

## NHS SALFORD CCG – SUSTAINABLE DEVELOPMENT MANAGEMENT PLAN – ACTION PLAN FOR 2015/2016

Area of Focus (Module Reference)	SDMP Objective	Action Plan	Lead Officer	Timescale/ Milestone	Metrics to Measure Performance
<b>Overall Corporate Vision and Governance</b>	The governance arrangements for sustainable development are clear and accountable.	Review Governance arrangements for Sustainable Development, including relevant through the CCG's Constitution and Terms of Reference.	HD	Nov 2015	Updated Constitution and Terms of Reference
		Governing Body to review SDMP annually, Executive Management Team to monitor bi annually.	HD	Ongoing to March 2016	Relevant papers and minutes available
		CCG to fully embrace NHS Good Corporate Citizenship Self - Assessment Toolkit.	HD	Ongoing to March 2016	Assessment complete
		Embed sustainable development into business plans, Governing Body (GB) assurance and commissioning frameworks and annual reporting requirements.	HD	Sept 2016	Evidence through GB papers
	Ensure compliance with relevant environmental legislation.	Ensure that adequate controls are in place to manage environmental risk and compliance with legislation.	HD	Oct 2015	Full review complete and presented to Executive Team
<b>Leadership, Engagement and Development</b>	<b>Leadership</b> - The organisation's vision for sustainable development is clear.	Raise awareness of sustainable development amongst the Executive Management Team, Senior Managers and Governing Body	HD	Ongoing to March 2016	5 specific activities complete
		<b>Staff development</b> – CCG to support staff by promoting increased awareness, supporting behavioural change, new ways of working etc. Sustainability	Include sustainability awareness in:	HD	June 2015
	✓ Job descriptions		HD	June 2015	
	✓ Induction programme		HD	Ongoing to	
	✓ Training/awareness raising sessions	HD			

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	<p>awareness to form part of induction training. Encourage staff ownership of the agenda.</p> <p><b>Engagement</b> – CCG to engage local people, service users and local communities in improving the sustainability of local places.</p> <p><b>Role of partnerships</b> – CCG can consolidate partnerships and networks and make use of its leverage within local arrangements.</p>	<p>Introduce a “Green Suggestions” system and request suggestions through Staff Forum.</p> <p>Develop a communications strategy to enable full engagement with patients and the public for delivery in 2016/17 onwards.</p> <p>Encourage the development of sustainable development in local plans and publicise the CCG’s SDMP. Complete this through a review of the potential for improved interaction with local partners and stakeholders.</p>	<p>HD</p> <p>HD</p> <p>HD</p>	<p>March 2016</p> <p>Dec 2015</p> <p>March 2016</p> <p>Dec 2015</p>	<p>5 specific activities complete Suggestions and responses shared with staff</p> <p>Incorporated into SDMP action plan for 2016/17</p> <p>Actions resulting from review incorporated into SDMP action plan for 2016/17</p>
<b>Commissioning and Procurement</b>	<p><b>Commissioning and Procurement</b> – Sustainability and social value can be optimised in the commissioning cycle once built into the process.</p>	<p>Ensure that sustainable commissioning is embedded into all contract/tender processes and is given a ‘green’ weighting.</p> <p>Review commissioning processes such as service design and service specifications to ensure that proposals consider opportunities to improve sustainability at the same time as quality. Review associated paperwork including Project Initiation Documentation, Business Case Template and committee covering paperwork template to include sustainability matters.</p>	<p>HD/SD</p> <p>HD/KP</p>	<p>Sept 2015</p> <p>Sept 2015</p>	<p>Report to Executive Team</p> <p>Updated paperwork in place</p>
<b>Carbon Hotspots</b>	<p><b>Travel</b> – Reduce car usage by staff</p>	<p>Develop a green/active travel plan that promotes the use of public transport,</p>	<p>HD</p>	<p>Feb 2016</p>	<p>Green Travel Plan approved</p>

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		<p>cycling and walking. This will cover a review of business mileage, exploration of a car share scheme, guidance for reduction in travel to meetings and a review of the lease car scheme arrangements to encourage the use of low emitting vehicles.</p> <p>Develop home working policy.</p>	HD	Sept 2015	<p>by Execs</p> <p>Home Working Policy approved by Execs</p>
<b>Creating Social Value</b>		<p>Continue work in this area focusing on:</p> <ul style="list-style-type: none"> <li>✓ the Integrated Care System for adults;</li> <li>✓ beginning the development of integration for children and young people;</li> <li>✓ continuing work associated with Social Value;</li> <li>✓ exploring opportunities for volunteering within primary care; and</li> <li>✓ Developing a Corporate Social Responsibility strategy and associated action plan.</li> </ul>	<p>KP</p> <p>JM</p> <p>HD</p> <p>HD/KP</p> <p>HD</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Sept 2015</p> <p>March 2016</p>	<p>Reported elsewhere</p> <p>Reported elsewhere</p> <p>Annual update to Governing Body</p> <p>Options presented to EEMG</p> <p>Approved by Governing Body</p>