

## Carbon Reduction Plan 2023-24

As an extension of our Sustainable Development Strategy, Somerset Skills & Learning are establishing a Carbon Reduction Plan. Somerset Skills & Learning places sustainable development at the centre of all aspects of teaching and learning activities and related services. As a service, we aim to ensure that we respect our environment, each other and the communities that we are working with.

We believe that we have a responsibility to understand and manage the impact that our actions have on people and our environment. In order to be an ethical and socially responsible service this needs to be an essential consideration when planning and carrying out our business.

### What is our Carbon Reduction plan?

As part of our Sustainable Development Strategy, Somerset Skills & Learning have been undertaking activities that will have naturally lowered our carbon output. However, we would like to expand on the work already done and commit to lowering our carbon production even further in the 23-24 academic year.

Please see below a table of activities already undertaken by Somerset Skills & Learning to reduce our carbon production. Also included in the table are planned actions to reduce it even further.

Commitment	Activities Already Within SS&L Policy	Future Actions	Responsible Manager
Reducing waste by implementing a 'paperless office' to reduce printing and toner usage.	<ul style="list-style-type: none"> <li>Individual printer login codes – this raises awareness of printing usage for individuals.</li> <li>Monthly reports produced with excessive usage challenged.</li> <li>Staff PCs replaced with laptops, allowing use in meetings rather than printouts.</li> </ul>	<ul style="list-style-type: none"> <li>Assign departmental credit to printing accounts to drive down printing to essential use only.</li> <li>Monitor printing and report at team and line management meetings.</li> </ul>	Head of Operations
Reduce on-site energy consumption and carbon usage	<ul style="list-style-type: none"> <li>Dishwashers run on eco mode and used to reduce constant use of hot water to wash up. Lower temperature of hot water in taps, lights turned off in unoccupied rooms.</li> </ul>	<ul style="list-style-type: none"> <li>Research sensor based lights; unoccupied rooms will switch off lights automatically.</li> <li>Monitoring utility bills to identify usage trends.</li> </ul>	Head of Operations

	<ul style="list-style-type: none"> <li>All PCs turned off out of hours (apart from Thursdays for mandatory software updates).</li> </ul>		
Minimise use of travel	<ul style="list-style-type: none"> <li>Currently using Zoom and Microsoft Teams instead of face-to-face meetings where possible.</li> <li>Every mile in a car saved for our colleagues, is a reduction in our carbon production.</li> </ul>	<ul style="list-style-type: none"> <li>Promote more remote meetings, cutting down on need for travel by staff.</li> <li>Monitoring of travel claims through line management meetings.</li> </ul>	Head of Operations
Staff training	<ul style="list-style-type: none"> <li>Staff Training and Induction: all staff are aware of company's environmental commitment and the role they play.</li> </ul>	<ul style="list-style-type: none"> <li>Keep training up to date against identified needs and legislative changes. Monitored via line management meetings.</li> </ul>	All line managers
Internal and external communication	<ul style="list-style-type: none"> <li>Regular internal digital newsletter to keep up with developments in the company as well as personal news and good news stories.</li> <li>Employer Engagement Team and marketing team engaging with wider stakeholders and raising awareness of SS&amp;L environmental commitments.</li> </ul>	<ul style="list-style-type: none"> <li>Keep staff notified of identified business needs and legislative changes affecting job roles and company aims.</li> <li>Increase digital marketing and reduce physical postal campaigns.</li> </ul>	Head of Marketing

To support with the U.K.'s journey to carbon net zero by 2025, Somerset Skills & Learning will sign up to the NatWest Carbon Planner service. This will help us set targets and build an action plan to further reduce our emissions. Utilising this service, we will be better able to explore resources, products and services available to support us with moving forward with our carbon-cutting actions.