**There are five stages to becoming an environmentally friendly organisation**

1. **Appoint a green champion(s) or green team**

Things to consider; what is their role, what do they need to achieve, how will they achieve it, how will they involve the organisation, will they be given time in lieu from ‘normal work’, what resources will be available to them, how will decisions be made?

**2. Get people on board** Communicating progress to the whole organisation is important be clear on when, how, where, and how often this will take place. Everyone needs to know what needs to be done, both across the organisation and on an individual basis. You may need to inform people about why this work is important from both an environmental and business perspective. You could also consider updating contracts to include a stipulation that as an employee you will aim to make environmentally conscious decisions and make it a part of regular catch ups or supervisions sessions. Think carefully about what support staff will need to make changes at an individual level, talk openly about any barriers and explore solutions to overcome these together. For new starters it should form part of their induction process. You should also let people know how they can be more involved at a practical level giving specific roles, tasks etc.

**3. Audit** you need to find out what your current starting point is. You can use climate/carbon footprint tools to help you with this. Once you know this you can determine what needs to be done at an individual level and at an organisational level. The audit should include all aspects of your organisation; people, buildings, services, suppliers and relationships, and digital.

The [Community First Yorkshire Climate Change toolkit](https://www.communityfirstyorkshire.org.uk/resources/toolkits/climate-change-toolkit/) contains lots of information, resources, top tips and ideas to help you think about where your environmental footprint is having the biggest impact and what action you can take to reduce your footprint.

**4. Plan** decide and record where and when you are going to take action and how, who will be responsible, and find out what if any resources you will need to succeed. You should meet regularly to assess progress against the plan. Where possible your actions should be SMART and you should be prepared to share your progress and any challenges. It is impossible to change everything once, so carefully consider which changes will have the biggest impact in reducing your environmental footprint and start with those. If you start with the actions that will have the greatest overall impact on your environmental footprint you will see significant change sooner, gaining momentum which should inspire everyone involved to keep going. The sooner you start the greater the benefit for the environment. Once an action is complete, measure and record the impact and if further work is still need, reincorporate the action back into your plan – plan/do/review.

**5. Celebrate and share** make public what you hope to do, share your progress, challenges and success on your website, newsletters and social media. Include a section on the work your organisation has done to reduce your environmental foot print in your annual report. Perhaps you are in a position to deliver training or a workshop to your peers on how to take climate action. Finally sign the climate action pledge.

**Template action plan for reducing environmental foot print**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Action** | **Owner** | **Timeframe** | **Resources** | **Progress** | **Outcome** | **Impact** |
| *What you want to achieve* | *How will we do this* | *Who is responsible* | *Start date, how long will it take* | *What resources are needed* | *Monitor / record progress* | *What changed* | *Evidence the change* |
| The change you want to create | One task may have a number of individual actions | May be a number of people involved but only one person should have ownership and responsibility for ensuring an action is completed | Set a realistic timeframe to complete the task within, you may wish to stagger the start times of different actions and some actions may effect when others can take place | What resource do you need to complete an action; physical resources, people, time, or money? | Are you on track to complete your task within the given time frame, record any challenges or set backs | The action is complete – what happened, what has changed? | How do you know it has changed, what evidence do you have, how can you prove the impact? |
| Example: Reduce electricity usage | Replace existing bulbs with LEDs | Ann Smith Operations manager | April 2022 4 weeks to source and replace entire office | New LED bulbs bayonet x8 7.35 watt  Booked time with maintenance | Delay to bulbs in kitchen as different fitting, timescale extended to End of May as need to reorder | Reduction in electricity bill | Electricity Billing |

On the next page is a list of potential actions you may wish to include on your plan, it is not exhaustive and will need to be adapted to suit your organisation. You should consider the impact of any specific projects or work areas particularly relevant to your organisation.

Each action should be considered in the context of your organisation and broken down into smaller tasks or steps that you will need to undertake to accomplish the overarching action.

Your plan should be reviewed regularly, updated to show progress and shared.

[Enter your organisations name] Environmental footprint reduction plan 20xx-20xx

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Action** | **Owner** | **Timeframe** | **Resources** | **Progress** | **Outcome** | **Impact** |
| *What want to do* | *How will we do this* | *Who is responsible* | *Start date, how long will it take* | *What resources are needed* | *Monitor / record progress* | *What changed* | *Evidence the change* |
| Appoint climate champion(s) |  |  |  |  |  |  |  |
| Produce first annual report of our current carbon emissions |  |  |  |  |  |  |  |
| Share emissions report internally and externally |  |  |  |  |  |  |  |
| Undertake an environmental audit |  |  |  |  |  |  |  |
| Establish our digital carbon footprint |  |  |  |  |  |  |  |
| Develop decarbonisation plan |  |  |  |  |  |  |  |
| Reduce heating demand |  |  |  |  |  |  |  |
| Switch to a green energy supplier |  |  |  |  |  |  |  |
| Cut down on waste |  |  |  |  |  |  |  |
| Replace fleet vehicles with electric |  |  |  |  |  |  |  |
| Create travel plan to encourage sustainable travel |  |  |  |  |  |  |  |
| Reduce how far supplies travel |  |  |  |  |  |  |  |
| Invest in energy efficiency appliances |  |  |  |  |  |  |  |
| Invest in onsite renewable energy generation |  |  |  |  |  |  |  |
| Organise awareness events |  |  |  |  |  |  |  |
| Regularly share progress on social media |  |  |  |  |  |  |  |
| Showcase pledge |  |  |  |  |  |  |  |
| Talk to stakeholders and suppliers about your efforts |  |  |  |  |  |  |  |
| Share progress with staff |  |  |  |  |  |  |  |
| Update and include staff training, recruitment, induction and supervisions |  |  |  |  |  |  |  |
| Update and review plan |  |  |  |  |  |  |  |