

Liskeard Town Council – Environmental Sustainability Implementation plan

Liskeard Town Council and the Cattle Market Makers Project is committed to sustainable development based upon the following two principles:

- Living within environmental limits by respecting the limits of the planet’s environment, resources and biodiversity – to improve our environment and ensure that the natural resources needed for life are unimpaired and remain so for future generations.
- Ensuring a strong, healthy and just society by meeting the diverse needs of all people in existing and future communities, promoting personal wellbeing, social cohesion and inclusion and creating equal opportunities.

Action	By whom?	Comments	Date due for completion	Status
Policy and planning				
Environmental Sustainability Policy Approved	Town Clerk	The basic project policy on environmental sustainability was approved, subject to any revisions necessary arising from the grant approval process and further project development. Specific actions additional to the basic policy are noted below. Any policy updates will be communicated to stakeholders in a timely fashion. The policy has been posted on the	Jan 2022	Completed

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		Liskeard Town Council website.		
Identify & email Key Stakeholders to advise of policy	CMM Project Manager	<p>Cornwall Council and Plymouth College of Art have their own existing Environmental and Sustainability policies which are reflective of their involvement with EU regulations and their receipt of EU and Government funding streams. ECCABI also have policies and an understanding of EU Environmental Sustainability. Some project partners, providers and participants may not be subject to formal written policies and procedures.</p> <p>All contractors to the project and participants whose participation involves environmental impacts will continue to be</p>	December 2021 revise policy and circulate to key stakeholders	Ongoing

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		advised of this policy and related and relevant actions and expectations at the point at which they are taken onto the project, and will be updated in the event of any revisions or additions to the policy and/or related actions/expectations.		
Email Key Stakeholders	CMM Project Administrator	Email to be sent to all of the above identified groups outlining our policy and their responsibilities to act in accordance with the policy.	December 2021	Ongoing
Internal training requirements	Deputy Town Clerk, CMM Project Manager	To be organised as staff appointed. Staff are provided with training through team meetings and through the circulation of relevant policy documents. Staff are required to confirm their receipt and understanding of such policy information	Ongoing	Protocol completed; process necessarily ongoing.

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		and their compliance with the policy.		
Update website with policy statement	LTC site: Deputy Town Clerk CMM site: CMM Project Manager / Administrator	The Environmental Sustainability statement for the CMM project has been posted on the Liskeard Council website and will also appear on the CMM Project website (due for launch January/February 2022). Updated. The policy document can be downloaded from the website and contact details are provided in order to address any queries which may arise.	February 2022	LTC website: completed CMM project website: to be completed February 2022
Recruitment of Staff				
Update Staff Handbook	Town Clerk / Deputy Town Clerk	This is included in the current version of the Town Council Staff Handbook.	October 2021	Completed.
Update Recruitment Policy and Process	Town Clerk / Deputy Town Clerk	Recruitment Policy to be updated to reflect best practice with regards to staff recruitment, appointment, training and	Jan 2022	Ongoing

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		conduct requirements and expectations relating to Environmental Sustainability.		
Update Procurement Policy and Process	Deputy Town Clerk	Procurement Policy (as part of LTC's Financial Regulations) to be updated to reflect Environmental Sustainability best practice	Jan 2022	Ongoing
Sub-contractors:				
Ensure that all sub-contractors are delivering in line with ours and their own Environmental Sustainability policy.	CMM Project Manager / Administrator	Ensure that relevant project specifications, quotes, contracts and MOUs with contractors include Environmental Sustainability statement.	In a timely fashion at the point that relevant documents and contracts arise.	Ongoing
Ensure our procurement process is in line with Environmental Sustainability	Town Clerk / Deputy Town Clerk	Procurement Policy to be updated (as above) to reflect Environmental Sustainability best practice Require suppliers to provide a copy of their environmental policy. Liskeard Town Council employs the various Cornwall Council procurement frameworks	Policy update: January 2022	Ongoing

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		to date which are EU compliant regarding the Environmental Sustainability etc. This compliance is to be reflected in the capital project's construction methods and outputs.		
Ensure that the sub-contractors are working in the best interest of the participants at all times and considering Environmental Sustainability	Project Manager	Ongoing meetings and contact with all subcontractors. This compliance is to be reflected in the oversight of the capital project's construction methods and outputs, and in the delivery of taught provision, participant support and related events.	Protocol in place Process implementation	Completed Ongoing
Project Delivery				
Use of paper when delivering support to participants	CMM Project Administrator	The use of online methods of storage will be used where possible. LTC must keep hardcopies of the paperwork as per	Protocol in place Process implementation	Completed Ongoing

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		<p>the CLLD programme requirement.</p> <p>Hard copy printing to be monitored and limited to minimum necessary use.</p> <p>(It should be noted however that not all participants will have immediate access to IT facilities.)</p>		
<p>Recycling and reusing equipment etc.</p>	<p>CMM Project Manager / Administrator</p> <p>Course Leaders</p>	<p>The project will ensure that we re-use and recycle equipment where possible and only use what is necessary for the delivery of the activity.</p> <p>Materials used for course workshops are wherever possible to be recyclable and/or recycled. The use of single-use plastics is wherever possible to be avoided.</p> <p>All employees, providers and participants in the project are to be informed of these expectations.</p>	<p>Protocol in place</p> <p>Process implementation</p>	<p>Completed</p> <p>Ongoing</p>

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		<p>Recycling and upcycling practices are to be promoted to participants and tenants and are to be included in letting guidance.</p> <p>The capital project itself occupies a brownfield redundant cattle market site.</p> <p>Note: Key stakeholder Community Treasure Chest CiC use upcycled and recycled equipment and materials etc. Key stakeholder Lighthouse Community Centre CiC have indicated a willingness to use upcycled materials from the Community Treasure Chest in their craft-based events.</p>		
Travel impacts from the project team	CMM Project Manager	Ensure that public transport is wherever possible used for project business when staff are	<p>Protocol in place</p> <p>Process implementation</p>	<p>Completed</p> <p>Ongoing</p>

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		traveling to and from meetings, workshops etc. Staff are, wherever possible, recruited from the local area to reduce carbon impacts of travel.		
Ensure participants are aware of Environmental Sustainability procedures	CMM Project Administrator	As part of their initial assessment/introduction participants are made aware of the organisation's policy in this area. This information is also included on LTC and CMM websites and, as appropriate, in supporting literature and relevant information and documentation.	Protocol in place Process implementation	Completed Ongoing
Ensure participants are aware of our complaints and compliments procedures.	LTC site: Town Clerk CMM site: CMM Project Manager / Administrator	The Town Council's Complaints procedure is already on the website. A formal compliments procedure does not exist, but compliments are circulated as appropriate to relevant staff (and with permission to relevant stakeholders). As part of their initial assessment/	LTC site: extant CMM site: February 2022	LTC site: completed CMM site: ongoing

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		<p>introduction. participants are made aware of the organisation's policy in this area.</p> <p>Information about complaints processes will also feature on the CMM website, which will also post (with permissions) any relevant and appropriate compliments.</p> <p>All participants also to be informed of mechanism for feedback directly to CLLD (including distribution of CLLD feedback business cards).</p>		
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