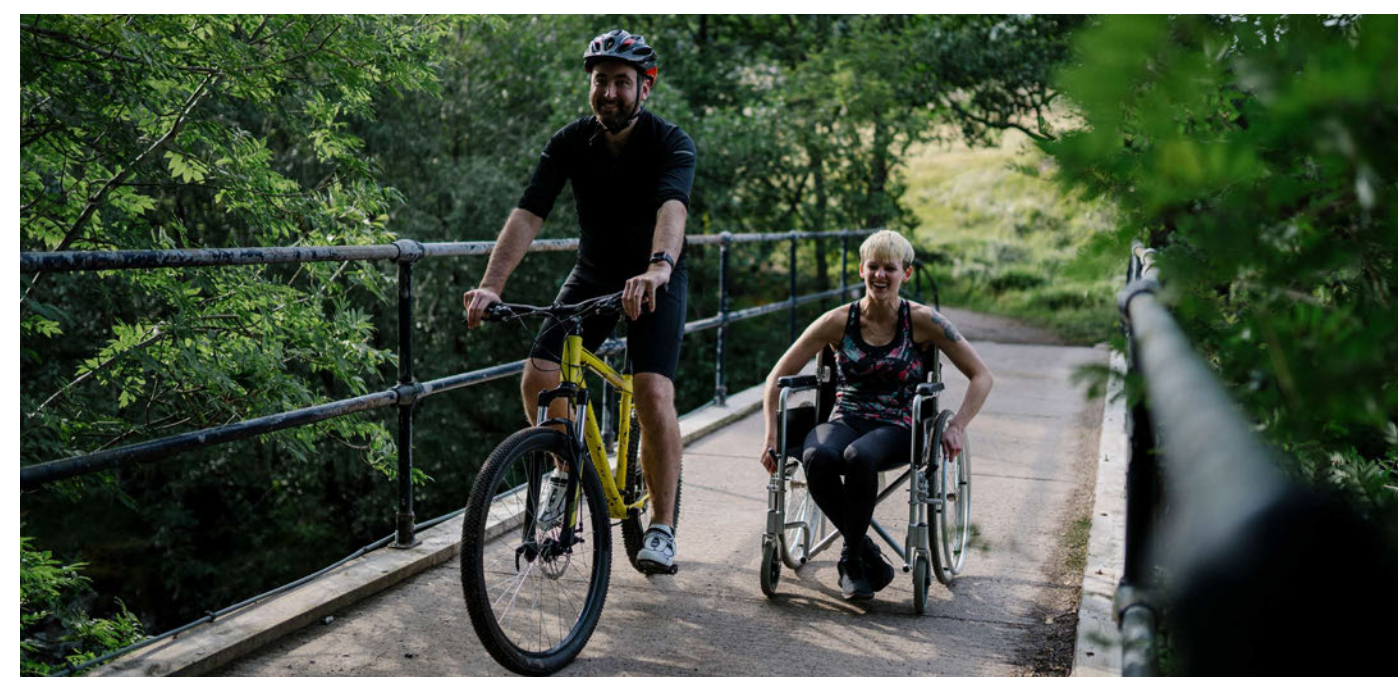
When: End July each year starting July 2022

Responsible: WECIL Green Team

Report on cycle miles claimed each year.

When: End April Each year for previous financial year starting April 2023

Responsible: Finance Manager and WECIL Green Team



Travel



Set up internal staff and trustee car share scheme

When: January 2024

Responsible: Quality and Systems Team

To encourage where face to face meetings are not essential to have the option of being blended for those with longer distances to travel.

When: December 2022

Responsible: Senior Leadership Team/All staff/ Trustees



Encourage the use of alternative transport where appropriate (Voi scooters/ electric bikes/buses) where it does not impede on access needs.

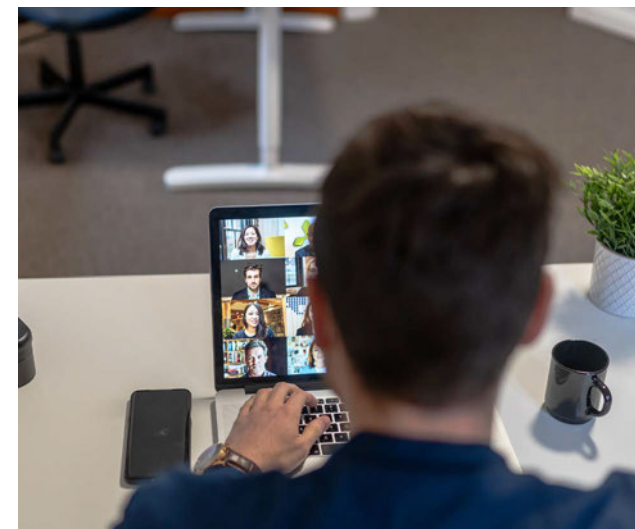
When: Immediate effect

Responsible: Senior Leadership Team/All staff

Add to staff timesheets a section on commuting (frequency and how) for annual reporting

When: January 2023

Responsible: Quality and Systems Team



Encourage staff to consider whether face to face meetings are appropriate and necessary and to use online meeting facilities when face to face is not a necessity.

When: Immediate effect

Responsible: Senior Leadership Team/All staff/ Trustees

Work with landlords to install electric vehicle chargepoint at offices.

When: April 2025

Responsible: CEO



Look into Carclub, Carshare schemes and discounted travel schemes (Voi scooters, electric bikes, bus tickets) for staff and trustees for business mileage and commuting.

When: Immediate effect

Responsible: Senior Leadership Team/All staff

Provide information sessions for staff on cycle schemes available.

When: September 2022

Responsible: WECIL Green Team



When arranging events to consider the location and public transport options where driving is not an access need, you can use the following to understand the carbon footprint relating to travel of your event
www.mapmyemissions.com
 all marketing of events should include travel options and carbon footprint of those options

When: Immediate effect

Responsible: Senior Leadership Team/All staff



Offset business mileage and commuting through:

- Tree Planting
- Local grown local organisation business lunches

To report on offsetting activities annually

When: December 2023 for first off setting activities for 2022

Responsible: WECIL Green Team/Senior Leadership Team



Work with Wheels to Work and other local sustainable transport schemes to provide information and support to staff and customers.

When: Immediate effect

Responsible: WECIL Green Team

Refit Diesel minibus to make it greener

When: April 2025

Responsible: Head of Children and Young People Services



To carry out work in the community to reduce both staff and customer travel.

When: Immediate effect

Responsible: Senior Leadership Team/All staff

Look at greener taxi options for corporate taxi account to include accessible taxis and work with Transport Strategy forum to influence change.

When: April 2024

Responsible: Quality and Systems Team, Children and Young People Services



Community Engagement

WECIL will work with our staff, community and partners to tackle the climate crisis and to empower individuals to reduce their individual carbon footprints.

Set up a Climate Action Children and Young Peoples Group to look at and tackle climate crisis and sustainability within Children and Young Peoples Services.

When: March 2023

Responsible: Head of Children and Young People Services and Manager of Children and Young People Services, Green Team



Set up in partnership a share/reuse/repair services for mobility equipment.

When: March 2024

WECIL Green Team



Include a sustainability element to our community work - consider impact made on sustainability when planning and organising community events/groups/activities.

When: Immediate effect

Responsible: Head of Community Services/Head of Children and Young People Services

Carry out quarterly updates on Social Media and Blog posts

When: July, October, January and April each year starting July 2022

Responsible: WECIL Green Team

Coordinate a minimum of 2 x sustainable community activities each year this can be tree planting, learn how to grow your own fruit and veg, litter picking, advice sessions on money saving and energy saving in the home.

When: By end March 2023 for year 1

Responsible: WECIL Green Team and Head of Community Development



Community Engagement



Organise community swap shops for:

- Clothes
- Books
- Toys
- Seeds and Plants
- Home grown fruit and veg

When: By end March 2023 for year 1

Responsible: WECIL Green Team/Head of Community Development/Navigators

Coordinating energy saving/ money saving workshops and advice sessions to tackle the energy rising costs and the negative impact this has on the Disabled community.

When: By end March 2023 for year 1

Responsible: WECIL Green Team/Head of Community Development/Navigators



Create and publish a quarterly climate/sustainability focused newsletter for our community to include tips, ideas, money saving advice, and stories from the community.

When: July, October, January and April each year starting July 2022

Responsible: WECIL Green Team and Garrett Creative Team

Publish our Action Plan

When: October 2022

Responsible: WECIL Green Team and Garrett Creative



Waste Management

WECIL will aim to reduce year on year the amount of waste that we produce that enters landfill by reducing what we purchase, reusing where appropriate and recycling all recyclable products accordingly.

Report on paper purchases and printing annually.

When: End April Each year for previous financial year starting April 2023

Responsible: Quality and Systems Team



Avoid any unnecessary printing to conserve paper adopting a digital first attitude when sharing documents etc., when printing is necessary print double sided as much as possible to reduce the amount of paper being used.

When: Immediate effect

Responsible: All staff and Trustee's



Using online/digital forms instead of paper forms where appropriate and when not an access requirement.

When: Immediate effect

Responsible: All staff and Trustee's

Toner and ink cartridges are collected by our suppliers for recycling and are never placed in bins.

When: Immediate effect

Responsible: Quality and Systems Team

Supporting staff to recycle old personal IT equipment/mobile phones

When: March 2024

Responsible: Green Team, Quality and Systems Team

To utilise, and promote the use of, recycled materials whenever possible, ensuring that materials are disposed of in an environmentally safe manner at the end of their useful life.

When: March 23

Responsible: Quality and Systems Team/All staffTeam



Waste Management



Set up share/reuse/repair services for office equipment.

When: March 2024

Responsible: Quality and Systems Team

Suppliers to provide data on recycling and reusing of equipment.

When: March 2023

Responsible: Quality and Systems Team



Reduce number of paper notebooks purchased encourage digital tools for note taking and task lists.

When: March 2023

Responsible: Quality and Systems Team

Avoid single-use plastics, including promotional materials.

When: Immediate effect

Responsible: Quality and Systems Team, Senior Management Team



Provide tech courses for staff to encourage better digital use of existing systems.

When: March 2024

Responsible: Quality and Systems Team, Senior Management Team

Encourage using re-fillable water bottles to avoid plastic waste - there is a water fountain within the café area at the Vassall Centre.

When: Immediate effect

Responsible: All staff/Trustees



Ensure all waste is recycled where appropriate, using the recycling bins located within the office and all kitchen areas within the Vassall Centre.

When: Immediate effect

Responsible: All staff/Trustees

Set up a staff swap shop (see Community)

- Clothes
- Books
- Toys
- Seeds and Plants
- Home grown fruit and veg

When: March 2024

Responsible: Green Team, Quality and Systems Team

Energy use

WECIL will aim to reduce our energy use year on year, to work with our landlords to invest in sustainable energy.



Consider lighting use; is natural light enough in the office/meeting room?

When: Immediate effect

Responsible: All staff/
Trustees

Ensure all lights are turned off at the end of the day when leaving the office.

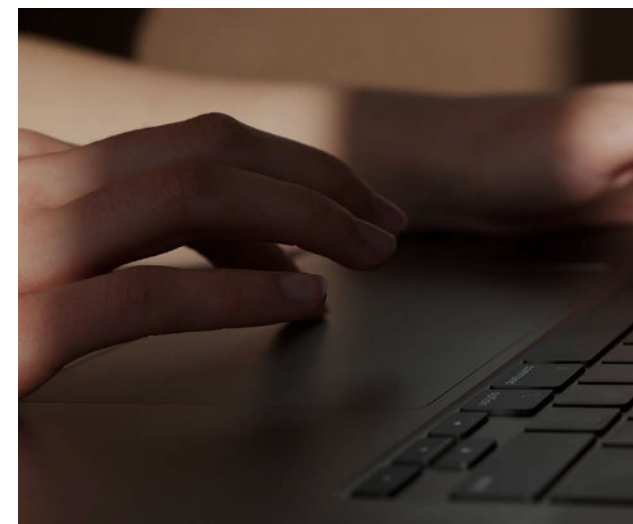
When: Immediate effect

Responsible: All staff/
Quality and Systems Team

Turning off and unplugging all electrical appliances when not in use, such as computers and printers within the office and at home (when home working).

When: Immediate effect

Responsible: All staff/
Quality and Systems Team
in the office



All new IT equipment purchased is 5 star energy efficient.

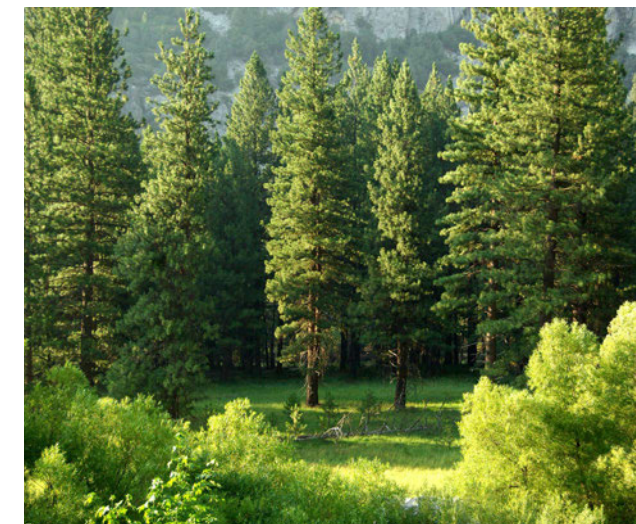
When: Immediate effect

Responsible: Quality and
Systems Team

Provide quarterly updates and ideas to influence staff to adopt more sustainable behaviour when working from home – (see Operations Staff newsletter)

When: September 2022
December 2022
March 2023

Responsible: Green Team



To replace all IT products over next 5 years to ensure all are 5 star energy efficient

When: March 2027

Responsible: Senior
Leadership Team/Quality and
Systems Team

Provide all staff with a Carbon Monitoring calculator so they can review their own carbon footprint.

When: September 2022

Responsible: Green Team

Operations

Ensure that sustainability and climate action is considered in all operational aspects of the organisation.

Produce a Sustainability Policy that meets our sustainability objectives.

When: March 2024

Responsible: Green Team, Senior Leadership Team,



All staff contracts and job Descriptions will include a clause stating that staff will be expected to help the charity in carrying out its aim of being an environmentally responsible organisation, through how they carry out their day-to-day duties.

When: March 2024

Responsible: Senior Leadership Team, Trustee's



Add sustainability to staff induction pack.

When: December 2023

Responsible: Senior Leadership Team, Quality and Systems Team

Add section on sustainability/Climate Action Plan to one to one forms and annual appraisals.

When: December 2024

Responsible: Senior Leadership Team, Quality and Systems Team

Add section on sustainability/Climate Action Plan to one to one forms and annual appraisals.

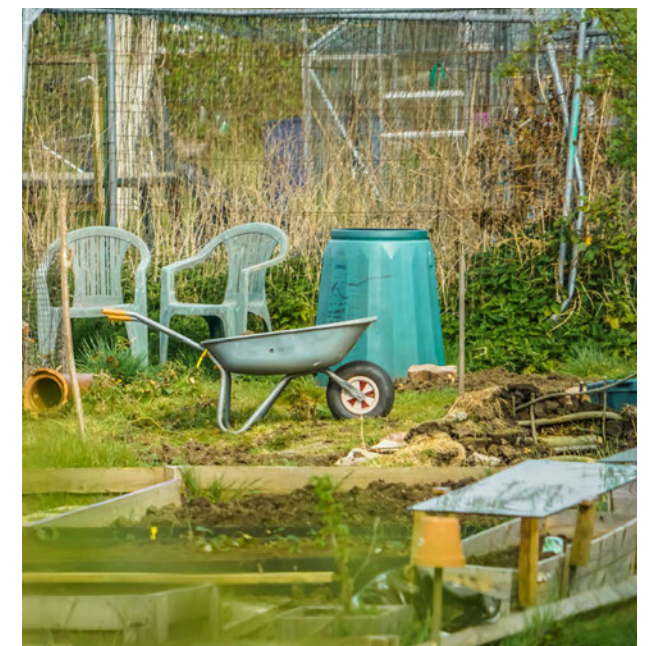
When: December 2023

Responsible: Senior Leadership Team, Quality and Systems Team

Influence Local Authorities and Government to include access needs in climate action plans.

When: July 2022 ongoing

Responsible: Disability Inc./ Senior Leadership Team/ Trustees



Operations



Influence Local Authorities, government and energy providers on the impact of high energy prices for Disabled people and the need to charge and maintain life maintaining equipment etc.

When: July 2022 ongoing

Switch to an ethical pension scheme.

When: March 2024

Responsible: Finance Manager/CEO

Carry out staff survey on what sustainability means to them and what are their barriers to being greener and what are their aspirations.

When: End of 2022

Responsible: Green Team

Set up a staff newsletter (see Community Newsletter and Energy use).

When: September 2022
December 2022 March 2023

Add sustainability to due diligence carried out on contractors.

When: March 2023

Responsible: Quality and Systems Team



Get in touch

The Vassall Centre, Gill
Ave,
Fishponds, Bristol, BS16
2QQ

Tel: 0117 947 9911
greenteam@wecil.org.uk

