

APM – NOMS Sustainable Development Plan

Scope:

Sustainable development and environmental management are at the core of all activities within APM. Sustainability for APM is the convergence of three distinct areas; Environmental sustainability, Social sustainability and Economic sustainability

APM's supply chain partners will be required to provide sustainable development plans as part of the APM contract. APM requires all partners to take all reasonable steps in relation to Sustainable Development and where possible to supply information and data that can be used as supportive evidence to show how they have reduced any negative impact on the environment.

Statement of policy:

APM recognizes that it impacts on the local and regional environment and has made a corporate commitment to improving its sustainability performance by signing up to a Sustainability Policy.

APM believes in its employees. To be a successful company, we need to inspire and excite our employees and to attract and retain the right people. We need to have policies that recognise the contribution our employees make and the value they add. Issues of employment relations, employee health and employees development are of great importance.

APM commits where possible to:

- Reduce the amount of electricity and gas used within centres by following the controls as set out within the Waste Management Plan and Employee Handbook
- Decrease the amount of general waste by implementing recycling facilities and by continuing to recycle paper via it's chosen contractor
- Encourage employees to have a say and make suggestions as to what changes APM can make to improve environmental working practises
- Reduce the impact of our transport activities with regards to CO2 emission and resource use
- Encourage the use of public transport and arranging for training and meetings as possible to take place via teleconference. Data to be collated as per the monitoring and measuring document
- Ensure all staff members are aware of sustainable development and the importance to the organisation
- Monitor the supply chain partners sustainable development plans giving particular attention to changes made that will reduce their environmental impact

APM are keen to promote skills and training in any positive way that will support offenders into sustained employment. The NOMS sustainable development aims will be met through the commitment to sustainable projects APM facilitate. APM will do this by:

- Providing a service to offenders that is tailored to their needs, working towards reducing offender challenges in both custodial and community settings
- Monthly supply chain provider updates around performance measures and how targets are being achieved. Monthly monitoring on ECA and Sub Group targets as well as demographics within scope
- Monitoring the monthly statistics of supply chain partners and APM delivery, measuring performance and identifying gaps in provision. Seeking to bridge gaps whilst ensuring stakeholders are communicated with and delivery is not duplicated.

Providers

APM's Supply Chain Partners as part of the contract will be asked to take all reasonable steps in relation to Sustainable Development and where possible to supply information and data that can be used as supportive evidence to show how they have reduced any negative impact on the environment.

Sustainable Development Responsibility

The Risk Management Director will monitor and review the sustainability policies and procedures annually or as and when circumstance dictate. Changes to policy and procedure will be communicated to the business as deemed appropriate. The risk management team will review the information and data that is to be provided by the partners. This will continue until contract end.

The **IT Director** is responsible for ensuring all IT equipment is purchased and disposed of correctly in line with legal requirements.

The **Business Managers** promote environmental awareness amongst staff. As part of the staff induction, new members of staff will be asked to read the Employee Environmental Handbook.

The **Risk Management team** is responsible for monitoring data and carrying out sustainability audits whilst promoting sustainable development as well as looking for ways to reduce energy costs.

Supply Chain Managers along with the Risk management Team will actively work with supply chain partners to promote social inclusion and ensure partners are sharing and promoting ideas.

The **Senior Management Team** are responsible for ensuring sustainable development is integrated within management decisions.


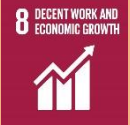

All staff are responsible for following company policy and procedures and where appropriate making suggestions about how improvements can be made.


Sustainable Development Plan- Environment

Sustainable Development Aspect	Objective	Plan	Measuring Performance / Responsibility Risk Management Team (RMT)
Energy and carbon management	Encourage energy saving Monitor provider SD plans and ensure & review statistics to show lower energy statistics	<ul style="list-style-type: none"> ➤ Monitor and manage energy data that is available ➤ Act on unusual rises in usage ➤ Request Energy performance certificates from Landlords to identify current energy ratings ➤ Ensure lights on switches encouraging employees to turn lights off in unused rooms ➤ Identify if centres have an electricity kill switch ➤ Identify how buildings are heated, who controls the heating to ensure energy is not wasted ➤ Monitor IT software to identify whether computers are switched off each night ➤ Analyse partner data and evidence to identify if improvements have been made or if potential ideas have been implemented 	Energy Data / RMT Energy Data / RMT Energy Performance Certs – requested from the Landlord Integrated audits/Corrective Action Log Supporting Document Supporting Document Awaiting confirmation from IT Director. Ongoing if in place. Monitor providers evidence on a three month basis
Low carbon travel, transport and access	Reduce travel & encourage the use of public transport	<ul style="list-style-type: none"> ➤ Review business mileage expenditure ➤ Encourage public transport where appropriate ➤ Collate and analyse data based on CO2 savings as a result of conference calls and training happening over the phone instead of travelling to a training location 	Expense Data / RMT Head of Justice to provide data based on meeting attendees and meeting locations. Staff System trainer to provide staff training data

Procurement	Reduce waste	<ul style="list-style-type: none"> ➤ Recycle all waste paper via a paper recycling company. Review new NOMS locations ensure the same recycling measures are in place. ➤ Recycle all toner cartridges via current supplier ➤ Review waste and recycling methods within each office and where acceptable introduce mixed recycling bins ➤ Communicate with staff to ensure they are aware of APM's environmental targets ➤ Include a section of managing waste in the Employee handbook ➤ Monitor partners sustainable development plans and analyse evidence to show they are monitoring and where possible reducing their impact on the environment. 	<p>Supporting Document</p> <p>Supporting Document Supporting Document</p> <p>Business communications saved on Environmental SharePoint Employee Handbook Monitor providers evidence</p>
Water	Ensure the efficient use of water	<ul style="list-style-type: none"> ➤ Identify if there are water meters within any of the premises used and if data is available ➤ Identify if NOMS delivery sites have a water meter and if not check whether this is viable option 	<p>Supporting Document</p> <p>Supporting Document</p>
Organisational and workforce development	Support staff by promoting awareness	<ul style="list-style-type: none"> ➤ Include a section of sustainability in the Environmental Handbook ➤ Review policies to ensure they promote sustainable development 	<p>Environmental handbook</p> <p>Policies</p>
Governance	Ensure governance processes are in place to ensure sustainability is embedded in the project.	<ul style="list-style-type: none"> ➤ Head of Justice as well as other contract (inclusive of Supply Chain) managers to promote sustainable development ➤ Risk Management to analyse 3 monthly sustainable development plans of Supply Chain Partners and feedback to SCM who will pass on their SC. 	<p>Meeting Minutes</p> <p>Monitor providers evidence on a three month basis</p>

Sustainable Development Plan- Social Aspect

SD Goal	Objective	Target	Measuring Performance
<p>Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</p> 	<ol style="list-style-type: none"> 1. To ensure that all demographics are achieved in line with contractual profiles. 2. Monitor engagement and delivery methods 3. Ensure the delivery model is robust and is servicing the needs of all offenders 4. Liaison with stakeholders to ensure delivery is not duplicated 	<p>Region specific targets (annex A) and Supply Chain Partner profiles as agreed as part of contractual negotiations</p>	<p>This will be conducted via both monthly and quarterly reviews with the Supply Chain Partners. APM will equally hold regular monthly meetings with Management and regular caseload reviews with staff. Meetings within prisons and community stakeholders will take place in order to ensure we are supporting the needs of both the contract and participants alike</p>
<p>Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</p> 	<p>As above</p>	<p>Region specific targets (annex A)</p>	<p>As above</p>
<p>Make cities and human settlements inclusive, safe, resilient and sustainable</p> 	<p>Will aim to review the usage of the Development Fund and progress of CRC providers regarding the success of reducing reoffending by providers</p>		<p>In regular liaison with stakeholders all levels and monitoring the success of Through the Gate provision and access of services</p>

<p>Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels</p> 	<p>To monitor the work both APM and Supply Chain Partners complete for 'hard to help' offenders. This work has been either allocated to specific Supply Chain Partners or is part of specific End to End Delivery models.</p>	<p>Region specific targets for enrolments (please see annex A)</p>	<p>To submit returns to CFO of delivery undertaken and progress measures for each hardest to help group – this information is obtained from each partner and Business Manager in order to monitor engagement and progress</p>
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