



LOCAL AGENDA 21 YORK

ANNUAL REPORT BY SIGNATORIES 2002-2003

Analysis of responses

Reports sent out = 43, Completed reports returned = 17, Response rate = 40%, New signatories = 2

Indicator	Details & examples of good practice.	What do you need to know.
<p>EMPLOYMENT</p> <p><i>what initiatives are there in your organisation which contribute to the work-life balance of employees e.g. flexible working?</i></p>	<p>Investors in people accreditation.</p> <p>Flexi time available for only employee.</p> <p>Flexitime.</p> <p>Flexitime, part time and job share working options available</p> <p>Staff handbook includes flexitime and TOIL.</p> <p>Have three year HR strategy which includes, flexi time, work-life balance project, well being surveys, on site nursery improvements, occupational health service.</p> <p>Flexitime available.</p> <p>Developing policies for maternal/paternal leave, carers leave, adoption leave etc. Flexible</p>	

	<p>working hours can be negotiated for individual needs.</p> <p>Flexible working available, no age barriers to staff or volunteers and supportive HR strategy</p>	
LOCAL GOODS & SERVICES		
<i>How does your organisation use local goods or services? What policies do you have in place that actively promotes them?</i>	<p>Try to where possible e.g. use of cycle couriers, local caterers.</p> <p>Local Photocopying service used.</p> <p>Use local contractors.</p> <p>Actively support local farmers markets.</p> <p>No policy by use many local services and suppliers including building maintenance, IT and telecom.</p> <p>Contracts issued on EU procurement rules but local business invited to quote/tender.</p> <p>Individual members make use of local goods and services as much as possible.</p> <p>Try to use local goods and services.</p> <p>Where ever possible purchase local goods and services.</p>	
CRIME		
<i>How does your organisation contribute to the safety of York residents, your employees/members?</i>	<p>CCTV, local police officer liaison with campus.</p> <p>Set up village neighbourhood Watch Scheme.</p> <p>Have lone working section of H&S policy and encourage staff to attend training. Have security lighting around buildings own.</p> <p>Provide advice to staff and students on community safety including new street lighting,</p>	

	<p>CCTV in car parks.</p> <p>Member of safer York partnership and have taken leading role in developing The Pacy project which helps to rehabilitate offenders and drug/alcohol users.</p> <p>On Safer York Partnership</p>	
<p>TRANSPORT</p>		
<p><i>What initiatives does your organisation have aimed at reducing the use of the car by members or staff? For example by providing staff cycling facilities, car share scheme etc.</i></p>	<p>Free park and ride, secure cycle shed, only one parking space available which is restricted to business use (events and energy bus), encourage public transport travel to meeting/events.</p> <p>Deliveries done by bike and using post.</p> <p>Office bicycle, bicycle allowance, advertise car share and one person uses it.</p> <p>Mileage payments for work travel favour rail. Plus new covered cycle store.</p> <p>Travel Plan in place since 2001, recently updated it has resulted in the following changes; extra cycle facilities, car share priority parking and improved signage. Cycle allowance to staff who use a bike for work.</p> <p>Car sharing for transport to meetings.</p> <p>Based on University which has limited parking available bus routes and cycle routes available.</p> <p>Staff book meetings together so can car share.</p> <p>Staff encouraged to take PT, use P&R and to car share.</p> <p>Facilities for cycle users.</p>	

	Pay cycle allowance, have cycling facilities and have a pool car.	
RESOURCES & WASTE		
<i>How does your organisation re-use or recycle waste – please specify type of waste and method of re-using/recycling? What proportion of your waste is re-used or recycled?</i>	<p>Recycling of paper on campus site (4 bins), recycling of cardboard.</p> <p>Re-use paper, print on scrap paper, recycle, sale of surplus/out of date computer equipment to staff for re-use</p> <p>Re-use envelopes and paper donated to local scout group for recycling.</p> <p>Confidential paper collected for shredding and recycling, other paper, card, bottles and cans recycled, plastics taken to depot for recycling, ink and toner cartridges recycled.</p> <p>We recycle and reuse paper, all is recycled. Glass from staff and conference facilities is recycled but percentages unknown.</p> <p>Currently recycle paper, card, glass, cans, and computers. The waste services is currently out to tender and includes a requirement for improved management information.</p> <p>Individual members re-use and recycle as much as possible, secretary uses recycled products and sustainable produced products where ever possible.</p> <p>Recycle paper and electrical goods.</p> <p>Core business educates schools in waste minimisation.</p> <p>Re-distribute and re-use donated clothing, furniture, white goods and food from certain retailers.</p> <p>Sort all waste for recycling.</p>	<p>Recycling of cardboard.</p> <p>General waste reduction activities.</p>
POLLUTION		
<i>How does your organisation intend to reduce pollution that</i>	Carbon Trust Audit completed.	

<p><i>may occur as a result of its activities – industrial or other, e.g. transport?</i></p>	<p>Encourage use of public transport, aim to convert mobile unit to bio-diesel.</p> <p>Encourage bicycle and public transport use.</p> <p>Encourage use of PT and bikes. Reduce use of light and heat to a minimum.</p> <p>CHP unit on site, improved procedures for controlling effluent disposal.</p> <p>Car sharing reduces pollution.</p> <p>Actively promotes greener products to reduce pollution.</p> <p>Provide facilities for the safe disposal of needles and syringes.</p> <p>Minimise car use, non smoking policy.</p>	
<p>GREEN ENVIRONMENT</p>		
<p><i>What initiatives does your organisation have relating to the green environment - such as a wildlife area or staff/members of your organisation doing voluntary conservation work?</i></p>	<p>Member of the Environmental Associations for Universities and Colleges.</p> <p>Farm in Countryside Stewardship Scheme.</p> <p>The college offer courses across the gardening/land design sectors and possesses many designed gardens including an arboretum</p> <p>Organise annual work-party to ensure that the rural environment of the village kept in good state.</p> <p>Environmental policy, away days doing conservation work, projects with Friends of St Nicholas Fields.</p> <p>Have small garden to rear of centre and in the nursery play area.</p> <p>Many volunteer schemes, volunteer environmental groups, campus landscape managed to improve biodiversity and create wildlife areas, managing a proposed SSSI at Fulford Ings.</p>	

	<p>Individual members are involved in local conservation work.</p> <p>Organisation has three allotments where both staff and guests produce food for consumption within the organisation.</p>	
HEALTH		
<p>What initiatives does your organisation have which contribute to the health and well-being of employees, e.g. company nurse, keep fit facilities, free exercise schemes, flexitime schemes?</p>	<p>Gym available on site.</p> <p>Have flexitime and many staff walk and cycle to work.</p> <p>Contracted occupational health service on site, sports centre with fitness room and other facilities, well-being surveys which led to staff counselling service contract, flexitime scheme for many staff, training programme including life-work balance and stress management.</p> <p>Flexible HR policies to allow staff to have a balanced work life.</p>	
EDUCATION		
<p><i>How does your organisation provide training and staff development?</i></p>	<p>Develop and deliver programmes across the environmental sector.</p> <p>Staff and member s attend courses.</p> <p>Regular appraisals.</p> <p>Internal and external training for paid staff, regular training days for volunteers on specific issues.</p> <p>Individual appraisals and work programmes for staff identify training needs and personal development issues.</p> <p>Extensive staff training and development programmes, network of training co-ordinators, development opportunities including sponsorship and mentoring.</p> <p>Conduct training needs assessments and try to respond to these by finding training course</p>	

	<p>for staff.</p> <p>Provide in-house training for staff and volunteers and do talks to outside organisations regarding older people and empowerment.</p>	
FOOD		
<p><i>Does your organisation provide catering facilities? If so, what proportion of the food offered is healthy, locally produced or organic?</i></p>	<p>Catering facilities are on site.</p> <p>Tea and coffee provided with Fair trade choice.</p> <p>Tea and coffee from vending machines. Caterers regularly use our conference facilities who we promote locally.</p> <p>Many catering outlets, two award winning 'Going Green' outlets, one vegetarian and specialist, healthy options available, Fair-trade products available at all outlets.</p> <p>Food provided at meeting is nearly all homemade and healthy option.</p> <p>Provide food which is either donated or grown ourselves.</p>	<p>Fair-trade vending machines.</p>
HOUSING		
<p><i>What involvement does your organisation have with local housing groups, homeless charities or staff home purchasing schemes?</i></p>	<p>Student housing on site. Farm worker housing on site. Residential tutor housing on site.</p> <p>Parish council consulted to put forward names of local people in housing need for village low cost housing by JRHAss.</p> <p>We have strong links with York Nightstop and York Action on Youth Homeless.</p> <p>Manage large amount of student housing, good relationship with local letting market and staff relocation scheme.</p> <p>Staff encouraged to attend CYC training and conferences as they arise.</p> <p>Work with other voluntary groups and charities to offer housing advice and support.</p>	

LEISURE		
<i>What leisure facilities or discounts does your organisation provide for staff?</i>	<p>Sports fields, golf course, student enrichment activities, student union facilities and bar.</p> <p>Space reserved to have lunches with TV.</p> <p>(Discounted nursery on site)</p> <p>Sports centre, entertainment and student complexes, quiet place, active arts and drama facilities.</p>	More information on what is available.
COMMUNITY		
<i>How does your organisation interact with the local community? Do you have any community initiatives e.g. staff volunteering, charitable giving etc?</i>	<p>Open day held every year. Stand at the Great Yorkshire Show. Diverse and broad range of FE and HE courses as well as CPD/non-certificated training.</p> <p>Strong links with community groups e.g. Age Concern, provide free presentation/events.</p> <p>Make grants to charitable bodies and grants and items donated to the village community hall.</p> <p>Have staff volunteering scheme and gift aid scheme.</p> <p>Millennium volunteer scheme (students), 'Active in York' – University in the Community, community dialogue through recognised forum with stakeholders.</p> <p>The community has given to local charities and individual members give regularly.</p> <p>Presentations for school children and the public during science week, chemistry week and at City Screen.</p> <p>Work with/in schools where parents may assist.</p> <p>Involved with Pacy and safer York partnership.</p>	
UNIQUE YORK		
<i>How does your organisation</i>	NE equine centre with veterinary nursing facilities, robotic dairy parlour.	

<p><i>contribute to the uniqueness of York City e.g. style of building, tourist facilities etc?</i></p>	<p>Have ensured the preservation of historic items and buildings and are lobbying for a conservation area.</p> <p>Maintain own historic buildings.</p> <p>Representations on the CYC natural environment panel, make observations on planning applications.</p> <p>We own and maintain two listed buildings.</p> <p>Maintain own historic buildings, manage open spaces (including proposed SSSI), provide tourist accommodation outside term dates, helping/leading in the development of Science City York (bioscience).</p> <p>Based in listed building and undertake repairs appropriately. Tourists use shops.</p>	
<p>OTHERS</p>		
<p><i>Has your organisation identified areas that it is trying to be more environmentally friendly, for examples in the use of energy or water?</i></p> <p><i>Does your organisation have and Environmental Management System to help reduce its environmental impact?</i></p> <p><i>Does your organisation have an environmental policy or statement?</i></p>	<p>Farm takes part in the Linking Environment and Farming (LEAF) audit each year. The farm also has assurance schemes in place for cereal and potato production.</p> <p>The college has a Environmental Policy in place and currently under review.</p> <p>The college environment committee is reviewing targets and indicators of environmental quality for the college site.</p> <p>We are collating environmental survey data for bird and plant species across the site. Soil analysis is regularly carried out across the campus.</p> <p>The college has a biomass production site (short rotation willow coppice)</p> <p>Adopted environmental policy to reduce our impact on the environment. We have undertaken an environmental audit with the Business Env. Forum</p>	<p>Info on Env. Policies and EMS. X 2</p> <p>Info. on energy efficiency and water efficiency</p>

<p><i>Do you have a corporate responsibility policy or statement?</i></p> <p>Please specify any other initiatives which are not covered above.</p>	<p>Trying to reduce water and energy use. Have Environmental Policy and Implementation Plan.</p> <p>Have statement of values but no EP.</p> <p>Have adopted a Sustainable Development Policy, been improving its env. Management by implementing its Env. Performance policy and has an Env. Performance Action Plan based on ISO14001 for 2003 –04. Waste management is the priority for 03/04. Adopting an energy policy and putting together actions to improve use of other utilities and improve efficiency.</p> <p>Main office in London has EMS, corporate resp. policy and Env. Policy</p> <p>Trying to reduce energy use.</p>
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