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## **SUSTAINABLE DEVELOPMENT POLICY**

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## **Introduction**

This Policy is divided into two key sections. The first section details our corporate commitment to sustainable development. Section two provides a brief overview of individual projects and further clarifies project specific commitments relevant to the type and scale of project.

## **Section 1 – CDC Sustainable Development Policy**

### **1. Procedure Objective/Policy Statement**

#### **Cornwall Development Company (CDC)**

CDC is the arms-length economic development arm of Cornwall Council (CC).

On behalf of CC, Cornwall and the Isles of Scilly Local Enterprise Partnership (LEP) and a range of stakeholders, we provide a bespoke, business facing service which helps deliver the economic vision and strategy for Cornwall.

We achieve this through the expertise and professional commitment of our staff covering the range of economic development know-how. We aim to maintain a sustainable, accessible, safe and healthy environment where our staff, and their knowledge, skills and expertise, are nurtured and where they are able to be the best that they can be.

We deliver value for money and economic development expertise for our Shareholder: sound and proper management of public funding for stakeholders, a responsive and authoritative service to business and, ultimately, jobs and prosperity and a low carbon future for Cornwall.

We recognise that our business faces many challenges and opportunities and that our operations have an effect on the Cornish economy, people, local, regional and global environment.

#### **Sustainable Development**

We recognise that the concept of Sustainable Development can be interpreted in many different ways, but at its core is an approach to development that looks to balance different and often competing needs against an awareness of environmental, social and economic limitations. We understand that when development is driven by one particular need, without



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fully considering the wider or future impacts, the result can be unsustainable (for example where changes in the global climate are linked to the dependency on fossil fuel-based energy sources). We therefore strive to lead by example, delivering environmental, social and economic actions and decisions that are mutually supportive.

Living within our environmental limits is one of the central principles of sustainable development. We are committed to finding better ways to do things, both for the future and the present.

Due to their direct impact on us and our stakeholders, we have prioritised the following aspects that we wish to address. These are also in alignment with the requirements detailed in Article 8 of the Common Provisions Regulations:

- Equality of opportunity and accessibility in all our activities and service delivery. When under our control, we strive to deliver sustainable projects.
- Health, safety and wellbeing of our staff
- Risk prevention and management
- Disaster resilience
- Minimising water consumption and maximising water conservation
- Maximising energy and resource efficiency in our offices and our activities to help work towards a low carbon future.
- Limit unnecessary business travel undertaken by our staff, and maximise the use of sustainable transport options (including the use of tele and video conferencing where appropriate).
- Reduction in waste generation and appropriate management of waste products.
- Sustainable, fair, compliant and transparent procurement of products and services.
- Our impacts on the natural environment including maximising positive environmental aspects (preserving and enhancing) or minimising potential negative effects (including our commitment to halting biodiversity loss and degradation of ecosystem services in our activities and projects, where relevant).
- Pollution prevention, including the systematic application of the Polluter Pays Principle where relevant (this is to include a reduction in the generation of greenhouse gases).
- Climate Change preparedness, resilience, adaptation and mitigation (including appropriate consideration to be given in our plans and projects)



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Sustainable economic development is our core business. We strive to ensure that our work practices and investment projects that we deliver are sustainable. Additionally, when we work with other organisations, we endeavour to promote good and best practices.

- Equality and Diversity good and best practices are a core part of our principles, culture and values.
- We have due regard for the Public Sector Equality Duty and Equality Act 2010 in all our activities and services, and strive to deliver good and best practices in all that we do and all that we can influence.
- We provide non-discriminatory practices in relation to the 9 Protected Characteristics of age, disability, gender reassignment, marital or civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation as defined in the Equality Act 2010, and endeavour to foster good relationships between those who share a protected characteristic and those who do not.
- In the delivery of our projects and business services we will proactively and consciously promote gender equality.
- Our sustainable development policy and practices consider how we align and improve our environmental, social and economic activities.
- For further clarity on our equality of opportunity commitments please also refer to our separate Equality of Opportunity Policy.

## **2. Scope**

This policy applies to all employees, agency/temporary employees, trainees and those who may be affected by the acts or omissions of the company in so far as legislative requirements/obligations dictate.

Our attention to environmental, social and economic responsibility includes working within the law and voluntarily exceeding legal requirements in order to be innovative and demonstrate leadership on the issues that are important to us and our stakeholders. We will ensure that sustainable development principles are embedded into all our activities including projects that we support, manage and deliver.

We acknowledge that we have limited influence over the decisions and choices made by third parties; however, we commit to inform them of our policy and encourage them to align operating practices with policy objectives when it is within our gift of influence.

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## 3. Definitions

### Sustainable development

There are many different definitions of the term sustainable development but the 1987 World Commission on Environment and Development's Brundtland Report is by far the most widely recognised definition:

- Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Other recognised definitions are:

- Economic development that is conducted without depletion of natural resources.
- The conscious and proactive use of methods that do not harm people, planet or profit while also leaving a positive impact.

### Sustainability/Sustainable Development Policy

A Sustainability/Sustainable Development Policy is the document that makes visible, to staff, stakeholders and customers the commitment of an organisation towards the improvement of environmental, social and economic sustainability

### Sustainable Development Implementation Plan

The action plan to deliver the commitments made in the Sustainable Development Policy.

**LEP** – Local Enterprise Partnership

**CC** – Cornwall Council

**BS8555** - The British Standard BS8555 (Guide to the phased implementation of an environmental management system including the use of environmental performance evaluation) published in April 2003 encompasses the six phase achievement criteria utilised in the IEMA Acorn Scheme. BS8555 can be used as a route towards ISO14001 and EMAS.

**Green House Gases** - Any gaseous compound in the atmosphere that is capable of absorbing infrared radiation, thereby trapping and holding heat in the atmosphere. The primary **greenhouse gases** in the Earth's atmosphere are water vapour, carbon dioxide, methane, nitrous oxide, and ozone.

**Climate Change mitigation** - refers to efforts to reduce or prevent emission of greenhouse gases. Mitigation can mean using new technologies



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and renewable energies, making older equipment more energy efficient, or changing management practices or consumer behaviour.

## **4. Responsibilities**

All those persons and organisations referred to within the scope of this policy are required to adhere to its terms and procedures.

CDC's Chief Executive, Heads of Service and individual Managers are responsible for ensuring that this policy and implementation plan is applied within their own areas of work including Service, and Project management and delivery.

Project leads are responsible for ensuring that a project specific sub-set of this sustainable development policy and implementation plan is produced if required for individual projects (e.g. 14-20 Growth Programme projects), and that suitable policies and plans are obtained from project and delivery partners where relevant.

Any query on the implementation can be discussed with the Corporate Services or the Executive Team. Sustainable development will be a standing item in management team meetings and escalation procedures identified. Regular reviews will take place and if appropriate a standing cross service sustainability group will be reinstated.

## **5. Process**

UK domestic and EU environmental and accessibility and equality of opportunity regulations, laws and codes of practice will be regarded as setting the minimum standards of our performance and culture.

We will carry out a revised benchmarking exercise of our aspects once the relocation of our staff to our South Wheal Crofty site is complete, to ensure that the data we use is accurate and reflects the recent changes within the organisation.

We will create targets and objectives based on our identified environmental aspects and impacts and our social sustainability actions, including associated legislative and best practice requirements, and will monitor our performance against these. We will comply with all relevant UK legislative and regulatory requirements and will aim to exceed these minimum



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standards where possible to incorporate good and best practices. We also commit to continuous improvement in our performance as identified through our reviews and associated action planning.

Our Environmental commitments will be implemented through an environmental management system (EMS). The EMS is under development within the framework of the environmental standard BS8555. The EMS will be used to set objectives and targets to manage the significant aspects identified above.

#### **Maximising Energy Efficiency and Emissions Reductions**

We are committed to reducing our energy usage and associated GHG emissions from our premises, transport and equipment use. We are committed to the reduction and prevention of pollution (including greenhouse gases) in the course of our activities. We will determine baseline data once the company relocation of our staff to South Wheal Crofty is complete, and will set challenging and meaningful targets appropriate to our size of organisation and business activity. We currently operate a 'turn it off' policy at all our sites and premises. This will continue as an interim minimum after the company relocation.

The introduction of flexible working practices has enabled us to reduce office space and associated heating and lighting requirements (see separate Flexible Working Policy). We will further minimise emissions from our business travel through the implementation of our travel plan which will be reviewed and updated following the relocation process to South Wheal Crofty. Our Travel Plan includes car sharing information, cycling and walking and the encouragement of tele and video conferencing as an alternative to face to face meetings that require travel, and will include staff travel reduction targets where appropriate. Public and green transport options will be promoted where travel is unavoidable.

#### **Water**

Once the relocation of staff and the benchmarking exercise at our South Wheal Crofty site is completed, we will have a better understanding of our water usage and potential water conservation and reduction opportunities, which will be implemented into our Sustainable Development Implementation plan.

#### **Pollution, Waste & Natural Resources**

We follow the waste hierarchy to rethink, reduce, reuse, recycle and recover where practically possible and dispose of all residual waste through safe and responsible methods. We will set meaningful and challenging targets with



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regards to waste minimisation. We dispose of waste using a registered waste collector and observe and comply with WEEE Regulations (Waste electrical and electronic equipment). For our computer equipment this is managed through our Service Level Agreement with BT Cornwall.

We aim to prevent pollution by reducing emissions, discharges and waste produced in our offices, in order to minimise the impact of waste disposal/treatment and the use of natural resources.

During Strategic, Service and Project delivery levels we will have due consideration for all UK legislation and EU requirements, ensuring that we comply with domestic and EU requirements as a minimum and delivering good and best practices wherever possible. We will give due consideration to the principle of 'Polluter Pays', which will include GHG emissions.

### **Construction and refurbishment**

Refurbishments (and any new buildings constructed for CDC) will meet the requirements of sustainable development and will meet relevant building regulations and accessibility requirements (including Part M of Building Regulations) as an absolute minimum. We will exceed legal baselines with regard to accessibility and environmental performance, considering climate change mitigation measures and energy efficiency as a minimum, meeting good and best practices wherever possible and viable.

### **Procurement**

We will investigate how we drive responsible social and environmental practices through to our supply chain via our procurement processes and how we can use our buying power, where possible, to encourage suppliers to make their products and services sustainable, and to encourage contractors to carry out their work sustainably.

### **Awareness and training**

As an Investors in People Employer we recognise the importance of knowledge and expertise in the delivery of our activities and business processes. We will promote this Policy and associated Implementation Plan to staff through the provision of Meta-Compliance, guidelines, specific staff awareness-raising and training events and the Company Intranet. Additionally, all staff receive E&D and environmental training as part of their induction process. This training is refreshed regularly.

### **Service delivery**





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We will create and implement innovative approaches to minimise negative environmental impacts, improve economic bottom lines and integrate social elements into delivering our projects and services.

In order to turn these policy commitments into action we have developed our Sustainable Development Implementation Plan. This plan will be reviewed and updated on a regular basis.

#### **Equality & Diversity**

We have due regard for the Public Sector Equality Duty and Equality Act 2010 in all our activities and services, and strive to deliver good and best practices in all that we do and all that we can influence. We provide non-discriminatory practices in relation to the 9 Protected Characteristics as defined in the Equality Act 2010, and endeavour to foster good relationships between those who share a protected characteristic and those who do not. In the delivery of our projects and business services we will proactively and consciously promote gender equality. For further clarity on our equality and diversity commitments please also refer to our separate Equality of Opportunity Policy and associated action plan.

#### **Monitoring and review**

This policy and associated Implementation Plan are deemed to be working documents and are developmental in nature, responding appropriately to change. We will review this policy biennially, and monitor and review our performance against defined targets as detailed in the implementation plan annually. We will implement actions as appropriate to ensure that we achieve our targets and continue to improve our performance year on year. We will report meaningful clear and unambiguous data, which is not overly complicated or unnecessarily complex for the 2014-2020 Growth Programme.

This policy and implementation plan will be reviewed by the Company's Corporate Services Department and championed by the Company Executive Team including our Chief Executive who has endorsed these commitments and has signed this policy. Project specific statements and actions will be developed and incorporated into section 2 of the policy and implementation plan to ensure that sustainable development principles are adequately and proactively considered, regularly reviewed and monitored.

## **6. Related Documents or Procedures**

- Sustainable Development Implementation Plan
- CDC Equality of Opportunity Policy





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- CDC Code of Conduct
- Guidance note on producing a project specific sustainable development policy statement and implementation plan actions.

Signed:.....

Name & Position: Nicky Pooley, Acting Chief Executive

Date: .....

Review Date: .....

If you require this policy in another format please contact Corporate Services on 01872 324904





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# **Section 2 – Additional project specific commitments**

## **Introduction**

Our Sustainable Development Policy is divided into two key sections. The first section details our corporate commitment to sustainable development. Section two (this document) provides a brief overview of individual projects and further clarifies project specific commitments relevant to the type and scale of project.

CLLD project specific commitments are detailed below.



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## **Community Led Local Development Delivery Phase**

The Cornwall and Isles of Scilly Local Enterprise Partnership identified Community Led Local Development (CLLD) as a multi-fund delivery mechanism for European Structural Funds in its European Structural and Investment Framework Document (ESIF). The ESIF aspires to align CLLD with LEADER delivery (which is used to deliver elements of the European Agricultural Fund for Rural Development (EAFRD) through the involvement of the same Local Action Groups (LAGs).

During the ESIF development process, four LAGs were formed to cover all of Cornwall (West Cornwall, Coast to Coast, Atlantic and Moor and South and East Cornwall). Within each identified LAG area the exact geographic coverage and activity of CLLD will differ from LEADER thereby complementing but not duplication LEADER EAFRD funded activity.

This project will support the four CLLD LAGs in delivering a programme of eligible projects across each Local Development Strategy (LDS) area. As such, prioritisation will be given to those specific areas identified as being within the 30% most deprived by reference to the 2010 Index of Multiple Deprivation (IMD). The use of the IMD has been modulated to reflect Cornwall's greater need as England's only Less Developed Region.

This delivery phase will support the engagement of potential project applicants, support them in project development and refinement and assist with the preparation of applications to either ERDF or ESF funding or in some instances, both.

### **Specific project commitments**

The CLLD Programme is expected to work within the details of Section 1 of CDC's sustainable development policy where appropriate, and to associated sections of the related Sustainable Development Implementation Plan. Additionally CDC will, as a minimum, ensure that the CLLD Programme delivery phase will:

- Ensure that the Cross Cutting Themes recommendations made in the CLLD Strategy inform the CCTs requirements for project design, delivery and implementation;
- Ensure that the Cross Cutting Themes are embedded into the project from the outset;
- The CLLD Facilitators will provide a comprehensive support service to assist businesses and community applicants in an appropriate and targeted manner to enable an effective signposting and information

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service to be provided based on individual project applicant requirements and need;

- Information will be provided on a comprehensive CLLD website/online resource which will be used to point potential applicants towards information, advisory services and partners;
- Signposting provision to specialist environmental information will include:
  - sustainable development principles;
  - local resilience and climate change adaptation;
  - avoiding disinvestment and safeguarding growth in a holistic manner;
  - positively looking at ways to break the link between economic growth and ecosystem degradation (including Polluter Pays) – not just do less harm;
- Positive environmental impacts will be actively encouraged and championed to support businesses and community groups to move towards a low carbon economy;
- Draw on good practices from previous experiences and ensure identified lessons learnt and recommendations are embedded into project management and delivery from the outset;
- Support a culture of resource and energy efficiency including signposting to information and relevant current grant schemes;
- Provide information on the benefits of sustainable procurement;
- When relevant, applicants will be asked to specifically confirm that their business complies with all relevant UK and EU legislation;
- Where required, we will signpost supported businesses to information to help them comply with relevant EU and UK environmental legislation including the Polluter Pays Principle where relevant;
- Where required, signpost supported projects to information to help them appropriately consider the requirements of Article 8 of the Common Provisions Regulations;
- Signpost businesses and other applicants to information to help them develop suitable environmental/sustainable development policies where required;
- Proactively target an environmental specialist for membership of the LAG;
- Highlight any supported businesses that have a specific environmental focus or that provide support for recycling to be used in our case studies;
- Ensure our staff working on the project are provided with environmental training as required;

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- Ensure that the Cross Cutting Themes are monitored and reported against. These will be proportionate, meaningful and relevant, and not unnecessarily complicated;
- CDC abides by the Public Sector Equality Duty, as set out in the Equality Act 2010 and associated equality legislation. Our Equality of Opportunity Policy and associated Implementation Plan are informed by the Equality Act 2010 and the Public Sector Equality Duty and incorporate good and best practices where possible and achievable;
- Ensure that we abide by equal pay principles;
- Offer job share opportunities where job roles permit this;
- Offer flexible working practices where job roles permit this;
- The CLLD project will be subject to a CDC corporate Equality Impact Assessment, which is guided by the Equality Act 2010, Public Sector Equality Duty and the 9 protected characteristics. This will be reviewed and agreed (signed off) by senior management;
- Under the auspices of the CDC corporate E&D Group, all CDC employees undertake E&D training. Each of the Company's premises is designed to be accessible (e.g. all meeting rooms for clients within each building having its own disabled access amenities). This training and premises review will be extended to staff employed by CDC for the CLLD Delivery Programme and to its office premises, once identified;
- Information on the benefits of promoting E&D will be provided to business and community applicants using the CLLD Programme. This will include the business case to promote equality; including important findings from UK Government studies (e.g. BIS 2013 report). This will help advocate greater equality and diversity in the workplace and include presenting the positive economic benefits of adopting and implementing sound policies as well as the key principles of the Equality Act 2010;
- Support a culture of equal opportunities and treatment including signposting to information and relevant business support schemes. There are likely to be key opportunities to ensure linkages with initiatives that are established to promote under-represented groups such as female entrepreneurs, BME owned businesses and to widen understanding and encourage accessibility changes by highlighting specialist advisers such as Disability Cornwall;
- Provide information via a comprehensive online resource to be used to point businesses and community groups towards information, advisory services and partners. This will be supported by a diagnostic service in face-to-face dealings with businesses to assist

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them in the most targeted manner through appropriate signposting and information services based on business or community project requirements and needs;

- This resource will additionally provide signposting to specialist E&D information, including key principles set out in the Equality Act 2010. It will enable project leads to proactively look at ways to embed E&D into their plans and how it is exemplified in practice. It will also drive the business case for promoting E&D;
- Positive E&D impacts will be actively encouraged to support project leads move towards a more inclusive culture and move beyond the belief of some that the installation of a ramp is sufficient action to address accessibility issues;
- Work with applicants to help them develop an E&D Policy which is informed by the Equality Act 2010 and which demonstrates compliance with all relevant Equality legislation;
- In the context of publicity, CDC will look to showcase certain CLLD funded success stories with a strong E&D focus resulting from intervention from the CLLD Programme. These will highlight good practice and case studies and can be published in press releases and on the corporate website;
- It is CDC policy that job applicants that meet the essential criteria and have a disability, will be guaranteed an interview;
- The CDC website is built to an AA accessibility standard and similar standards will be incorporated in the CLLD website;
- When events are held, venue reviews will take place to ensure proper accessibility;
- Public facing documentation and marketing materials will be offered in alternative formats upon request;
- The CLLD project will utilise different working models from prominent use of social media through to more established marketing methods to reach a variety of audiences and potential participants;
- CDC's unique knowledge and expertise in the area enables it to signpost businesses for specialist support where it is not available within the programme's remit;
- Independent evaluators will be appointed through a compliant procurement tender process. This will include a review of cross cutting themes, including how effective the project has been in addressing Gender Equality and Equal Opportunities.

If you require this policy in another format please contact Corporate Services on 01872 324904