

The Go Green Action Plan

Action Plan for Alec French Architects

Congratulations! This is your Go Green Action Plan. You are now at the 'Do It' stage of the Go Green programme. These are the potential actions that the Go Green Tool has identified that you could undertake to improve your sustainability and enhance your reputation among clients and customers. We encourage you to keep revisiting your plan via the Go Green online tool to update your progress on these actions, and to include evidence to demonstrate your developments. If new issues arise for your business you can always go back to the tool and generate new actions or write your own. Sharing your Go Green Action Plan with your staff is a great way to tell them about your green ambitions and encourage them to support you. Making your action plan publicly available by writing a blog about your intended actions or sharing your plan directly on your website will also demonstrate your green commitments to your clients and customers. If you need any tips and advice on completing actions then make use of the blogs, case studies and resources on the Go Green website and come along to some of the Go Green events. Once you are making progress in your action plan across all five pillars you can sign up to Prove It - more information at www.gogreenbusiness.co.uk/membership

Energy & Efficiency

Actions selected in this sector will help improve your energy and resource efficiency and potentially save you money and reduce your waste and carbon footprint. Select actions from this list that you are already progressing, or you feel you can make measurable progress on or achieve within a year.

Your issues

1 My business uses energy

No matter what your size or sector, all businesses use energy. All energy use has environmental and cost implications.



Your action plan

Train your staff to adopt energy saving habits Completed

Only boiling as much water as they need in the kettle, switching off lights and computers at the end of the day, and opening a window rather than going straight for the air conditioning are all simple measures that your staff can take that can have a huge impact on energy consumption. Supporting your staff in understanding their impact and offering incentives for sustainable behaviour is a great way to motivate and encourage your team. Download this free pack of resources to get you started <http://www.carbontrust.com/resou...>

Evidence

We like to integrate sustainable initiatives into our daily working life here – whether that's turning off unnecessary lights and electrical products, using recycled paper for the majority of our printing all the way through to our ISO 14001 accreditation. What's more, we encourage our employees to avoid driving to and from work and project visits through a variety of incentives that promote environmentally friendly alternatives such as walking, public transport, car sharing and cycling. We've embedded a resilient culture of sustainability into our business, engaging with staff along the way for our Go Green mission. We have empowered them to lead on these initiatives with the creation of the AFA Green Team. Our Green Team meet on a quarterly basis to discuss ongoing initiatives and ideas for the company.

Ask your landlord to install an electricity submeter so you can monitor your consumption Completed

Use our template to send an email to your landlord requesting the installation of a submeter for your business <http://gogreenbusiness.co.uk/res...> This will mean you can start monitoring your own consumption and even use a free online monitoring tool such as EnergyDeck <https://www.energydeck.com/> to produce graphs to visualise your energy use.

Evidence

With the exception of 1No. sublet office (1no. person), AFA are the principal tenant and have a dedicated electricity supply. Monitoring and reading are undertaken by a Wattson meter, submitted to Energy Deck and physically taken on a monthly basis. Readings are then brought into our environmental monitoring database, charts and graphs produced 6 monthly

Assess the current status of your equipment with a walk around and minimise inefficiencies Completed

A simple walkaround or an audit will help you identify areas for improvement. For example, what are the settings for your computer monitors to go into sleep mode? Optimising settings like this can have a significant impact on your energy consumption, particularly if you scale it up across your whole team. You can do your walkaround with the help of this useful free guide from the Carbon Trust.

<http://www.carbontrust.com/resou...>

Evidence

An internal assessment of our computer equipment (including infrastructure) is periodically undertaken. A schedule is produced to assess suitable timeframe for update of equipment to ensure most efficient hardware is used. In addition we assess the speed of computer workstations and monitor efficiencies as part of our green agenda, and implement suitable energy saving measures across the office as a whole as applicable.

Source energy efficient replacements for equipment at end of life Completed

If your old equipment breaks (boiler, printer, photocopier, refrigerator etc), make sure that the replacement is as energy efficient as it can be. Check labels on new appliances and select the highest energy efficiency rating possible. This will save you energy and money in the long run. See here for guidance on what the energy efficiency rating labels mean <http://bit.ly/EElabels>

Evidence

We source our equipment by assessing energy efficient alternatives already and have a procurement programme (10 year plan) to review equipment needs. Printers are regularly upgraded through service contract for more efficient models. Currently assessing the option of thin client systems for the future.

2 We are interested in exploring options around renewable energy

Electricity and gas produced from renewable sources such as wind, solar, biogas, and wave and tidal is a rapidly growing market. There are many benefits to the environment from reducing our reliance on fossil fuel energy produced from coal, natural gas and oil, which are currently the main sources of energy that are fed into the national grid. Your business may have several options to help reduce this reliance and have a positive impact on the environment.

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Ask your landlord to switch to a green tariff Completed

If you are in leased or serviced offices, why not use our template to write an email to your landlord to ask them to switch to a green energy supplier

<http://gogreenbusiness.co.uk/res...>

Evidence

We are currently in a long term electricity supplier contract and unable to switch at present. A renewable energy, electricity supplier is being considered for the future.

3 My business uses water

Water use is a growing issue and water footprinting is a growing field.

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Encourage employees to consider how they use water and how to reduce usage

Completed

This can be challenging, as many people perceive that water is in free and infinite supply. Getting people to think more about water and how they use it is key, for example through using this great water footprint tool from local Bristol business Sustain Ltd. <http://www.sustain.co.uk/news-an...>

Evidence

Water usage reduction target of 20,000ltr/annum is included within our ISO14001 assessment and periodically reviewed. Measures recently introduced include; Zip boiler tap to prevent excess water being used, shower egg timer for cycle commuters, WC cistern bags added. Future improvements include water flow restrictors added to taps, possibility of a urinal being added.

4 My business produces waste

We often hear of 'Zero waste to landfill', in other words that's 100%, reuse, recycling or avoiding producing waste in the first place!

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Reduce amount of waste sent to landfill Completed

Re-useable items can be donated via <http://www.bristolreuse.com/> and you can find second hand equipment through Collecteco <http://www.collecteco.co.uk/> or the WARP IT network - <https://www.warp-it.co.uk/> Plastics, metals, cardboard, paper, glass, textiles and ink cartridges can all be recycled. Many business waste contractors collect commercial food waste. See this case study on how local food business Friska is making this work for them <http://bit.ly/GGfriska>

Evidence

As part of our bi-annual ISO14001 Report we audit our waste production and send items for recycling; paper, newspaper, magazines, cardboard, plastics, cans and metal, glass, toners, ink cartridges, used stamps, lamps and ceramics.

Dispose of electrical waste responsibly Completed

Are you disposing of your electrical waste according to the WEEE regulations? Before throwing electricals out, check if they can be reused; you can donate old computers to Byteback <http://www.byteback.it/> which are then used for community purposes.

Evidence

Covered by our ISO14001 legal aspects regulations, to follow current legislation when disposing of electrical goods. We also have an office recycling policy document and hierarchy for recycling, which covers electrical goods. Recent examples include old computers being given to charities for use within 3rd world countries and old light (& lamp) fittings for office refit were recycled by Recolight.

Monitor and record waste on an ongoing basis and aim for a reduction Completed

Conduct an audit, then set up a system that records how much waste you are producing. This could be by the bag or bin load, in volume or in weight. Aim for a reduction over time. There are some good resources to help you with this here <http://www.wrap.org.uk/content/b...>

Evidence

As part of our bi-annual Carbon Report we include an audit of our waste production.

5 Reducing Our Carbon Footprint as a business



Commitment to reduce the carbon footprint of the business, and look to becoming carbon neutral Completed

Evidence

We calculate our carbon footprint on a 6 monthly basis using the Green House Gas Protocol principals, which encompasses Scope 1, 2 & 3 emissions. (Gas, Electricity, Paper purchasing/printing; recycling, toners and waste; travel by foot, bike, car, taxis, bus, train, boat and plane; equipment, IT and stationary purchases; courier; outsourced printing). The calculations are consolidated within our 6monthly reports and conveyed back to the office as part of our management systems. We have a year on year footprint reduction target of 10% and review what measures can be taken to achieve this regularly. Recent measures include; Increased loft insulation, fitted a utility water meter, upgraded photocopiers and servers for more efficient models, installed high speed internet for flexible working, draught proofing to windows during winter months, installed web hosting meeting equipment and software for remote web/teleconferencing, changed to local food supplier for in-house meetings, replaced kettle with instantaneous hot water tap and replaced the office lights with high efficiency LEDs. As a result, our gas dropped by 36% and paper by 8% approximately. Every year we spend half a day planting native broadleaf trees on sites in and around Bristol to help offset our carbon and are on target to plant a total of 2015 trees by the end of the year.

6 We are committed to recording our progress



Establishing a baseline and recording progress of key purchases / emissions / waste streams regularly Completed

Evidence

As part of our management systems and ISO14001 accreditation, our environmental reports (energy, travel, paper, recycling, carbon usage and others) are produced on a 6monthly basis and assessed. We are committed to providing a year on year reduction for our key purchases / emissions which forms part of our ISO accreditation and audited accordingly. We are currently reviewing publishing relevant documents on our website for public viewing.

Travel & Transport

Actions selected in this sector will help improve your sustainability in the area of travel and transport potentially saving you money, improving staff wellbeing and improving the air quality of your local environment. Select actions from this list that you are already progressing, or you feel you can make measurable progress on or achieve within a year.

Your issues

Your action plan

1 Visitors travel to our business premises

By nature, all workplaces will have at least some visitors travel to them. Some of these journeys may be made by cars with just one person in. This contributes to congestion, carbon emissions and has a negative impact on air quality in your area. Are there alternatives?



Display sustainable travel options on your website for visitors **Completed**

When you give directions on the 'How to Find us' section of your website put the sustainable methods such as walking, cycling, train and bus before car. This is a subtle and simple act that shows you are encouraging sustainable travel, and are not assuming that everyone will be arriving by car. Link to <http://www.travelinesw.com/> so people can easily plan their journey to you by public transport.

Evidence

Travel information for visitors coming to the office is currently available upon request and covers methods such as walking, cycling, car travel and other modes. This information will shortly be available on our new website for visitor's to freely access and download.

Create a Travel Plan **In progress**

The aim of a Travel Plan is to - reduce the number of trips made by single occupancy cars and - improve accessibility by promoting wider travel choices and healthier more sustainable travel. You may find your organisation already has many of the facilities and policies that Travel Plans usually propose. If so, there is all the more reason to bring together existing practices into a single streamlined policy. Bristol City Council has significant support to help you write a travel plan. Find out more: <http://www.bristol.gov.uk/page/t...> Travel west also provide Travel Plan guidance for businesses across the West of England <http://www.travelwest.info/getto...> See BusCom's North Bristol Group Travel Plan for ideas on collaborative planning <http://www.northbristolsuscom.org>

Evidence

As part of our bi-annual ISO14001 Report we monitor travel undertaken for business purposes, and include yearly mileage reductions targets. Staff commuting travel is also estimated bi-annually from week snapshot surveys. Our business travel far outweighs our commuting travel and as such our efforts are focussed on reducing the business travel. As part of this we monitor travel by various modes; Private car, taxis, train, bus, boat, aeroplane, cycle and by foot. To encourage green modes; teleconferencing facilities have been introduced, mileage allowance for cycling and cycle to work schemes. Our travel reports provide further information and evidence. We are in the process of formulating our travel plan from current travel information and aim to complete the first draft in the new year.

2 Our employees travel to appointments and meetings

Business Travel is all travel that is conducted as part of the day-to-day job. This does not include commuting.



Use a pool car or join a car club to get to meetings **Completed**

Are your staff having to drive into work instead of catching the train, just so they can get to meetings during the day? Consider joining a car club such as Co-wheels, <http://www.co-wheels.org.uk/busi...> a Bristol based social enterprise that allows you to book and hire cars for as little as £3.50 per hour. Other car clubs available in the region are City Car Club <http://www.citycarclub.co.uk/loc...> or Zipcar <http://zipcar.co.uk>. By joining a club you might save on paying your staff mileage and modern, low emission, car club cars and vans may be more efficient than the old vehicles your team drive leading to reduced emissions. Some of the Co-wheels cars are even electric!

Evidence

As part of our bi-annual ISO14001 Report we audit our modes of travel. We have reviewed car club twice over the past 2 years, and currently it is not viable, due to the nature of out of office meetings and location of sites. We will review this for changes periodically and where applicable, project specific requirements.

Introduce a cycle mileage scheme **Completed**

Many budding cyclists are put off braving it in the rain and cold to bike to meetings if there is nothing in it for them. You may be unintentionally encouraging car travel by paying mileage to drivers to use their cars. Offering a cycle mileage is a great way to ensure a fair scheme across the board, and to give cyclists something for their efforts. See the latest cycle mileage rate guidance here <http://bit.ly/CycleMileage>

Evidence

We currently have a 20p mileage allowance for cycling for business purposes, as well as cycle to work schemes

Invest in fast broadband and teleconferencing equipment Completed

Technology has come on in leaps and bounds in recent years and now it is possible to cut business miles by having meetings online. Thanks to modern broadband, gone are the days of pixelated video streams, annoying echoes and infuriating delays. If you are an SME, you may be entitled to a £3000 voucher to install Superfast broadband - check your eligibility here <https://www.connectionvouchers.c...>

Evidence

To increase productivity and allow flexible working practices, we have installed a high speed (10mb) broad band system. We have also installed a teleconferencing system (microphone, web cam, large LED conference screen) and allow out of office remote working via high speed connections.

Invest in or loan an electric car or electric bike Completed

If you do lots of short trips around the city, electric cars can make great sense. See SourceWest for info on electric cars and local charge points <http://www.sourcewest.info/> Read here how Green Hat benefit from their electric bike <http://gogreenbusiness.co.uk/cas...>

Evidence

From assessment of usage and modes, an electric car would not be significantly beneficial in reducing our carbon footprint, due to initial expense of the car, parking issues at the office location and the nature of out of office meetings being undertaken by a number of different people, simultaneously. We have an electric bike on a 6 month loan to encourage more travel by bike to local, Bristol based meetings. Its usage is being monitored to assess whether the purchase of an electric bike would be beneficial for the practice in the long term.

3 Our staff commute to work

The world of work is changing. Whilst clearly many industries require a traditional working week to be upheld (for example hospitality or manufacturing), remote and agile working is opening up a world of possibilities to many industries where workers can fit work around their lives.



Provide support for car sharing Completed

Put up a big map in reception on which staff can put a pin to show where they are driving from each day and link up with their neighbours, or suggest they use <https://2carshare.liftshare.com/> or <https://faxi.co.uk/faq.php>. Larger companies could consider getting a bespoke website from <http://business.liftshare.com/ca...> If you are a small business, use existing local networks as a base to start a liftshare scheme. Establishing a 'guaranteed lift home' protocol can help people feel more confident about leaving their car at home.

Evidence

As part of our travel surveys undertaken bi-annually, questions are asked regarding car sharing, and not feasible for some due to locations/school runs etc. In a city centre office with only 2No. on-site car parking spaces, commuting by private car is very limited by default.

Consider how your staff might work remotely, even if just occasionally Completed

Working from home or a location near home could cut out the need to commute altogether, even if just for one day a week. Neardesk matches up users with available desk space and provides a great way to offer flexibility to an agile team <https://www.neardesk.com/>

Evidence

Our computer system and office policies, allows for remote working and is currently in place. We have installed a teleconferencing system (microphone, web cam, large LED conference screen) and high speed connection for remote and flexible working practices. 2No. members of the office regularly work from home one day a week, and others work on an ad hoc basis when needed.

Enter the Big Commuting Challenge Completed

The Big Commuting Challenge runs every Summer across the West of England. The aim of the Challenge is to get as many people as possible commuting to work (and back) by walking, cycling, motor cycling, using public transport and lift-sharing. Journeys for work are also included i.e. cycling to a meeting. Anyone who works in Bristol, North Somerset, Bath & North East Somerset and South Gloucestershire can take part. It's great fun, and you can compete on your own or as part of a workplace team. All you have to do is register and then start logging your journeys to get on the leader board. <https://thebigcommute.getmeactiv...>

Evidence

We have taken part in the Big Commuting Challenge, and are pleased that we won our category with 96% participation, 1063 journeys, 140658 calories burned and 227kg CO2 saved.

Provide incentives to encourage your staff to travel sustainably Completed

See this video case study on how NVIDIA have found that offering free breakfasts to sustainable commuters has led to unexpected benefits when it comes to staff getting to know each other through their car sharing café, leading to greater collaboration across teams - <http://www.travelwest.info/busin...> Offering a Cycle to Work scheme allows your staff to buy a bike tax free, for guidance see <http://www.cycletoworkalliance.o...>

Evidence

We currently encourage cycle commuting through cycle to work scheme, onsite enclosed secure cycle parking and commuter shower. During the Business Green Week we had a 'travel' day which encouraged staff to travel by green modes providing free breakfast and brought into place a cycle maintenance kit, to help keep staff bikes in good working order. We are also in the process of providing an additional commuter locker / changing / drying room, and aim to have this in place by January.

Planning & Resilience

Actions selected in this sector will help improve your sustainability in the area of planning and resilience ensuring you are more prepared for shocks and more connected with wider networks. Select actions from this list that you are already progressing, or you feel you can make measurable progress on or achieve within a year.

Your issues

1 We wish to understand our vulnerabilities and address the risks that could threaten our business

Our climate is changing. Between 1961 and 2006, average daily temperature in the South West increased by 1.4°C. By the 2050s average temperatures are likely to be 2.7°C warmer (and could be as much as 5.1°C warmer) in Summer. Autumns and Winters are becoming wetter, Summers are becoming drier meaning that your business can expect more frequent and intense extreme weather events.



Your action plan

Undertake a Business Resilience Healthcheck to become aware of your vulnerabilities Completed

Planning for the risks posed by extreme weather makes good business sense. See this guide from the Environment Agency on where to get started <http://gogreenbusiness.co.uk/art...> For a more comprehensive assessment there is a free tool provided by Climate South West, which is a great way to assess your strengths and weaknesses and identify areas that need work. Are your servers in a basement in a flood risk zone? If there are severe snow or floods, can your staff work from home or do your operations grind to a halt? The healthcheck tool is free and easy to use, and provides a bespoke report for your business with a list of actions laid out in a traffic light system in order of priority. Every business should do this! The tool should take approximately 2 hours to complete and is far more comprehensive if you complete it with your staff. It is a great way to engage them in the issues and for them to take ownership of the actions <http://www.businessresiliencehea...> More info at <http://climatesouthwest.org/warm...>

Evidence

We have a business continuity plan which covers risks of weather on the practice and how to continue working in through various weather events. A further resilience health check to be undertaken during the update of our current business continuity plan. This will be completed by end of 2015.

Be informed on the risks of flooding to your business Completed

Flooding is the most common and widespread natural disaster in the UK. Since 1998 there has been at least one serious flood every year. Businesses like yours are more likely to be flooded than destroyed by fire. As our climate changes we can expect to see more extreme weather - and more floods. You can check online for free if your premises are at risk of flooding and make use of the guidance provided to develop a flood risk action plan for your business. <https://www.gov.uk/prepare-for-a...>

Evidence

We have a business continuity plan which covers risks of flooding to the practice and how to continue working in this event.

2 We seek to contribute towards the creation of a society that is resilient to economic shocks such as a recession
Supporting the local and ethical economy now is an important step to make sure that local services will still be there in the future. Living in a globalised World, technology means it is often easy to find goods and services cheaper elsewhere. However, these supply chains can often be lacking in environmental credentials, unethical and vulnerable to shocks. What would happen to your supply chain in cases of unexpected events such as flooding, war or natural disaster? Building up strong ties and developing professional relationships locally makes good business sense and helps to build a self sufficient city that can support itself in the long term.

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Join a local network to build local connections Completed

Get networking! In our ever more connected World, resilient and competitive businesses are out there in the business community, building relationships, keeping up to date with developments in their sector and looking out for new opportunities to adapt and diversify. In the West of England we are fortunate to have a huge variety of business networks, which cover most sectors, and will help you get your name out there and build local connections. Business Navigator is a great resource to find local networks and events <http://www.businessnavigator.org...> Join us at the next Go Green networking event <http://gogreenbusiness.co.uk/eve...> You could also get involved with the Bristol Green Capital Partnership Resilience Action Group. <http://bristolgreencapital.org/r...>

Evidence

We participate in Business networking, such as Go Green, Low Carbon SW, First Thursday Club, RIBA, and Construction Excellence. We are also part of the Bristol Green Capital Partnership.

Use Bristol's local currency Completed

The Bristol Pound is the UK's first city wide local currency, the first to have electronic accounts managed by a regulated financial institution, and the first that can be used to pay local taxes. It is money that sticks to Bristol and every business can use it in some way. Read this quick guide to find out three key ways that you can start using Bristol Pound today <http://gogreenbusiness.co.uk/art...> to support the local economy and help build a resilient city. Furthermore, it's a community; Bristol Pound businesses talk to each other, meet up and do business with each other, so you may even find a new supplier or customer!

Evidence

We are currently being paid in Bristol Pounds for our local works with Bristol City Council and are developing links with local suppliers to source local goods and services who accept Bristol pounds.

Consider crowdfunding Completed

Crowdfunding is a great way to raise funds for innovative ideas and has become more popular in recent years. It can be particularly successful if the venture has a wider benefit to society. Raising funds from a large number of investors helps to build a network and foundation community of engaged supporters before your project even gets going <http://www.crowdingin.com/>

Evidence

Crowd funding not applicable for our business, however will consider this for specific projects / events as and when applicable.

Switch to an ethical pension scheme In progress

A new law means that by 2018 every employer must automatically enrol workers into a workplace pension scheme if they: - are aged between 22 and State Pension age - earn more than £10,000 a year - work in the UK This is called 'automatic enrolment' and will affect all businesses soon. Find out more here <https://www.gov.uk/workplace-pen...> Then take time to find out how you can ensure your pension scheme is ethical and sustainable <http://www.ethicalconsumer.org/b...>

Evidence

We are in the process of reviewing the office pension policies, as part of our auto enrolment scheme (enrolment for our business is due for 2017). As part of this, ethical responsibility of the schemes is being assessed.

Switch to ethical banking and finance schemes Completed

You can find out more at <http://moveyourmoney.org.uk/> Business and charity current accounts from Bristol-based ethical bank Triodos provide the services you would expect from a current account with the additional benefit that you're helping to contribute to positive change. Triodos put your money to work in a range of ways that support ethical enterprises and initiatives and promote social, cultural and environmental change for the better. <https://www.triodos.co.uk/en/bus...> You could also consider the Bristol Credit Union for your business banking requirements - a democratic, financial co-operative owned and controlled by its own members - available to businesses across the whole West of England <http://www.bristolcreditunion.org/>

Evidence

We have recently opened a Bristol Credit Union bank account for part of our business banking.

3 We are committed to reporting on our progress

Your business no doubt produces accounts of its financial situation every year, but have you ever considered how you could tell people in your organisation and the wider public about what you are doing to Go Green and take steps to be more sustainable?

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Share success stories and best practice with other organisations Completed

Giving presentations and talking about your experiences of going green can help others to learn from your success and will help embed sustainable practices across the whole business community. Join us as a Prove It member to access ways to share your knowledge with the Go Green network <http://gogreenbusiness.co.uk/abo...>

Evidence

We are happy to provide case study information / give presentations and have done so through a Bristol Pound event during which we presented our involvement in Go Green.

Publish your Go Green action plan In progress

This is a quick and simple way to show that you are being transparent with your stakeholders and can demonstrate that you are making progress on green issues. Making your plans and policies publicly available (for example on your website) and being transparent about your progress indicates that your sustainability goals are important to your business. Putting this information in the public domain sets a good example to other businesses in your industry and helps to normalise the narrative around sustainability.

Evidence

We have a 45 point Alec French action plan for 2015 and have supplemented this with the Go Green action plan. We are in the process of creating a new website for the office which will include the facility for public access to this information.

4 We are engaging our staff to embed a resilient culture of sustainability in the business

Engaging your employees with your mission to become more sustainable is the key to success in the long term. Empowering staff by allowing them take a lead on decision-making can help ensure sustainability remains on the agenda and allowing them to share their creative ideas creates a fun and supportive work environment.

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Set up a Green Team Completed

If all the action for sustainability within your business is being driven by a single person, what happens if they leave the company? Creating a Green Team is a great way to reduce this risk and engage personnel at various levels in the company. It's essential to include some senior people on this Team, as well as making it open to younger and more junior members of staff, who are likely to be enthusiastic and eager to take an opportunity that will help them to develop their professional skills. Running a Business Green week is a great way recruit these people. See the GreenerSift Team case study for inspiration <http://gogreenbusiness.co.uk/cas...>

Evidence

We have a 6 person Green Team to further drive down our emissions which is spread across the hierarchy within the office and across the various functions within the office. The team covers key areas, encompassing a 45 point plan to ensure staff engagement and ownership; Project management, gas, electricity, paper use, purchasing, water, travel, recycling and carbon foot printing / tree planting

Run a Business Green Week to engage your staff Completed

Running a Business Green Week is an ideal way to try out new green behaviours in your workplace, just for one week. This is a week long citywide initiative that can help to kick start sustainable behaviour change year round and coincides with Bristol's Big Green Week. A free and easy to follow how-to-guide from 2014 is available for you to download here <http://gogreenbusiness.co.uk/res...>

Evidence

We ran Business Green Week, with activities and prizes everyday. This included free plants (with a message), TED seminars, locally sourced lunch in the park, low energy day, commuters breakfast and finishing with celebratory ping pong championship. We are now developing a second green week to coincide with COP21 in December.

5 We are exploring business development opportunities to prepare for change

Nothing stays the same. Technology developments, shifts in public opinion, material shortages or new legislation can happen at any time. These changes can be seized as positive opportunities to develop your business model - perhaps in new and exciting directions.



Promote your green credentials in your internal and external marketing and communications *Completed*

Telling your clients, staff and customers about your green journey is essential. Your experiences will help to inspire others, will strengthen your company brand and will also communicate your progress to your staff and help you attract and retain new talent. Make sure you are displaying your 'Go Green: Doing Good' logo on your email footers and correspondence and create a page on your website that is dedicated to sustainability.

Evidence

We are currently in the process of updating our corporate website and this will be relaunched by end of 2015. We have now incorporated a section entitled "Sustainability" which covers work that we do as part of our design work, initiatives that we have undertaken to improve our physical workplace and Corporate & Social Responsibility. The new website will also contains links to our Go Green process and our ongoing agendas. We regularly use social media to promote any company news re Sustainability & Green Credentials.

Enter environmental awards *Completed*

Entering environmental awards (and hopefully winning!) is a great way to communicate to your clients, customers and staff that you are making strides and demonstrating leadership in green business practice. See how winning a business award has helped Minuteman Press <http://gogreenbusiness.co.uk/cas...>

Evidence

Recent awards include Bristol Civic Society Environmental Award for Aardman Animations office, BREEAM offices award for Horizon House and 2014 West of England Carbon Challenge Best SME award. Under review for future awards

Explore how your business can diversify to offer an environmental product or service *Completed*

Businesses that offer a green product range or can specialise in the field can access new markets and attract new customers. This could be a product that is more resource-efficient to produce or that can help users be greener. There is huge scope for innovation in this area. Diversification demonstrates that your business has foresight and is planning for the future; making your business more fit to operate in a low carbon economy.

Evidence

We are currently researching opportunities for additional services which we can provide to Clients. This involves auditing their existing properties to identify opportunities for more efficient use of space, reduce energy and improve their environmental credentials. This is part of a developed business strategy model which we are aiming to introduce during 2016

Happy & Healthy

Actions selected in this sector will help improve the happiness and wellbeing of your employees. Select actions from this list that you are already progressing, or you feel you can make measurable progress on or achieve within a year.

Your issues

1 I want my employees to feel valued and looked after

The job market is a competitive place these days. The internet, social media and increased transparency means that a savvy employee will always be checking out the competition meaning it's more important than ever to attract and retain good talent. Employees that feel engaged and looked after are more productive, take fewer sick days and will work hard to deliver the best results.



Your action plan

Sign up to the Workplace Wellbeing Charter *Completed*

The Bristol Workplace Wellbeing Charter <http://bit.ly/BristolWellbeingCh...> is a citywide initiative that is designed to help employers promote health at work by self-assessing against a set of nationally agreed standards. The free, voluntary scheme is run by Bristol City Council and is suitable for any sized organisation working in any sector based in Bristol, with organisations having the choice of three different levels of activity at which they would like to gain accreditation. For those based in other local authorities see the National Charter at <http://www.wellbeingcharter.org.uk/>

Evidence

As part of our Corporate & Social Responsibility Programme we have committed to the Bristol Workplace Wellbeing Charter aimed at promoting a culture in our workplace where our staff can thrive both professionally and personally through industry experience, a comprehensive CPD programme, equal opportunities and social activities.

Encourage and support your staff to bring forward innovative ideas Completed
y simply providing a suggestion box that is regularly reviewed, staff can be encouraged to bring forward ideas. Perhaps even invest in an internal social network system to enable collaboration across teams and sites. In a large organisation you could invite your staff to come forward with questions and ideas using Google Moderator <http://bit.ly/15OM4iX> Support inter-team collaboration with opportunities for people to meet informally such as through car share cafés, communal lunch areas, team sports and away days. Allowing staff to spend a percentage of their working week on projects that really interest them celebrates and supports the ideas of talented employees.

Evidence

The office is open to staff bring forward ideas at monthly staff meetings. We also have a yearly social fund and organised events throughout the year, including yearly away day / weekends (architectural bias), bowling, boules, talks and seminars.

Ensure that your workplace is as inclusive and accessible as possible and that you encourage diversity in your workforce Completed

Find out more about the Equality Act 2010 act here <http://www.acas.org.uk/equalityact>

Evidence

We have an Equality Policy and a Dignity at Work Policy for the office which forms part of our ISO9001 accreditation. We carried out an access audit within the office in 2007 and are committed to ensuring our services and premise are accessible to all, including visitors and members of staff and including any temporary situation such as pregnancy.

Pay a living wage Completed

Employers can volunteer to pay the Living Wage. It is calculated according to the basic standard of living in the UK, is set independently and updated annually <http://www.livingwage.org.uk/wha...>

Evidence

Wages are set relative to expertise and experience and are above the calculations for a living wage.

Provide training and Continuing Professional Development (CPD) opportunities for staff Completed

Investing in training is a great way to help your employees to develop whilst they work for you, giving you more value and ensuring that your business can keep up with the competition. The University West of England offers a variety of CPD courses <http://www1.uwe.ac.uk/whatcanist...> as do Business West <http://www.businesswest.co.uk/> training and <http://www.brave.org.uk/> Allowing your employees to spend time attending local networking events will also help them grow their knowledge and stay abreast of sector developments, as well as raising your profile locally. Additionally, internal mentoring programmes can help your staff to achieve their potential.

Evidence

We have a structured schedule of internal CPD sessions throughout the year which covers RIBA core curriculum requirements and staff CPD records are reviewed as part of ISO9001 and end of year staff reviews. Staff also attend additional CPD seminars, workshops and similar outside of the confines of the office for specialist topics. Encouragement and sponsorship is also provided to staff wishing to further develop architectural skills (of benefit to the practice). For architectural students we offer a mentoring scheme to assist in obtaining ARB qualifications. We also participate in business networking, such as Go Green, Low Carbon SW, First Thursday Club, RIBA, and Construction Excellence.

2 I want my staff to have a good work-life balance

Modern life is busy and it can be hard to fit everything in. Studies have shown that too much work and not enough play can lead to burnout, absenteeism and staff are more likely to make mistakes on the job, which can be costly, meaning it actually pays for you to invest in wellbeing measures to keep your staff healthy and productive.



Upgrade technology and systems to allow agile working In progress

According to the Agile Future Forum, agile working is a "set of practices that span time of work, location of work, role and source of employees that allows businesses to establish an optimal workforce and provide the benefits of a greater match between the resources and the demand for services, increased productivity and improved talent attraction and retention". Agile working is a great way help your staff get a good work-life balance particularly for those with a long commute. Empowering people is the key and this involves trust and responsibility. To find out more read this guide on Agile Working <http://gogreenbusiness.co.uk/art...> Need to convince HR? Get them to read this report. <http://www.cipd.co.uk/binaries/h...> and join the Agile Future Forum for support <http://www.agilefutureforum.co.uk/>

Evidence

Our computer systems accommodate the ability for remote access to server and workstations, which allows staff to work from remotely. We also have an office laptop and netbook to allow staff to work away from the office on project sites or external meetings. We are reviewing agile working in a more holistic way towards the end of 2015.

Formally offer flexi-time (beyond the legal requirements) Completed

The world of work is changing; many of us are no longer tied to the hours of an industrial working week as technology makes it easier to work from anywhere. Flexi-time, part-time working, job sharing, compressed working hours and even sabbaticals and career breaks can help retain staff and reduce recruitment costs. Recent research by the CIPD shows that only 60% of companies have formal policies on flexible workplace practices including 70% of large companies and 44% of SMEs. Although employees are legally allowed to request flexi-time <https://www.gov.uk/flexible-work...> having a clear and express policy on this can have benefits for all and allowing your staff some flexibility can help you attract and retain top talent.

Evidence

We have a Flexible Working Policy which allows staff to request flexible working procedures with the Directors, to suit both parties.

Offer support and training for your staff to help them achieve a good work-life balance In progress

Consider some Applied Happiness training from Happy City for your business. A happier workforce has been widely demonstrated to be more productive, loyal, responsible, creative, efficient, resilient, self reliant and collaborative. From coaching, away days and team training to organisational change programmes, there is a lot on offer. See <http://www.happycity.org.uk/trai...> or read this quick guide on 5 ways to wellbeing <http://www.happycity.org.uk/trai...> Time management training is also a worthwhile investment.

Evidence

Our staff are vital to the continued success of the business and we are firm believers in the power of a positive & productive workforce. Life at Alec French should be a rich mixture that goes beyond the professional and we encourage and embed fun as part of everyday activity whether that is lunchtime table tennis or taking advantage of our flexible working policy through to attending the many corporate funded staff events. Our team acts with mutual support and respect for colleagues, sharing knowledge and experience with openness between leadership and staff. This is clearly an ongoing process that forms part of our Corporate & Social Responsibility Programme

3 I want to help my staff to be active in the local community

Your staff can benefit hugely from taking part in volunteering and fundraising activities. It can help them to connect more to their surrounding community when at work and your business can benefit too.



Regularly donate money or time to a good cause Completed

There are many local causes that could do with your help and support. Choose one that is relevant to the aims and objectives of your business or, if you are not sure which charity to go for, check out <https://giveamonkeys.co.uk/westo...>, which will allocate your donation to the charity that needs it most at the time. It's not always possible to donate cash so why not offer up some in-kind support or mentoring? Sign up to neighbourly to post your offer and connect with local community groups that need them <https://www.neighbourly.com/>

Evidence

We support several local charities during the year including those relevant to our profession by way of monetary donations and time offered for staff to volunteer to projects such as Bristol Doors Open Day, Architecture Centre & Architects Benevolent Society. Alec French Architects also donate to Bristol City Council Lord Mayor's Childrens Appeal, Wallace & Gromit Grand Appeal and The Great Western Air Ambulance.

Allow employees to take some days off per year to volunteer in the community (in addition to annual leave) Completed

Many larger firms allow their staff a certain number of days off per year to pursue volunteering activities. See <http://www.volunteerbristol.org.uk/> (Bristol) CVS <http://www.cvs-sg.org.uk/> (South Gloucestershire) for more information. There are also many ways that individuals can help support the Bristol 2015 programme through volunteering <https://www.bristol2015.co.uk/ge...>

Evidence

We have a workplace volunteering programme for any staff to take advantage of 1 day leave per year to volunteer for a company authorised through Business In The Community.

Offer pro-bono professional support Completed

Many volunteering opportunities make use of your transferable and personal skills but providing free professional advice to those that need it can also be very worthwhile. See if the Business in the Community Connector Programme is for you <http://www.bitc.org.uk/programme...>

Evidence

As part of our volunteering programme, there will be an opportunity for staff to offer pro-bono architectural services through the Business In The Community Pro-Help service.

Organise group volunteering activities Completed

Getting to know your colleagues, getting out into the fresh air and making a positive impact in your local community: these are just some of the benefits to getting your employees to roll up their sleeves and get involved. Avon Wildlife Trust's Employee Engagement Days and Working for Wildlife business membership offer a great way to identify local opportunities to help, no matter whether you are a small local business, or a multi-national corporation <http://bit.ly/1Da0bdT> Alternatively see how Bristol based app <http://www.neighbourly.com> can help you match up your company's skills with community groups that could benefit from your time and expertise.

Evidence

Every year we organise an event for local charities or community groups and spend half a day tree planting to improve local wildlife areas. Over the past five years we have worked with organisations such as The Forest of Avon and The Avon Wildlife Trust amongst others.

4 I want to provide a healthy workplace for my staff

Research commissioned by Bristol City Council and undertaken by the University of Bath in 2012 found that sickness absence costs the Bristol economy between £120-240 million per year, which is 10 million lost working hours. Stress and back pain are the major causes of sickness absence but much of this is preventable. Encouraging staff to be healthy and active can reduce sickness absence by 20-30 per cent. (<http://www.bristol.gov.uk/press/...>)



Provide healthy food options Completed

Having a fruit selection in easy reach at work can help your staff eat healthily, <http://www.fruitme.co.uk> delivers to your office for free.

Evidence

We provide a fruit bowl for all staff which is regularly replenished. We also look to purchase healthy vegetarian CPD / meeting food from local suppliers.

Create an environment that minimises work-related stress Completed

Encourage people to take regular breaks, eat lunch away from their desk and get out for some fresh air. All the little things add up, from making sure your staff are sitting in the right position at their computers <http://www.nhs.uk/livewell/workp...> to getting the air temperature right and potentially even allowing pets in the workplace if appropriate.

Evidence

We have a staff room for lunchtime to encourage staff to eat away from their desks (especially for hot cooked food). Staff are assessed to ensure correct posture at desks and whilst using computers and forms part of the office induction for new staff. Our office is a naturally daylight and ventilated with openable perimeter windows and roof lights.

Sustainable Sourcing

Actions selected in this sector will help improve the overall sustainability of your company buying habits. Select actions from this list that you are already progressing, or you feel you can make measurable progress on or achieve within a year.

Your issues

Your action plan

1 We purchase goods and services

Every business, no matter what size or sector is responsible for purchasing something, be it tea bags, energy, cleaning products, IT services, flowers, sheet metal, paper - the list is endless.



Analyse your key suppliers and identify your high impact suppliers Completed

For every business this will be different and whether they are high impact or not could be determined by either the amount you spend with them or the volume that you purchase. If you are an office your highest impact might be paper if you purchase a large quantity, if you make furniture you may source rare timbers, whereas for restaurants the main purchase will be food and ingredients. Make a list to identify these key purchases.

Evidence

As part of our Environmental Management Program we have identified suppliers & supplies that can be easily changed to more sustainable products. The use of Bristol Pounds to pay local suppliers for consumables such as paper, stationery, office essentials (toilet paper, milk, coffee, tea etc) has helped to reduce our carbon footprint simply by using local goods & services. We now only use 100% recycled copy paper that is made from 100% post consumer waste using low CO2 production methods. When our current energy supplier contracts expire in 2016 (electricity, gas & water), we intend to transfer to a more sustainable supplier(s).

2 We are keen to identify the key environmental, social and ethical impacts of our supply chain

All the goods we purchase have a story attached to them. How they are made, what they are made of, who has made them and how far they have travelled are all things that should be considered.



Select environmentally friendly and socially responsible alternatives Completed

When sourcing goods the first question is 'do we need it in the first place?' If the answer is still 'yes' aim to consider the full range of environmental, social and ethical impacts and make choices in selecting alternatives that fit with the ethos of your business and your environmental policy. For guidance on a range of green labels see <http://bit.ly/GGGreenLabels>

Evidence

We're delighted to become the largest account holding recipient of the Bristol Pound, the UK's first city wide local currency. This not only enables reinvestment of funds into the city, but provides an important link with suppliers & independent traders who accept Bristol Pounds to source truly local goods and services for our business. Paying in Bristol Pounds is always our first choice and with such a wide range of traders/shops/companies now accepting Bristol Pounds, we intend to pay our existing suppliers wherever possible in the currency as well as sourcing new suppliers in the Bristol region.

Explore the potential for using accredited products and services that are appropriate to your business context Completed

Choosing accredited options provides assurance that a product is upholding certain standards. See this case study from Minuteman Press about how they switched to Fairtrade accredited suppliers <http://gogreenbusiness.co.uk/cas...> If you want to check the credibility of an accreditation, look it up on ISEAL <http://www.isealalliance.org/abo...>

Evidence

When purchasing office consumables, we always select Fairtrade products where possible such as coffee, tea, etc. We now source a local milk supplier straight from the dairy which helps support the Independent Dairy Suppliers in the region.

3 We work with our suppliers to deliver our green credentials

If your existing supplier does not appear to support your sustainability aspirations, or you are stuck in a long term contract, it is worth talking to your suppliers and asking them to get on board with your drive to be more green and take them on the journey with you. This could help them win new contracts, as demand for green credentials grows and potentially save you from having to change suppliers.



Talk to your existing suppliers and support them to see the benefits of going green Completed

Are your suppliers in the West of England aware of the help and support that is available to them through Go Green? Why not invite them to join our community so they can go green too? It's really easy, just fill in this a template email <http://gogreenbusiness.co.uk/res...> send it off to them. You could also send a copy to us if you would like us to send them a reminder that they are invited to join. Sharing your Go Green action plan is one easy way to show your suppliers what is important to you.

Evidence

We are currently in the process of updating our corporate website and this will be relaunched by end of 2015. The new website will also contains links to our Go Green process and our ongoing agendas. We regularly use social media to promote any company news re Sustainability & Green Credential and will promote any association Alec French Architects have with Go Green via these methods.

4 Communicating our work on sustainable sourcing is important to us
 By talking about your sustainable sourcing decisions, you can help to engage and educate your customers and clients on procurement issues and why they are important to you. This will have a positive impact on the wider business community, as others may start to consider their own actions. Include information on your website or share best practice via the Go Green Prove It network.



Ask your landlord to adopt greener practices Completed
 If you are in serviced offices you may not have thought of it this way but your landlord is one of your key suppliers. Which energy tariff is the building supplied by, what type of cleaning products are being used, and what kind of recycling facilities are available? You are perfectly within your rights to ask to know more about all of these things and we have made it really easy for you with these template emails
<http://gogreenbusiness.co.uk/res...>

Evidence
 Whilst we are a tenant within the office, our lease is all encompassing, allowing us to change service providers as necessary including; energy suppliers, cleaning companies and all recycling streams.

Train your staff on sustainable procurement Completed
 This could be anything from a simple training session with key personnel who are responsible for purchasing goods and services for your organisation or an external training course. If you would like to arrange a Go Green training session on sustainable procurement please email info@gogreenbusiness.co.uk to register your interest.

Evidence
 The purchasing of goods, consumables and in house food, within the office is undertaken through our Practice and Administration managers. Key purchasing staff are aware of our commitment to this process and actively review our purchasing process reviewing alternative solutions wherever possible. Sustainable procurement is a key part of the assessment, as is finding companies who can accept / use Bristol Pounds. As part of our biannual environmental assessment, we present findings back to the office as a whole. Part of this will include which suppliers we are currently using, why we have chosen them and their sustainable credentials.

Complete your action plan and progress to Prove It Completed
 By reaching the Go Green Prove It stage <http://gogreenbusiness.co.uk/abo...> can do presentations, provide case studies and host events, which enable you to promote what you are doing to source your resources more sustainably.

Evidence
 We have provided case studies for the Go Green website on our carbon offsetting and tree planting, and have further case studies on the Alec French Architects web site. We have also presented our company's involvement with Bristol pounds at a local event. We include information on Twitter about what we are doing on a regular basis but are looking to promote our green ethics and activities further through a number of future events.

Share your successes through your regular channels of communication Completed
 Both internal and external existing communication channels are excellent for sharing your sustainable sourcing achievements. Websites, blogs, social media, annual reports, local press and team events are perfect opportunities to spread the word and inspire others.

Evidence
 We are currently in the process of updating our corporate website and this will be relaunched by end of 2015. The new website will also contain links to our Go Green process and our ongoing agendas. We regularly use social media to promote any company news re Sustainability & Green Credential and will promote any association Alec French Architects have with Go Green via these methods. We hold regular informal events in house that promote our environmental achievements such as staff meetings, team events with sustainability themes (such as our Winter staff event where we will use recycled office products for our Xmas decorations) and taking part in the Go Green Business Week.

5 We seek to procure goods and services from the local economy

A region's character is created and embodied by the local independent businesses within it, so supporting these by committing to spend locally strengthens this character and forges new business relationships.



Use local suppliers where possible Completed

Advertise contracts locally. Some businesses set a target to source a certain percentage of goods or services locally, which helps to keep money in the local economy.

Evidence

As a long standing Bristol firm with locally based staff committed to making a difference to local projects in Bristol, we are very aware of our responsibility as a business to respond to the challenges of climate change and the worlds resources by reducing our carbon footprint along with the need to be a responsible employer and member of the local business community. Alec French Architects purposefully selects contractors & suppliers that are within the Bristol & immediate South West area so that we can reinvest money & services within the area. Our ongoing involvement with Bristol Pound suppliers also contributes to this.

Accept payment in Bristol Pounds or pay staff in Bristol Pounds Completed

Local currency is money that sticks to Bristol helping boost the economy and creating connections between local businesses. Why use the Bristol Pound? Read this guide here <http://gogreenbusiness.co.uk/art...> Watch this video to find out <http://bristolpound.org/whyjoin> You could also accept a high street gift card designed for independent shops only or use this as a staff reward <http://www.yourstreetgiftcards.com/>

Evidence

We're delighted to become the largest account holding recipient of the Bristol Pound, the UK's first city wide local currency. This not only enables reinvestment of funds into the city, but provides an important link with suppliers & independent traders who accept Bristol Pounds to source truly local goods and services for our business. Any work that we have undertaken for Bristol City Council since March 2015 has been in Bristol Pounds. We have also committed to receiving any future payments for work undertaken for this client in the local currency. Paying in Bristol Pounds is always our first choice and with such a wide range of traders/shops/companies now accepting the currency, we intend to pay our existing suppliers wherever possible in the currency as well as sourcing new suppliers in the Bristol region.

Buy and use more local products Completed

Before you purchase anything ask yourself where it has been grown or produced. We are incredibly lucky in Bristol to have a huge amount of food grown, and other goods produced, nearby. Buying local supports local traders, reduces your food miles and can mean that it comes in less packaging. Watch this animation from Bristol Good Food <http://vimeo.com/81582401>

Evidence

Our involvement with local traders associated with Bristol Pounds means that we can be assured goods are locally grown and produced. Changing from a large supermarket to a local fruit supplier for our weekly delivery has ensured that fruit is supplied without excess packaging.