

# Environmental Policy and Action Plan

## 1. Business Description

- 1.1 Tŷ Elis is a small charity based in a mid-Victorian terraced house in Porthcawl. The premises has four counselling rooms, a training room, conference room, administration room, manager's office, reception, kitchen and two toilets. All Tŷ Elis's business is conducted from this site. Counselling is provided Monday to Friday between 10AM and 8PM.
- 1.2 Tŷ Elis has 2.4FTE staff, over 30 volunteer counsellors and 20 volunteer receptionists plus The Friends who fundraise on behalf of Tŷ Elis with a turnover of just under £100,000.

## 2. Environmental Impact Assessment

- 2.1 The environmental footprint of Tŷ Elis will be small; nevertheless Tŷ Elis is committed to reducing its impact on the environment. It also makes financial sense, and every penny really does count for a small charity, to reduce our environmental impact i.e. consumption, which in turn reduces costs.

Aspect of Business	Environmental Impact
Building	<p>Tŷ Elis is an old property with the central heating system tending to make the building too warm or too cold. The gas and electric bill is £3,330 per annum which is high. The new Training Room is better with electric radiators which can be switched on and off separately. More attention needs to be paid to which rooms require heating and which do not. We should also review our energy contracts.</p> <p>Electricity consumption is low, with low energy bulbs used where possible and lights, computers and other ICT equipment switched off over night.</p>
Travel	<p>Travel costs only consist of mileage. Volunteers do not receive mileage. Staffs receive mileage, but only the Business Development Manager travels and often car shares. The annual mileage claimed is small at £300.</p> <p>As much as possible we source goods and services from local suppliers, which reduce their environmental impact, however, grant funding and the need for the cheapest quote means this is not always possible.</p> <p>Skype could be used to reduce travel further, but the reduced impact would be minimal given the base point.</p>

Waste	<p>Given Tÿ Elis is about talking therapies there is very little waste from the business activities as such. There is more for the administration and managerial side of the operation with more paper being used than necessary as both printers only print single side and the photo-copier is old and single sides.</p> <p>We also use paper towels rather than hand dryers which is wasteful. This will be addressed through the proposed new build.</p>
Water	Water consumption is limited to cups of tea and coffee, washing up and the toilets flushing.

### 3. Environmental Priorities and Targets

3.1 Based on our environmental impact assessment we have set the following environmental objectives and targets:-

- a. Reduce gas and electricity consumption by managing the central heating system in conjunction with the diary of counselling sessions;
- b. Seek advice from environmental consultants that support the third sector;
- c. Continue to car share where possible and introduce a business Skype address;
- d. Source local suppliers of goods and services where ever possible to help reduce delivery mileage and costs; and
- e. Purchase improved printers and photocopiers to reduce paper usage.

### 4. Environmental Commitment

4.1 Tÿ Elis is committed to:-

- a. Comply with environmental legislation and codes of practice;
- b. Prevent pollution; and
- c. Improve overall environmental performance.

### 5. Waste and Recycling

5.1 Tÿ Elis produces very little black bag waste, as the most waste is paper which is recyclable. Print toners are recycled and other waste e.g. kitchen units, old cookers, fridges etc. are re-used i.e. sold on.

### 6. Communication of Policy and Action Plan

6.1 The Policy and Action Plan will be approved by Trustees, communicated to staff, volunteers and students by email, placed on noticeboards and put on our website. Some simple guidance will be made available to receptionists to help.

**7. Responsible Officer**

7.1 The Business Development Manager has overall responsibility for this policy and action plan.

**8. Training**

8.1 Equalities legislation is complex. It is important to stay up to date with legislation, legal precedent and good practice. The Business Development Manager will attend an environmental course through the WCVA every two years.

**9. Policy and Action Plan Update**

9.1 The policy and action plan will be updated annually and reported to Trustees for agreement.

## Appendix 1 - Environmental Action Plan

Ref.	Planned Action	Completion Date	Responsible Person	Success Criteria
2.1	Publish reminders to switch off.	30 Jun-14	HB	
2.1, 3.1a	Heat rooms as per counselling diary.	On-going	HB/Receptionists	Reduced energy bills.
2.1	Review energy contracts (gas and electricity).	31 Jul-14	HB	Reduced energy bills.
2.1, 3.1e	Continue to source local suppliers.	On-going	FM/HB	% of local contractors.
2.1, 3.1d	Clinical Director, Executive Officer and Business Development Manager to have Skype work addresses.	31 Jul-14	HB	Skype set up and in use.
2.1	Paper towel dispensers to be replaced in new build with hand dryers.	31 Mar-16	HB	No paper towels.
3.1f	Replace printers and photo-copiers	Dependent on Grant	FM/HB	Less paper used.
5.1	Continue to sell disposable assets i.e. re-use them	On-going	TW/FM/HB	% of disposals sold.
6.1	Agree Policy and Action Plan with Trustees and update annually.	23 Apr-14	HB	Policy agreed.
6.1	Put policy on website, on noticeboards and email staff, students and volunteers.	30 Apr-14	HB	Clients and stakeholders aware of policy.

8.1	Business Development Manager to undertake course on environmental management with WCVA	31 Dec-14	HB	Course undertaken and policy and action plan updated.
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