

Health Professions Council – 20 May 2009

Corporate and social responsibility

Executive summary and recommendations

Introduction

The Council approved the original corporate and social responsibility (CSR) statement of intent in September 2007. The majority of action points have been completed during 2008 - 2009 and an update is attached in the appendix to this paper. Over the course of the year additional initiatives have been, and continue to be included.

The current approach following the approved statement of intent has been successful to date and we propose that this approach should continue for the forthcoming year. It is flexible and allows new ideas and initiatives to be explored whilst ensuring the Council's commitment to this area. The only proposed amendment to the current statement of intent is that we will review actions taken and further consider the implementation of a formal policy in 2010.

Future work

To provide more structure and support to CSR work each department has been asked to nominate volunteers to drive forward campaigns and generate new ideas. Volunteers will help to raise the profile of work and should increase participation from all HPC employees. The following schemes are currently being investigated for further work this year:

- HPC energy 'shut down' campaign- encourages staff to turn off workstations and electrical equipment when not in use.
- Improving HPC employee work environment- improvement to kitchen and office areas
- HPC employees health and wellbeing work- negotiating reduced rates for gym membership, blood and organ donation
- HPC employee intranet refresh for the CSR pages and also to the general structure to include sports/ arts events, book swap club
- Community events will include fundraising and links for local charities (Comic Relief fund raising in March 2009 raised just over £200)

- The HPC Annual Report includes a section on the CSR work being done. HPC tenders now invite stakeholders to illustrate if they hold their own CSR policy.

Decision

To agree the approach as set out in this paper and to its review in April 2010.

Background information

Under the direction of the Executive Management Team, the Cross Directorate Team (previously 'Middle Management Group') has previously produced updates on work done

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

26 April 2009

Appendix 1

| Area | Action point in Statement of Intent | Progress |
|-------------------------------|---|---|
| Employees | | |
| Health & safety | Continue exercise to re-write health and safety policy | New health and safety policy agreed by Finances & Resources Committee in July 2007. |
| | Set up safety working group (The previous executive role of Fire Warden has been combined with new role of Health and Safety representative. Representatives from each area of the building will now form the Fire and Safety Team (FAST)) | The FAST representatives have been appointed, trained and are undertaking the following: <ul style="list-style-type: none"> ▪ monthly checks to record any health & safety risks; ▪ assist in evacuation of the building for your area in the event of a fire; and ▪ attend quarterly meetings of the FAST team to discuss any health & safety and fire safety issues. |
| | Safety talks from Safer Neighbourhoods Police Team | Several Departments attended talks highlighting personal safety issues |
| Volunteering schemes | Examine possibility of rolling out an organisation-wide annual volunteering scheme | The Human Resources Department is to look at this possibility in 2009-2010. |
| | Consider policy regarding time off for voluntary training | Reviewed as part of Employee Handbook revision. Updated Employee Handbook agreed by Finances & Resources Committee in November 2007. |
| | Review time off for public duties policy | Reviewed as part of Employee Handbook revision. Updated Employee Handbook agreed by Finances & Resources Committee in November 2007. |
| Flexible working arrangements | Raise internal awareness of flexible working options and entitlements for all employees, including parents and careers. | Details on 'HR Info' for employees. Options also to be advertised on HPC intranet. |
| | Childcare vouchers to be introduced in April 2009 | Now available and advertised by HR. |
| Equality and Diversity | Review all diversity policies as part of the Equality and Diversity project Ensure HPC services are suitable for a diverse customer / (registrant) base | The equality and diversity scheme was approved by Council in autumn 2007. This scheme is due to run for three years. Registrant applicant demographic data now being collected, to be reviewed in three years time. Progress reports will be scrutinised by our Council each year, prior to their publication. |

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| | | Working Group established in 2008-09 to carry work forward. |
| Work life balance | Ongoing monitoring of exit interview feedback | EMT received exit interview feedback in April 2008. |
| | Investigation of the benefits of an employee attitude survey including questions around this matter | The all employee attitude survey in summer 2008 included questions in this area. Over 80% of employees were satisfied with their work/life balance. Issues from the employee attitude survey, e.g. communications, tackled by individual departments. |
| Work place recognition | Examine possibility in gaining accreditation (e.g. 'Investors in People' and 'disability symbol' or 'double tick symbol'. | The Equality and Diversity working group are looking into the possibility of obtaining the disability "two ticks" accreditation scheme for the HPC. |
| Stakeholders | | |
| Ensure employee /external stakeholders can give feedback on HPC's performance, ensure all comments are analysed, responded to and acted upon. | Expand bi-annual opinion polling to include a wider range of stakeholders | Opinion polling is a bi-annual event undertaken by Communications. |
| Money | | |
| Ensure HPC doesn't invest in companies involved in corrupt regimes or arms trading, invest ethically. | Review investment policy / investors | Reviewed during 2007-08 financial year and revised policy agreed by Finances & Resources Committee in February 2008. The revised policy does not allow direct investment in alcohol production or gambling. |
| Ethical pension scheme | Review pension scheme investment policy | Reviewed during 2007-08 financial year and new scheme agreed by Finances & Resources Committee in March 2007. The new scheme allows individual members to decide on how their money is invested. There is a range of ethical options available. |
| Ethical investment fund | Review investment fund investment policy | Reviewed during 2007-08 financial year and revised policy agreed by Finances & Resources Committee in February 2008. The revised policy does not allow direct investment in alcohol production or gambling. |

| Area | Action point in Statement of Intent | Progress |
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| Suppliers | | |
| Developing a policy towards suppliers / ethical purchasing policy | Review all suppliers for compliance with corporate & social responsibility policy | Specific line items about CSR included into suppliers' service level agreements and contracts- awaiting approval of supplier contract. HPC actively requests details of suppliers commitment to CSR; Co-operative travel has provided details of their social and ethical goals. Print UK has supplied details of their CSR work and environmental policy. |
| | Review purchasing & tendering procedure to ensure that it follows the CSR policy | No formal tools available to measure suppliers' CSR, any relevant response provided in tender documents will be considered. |
| | Design and incorporate creditors' compliance with CSR policy into tender process | Although no formal tools available to measure suppliers' CSR compliance, relevant responses provided in tender documents will be considered. |
| | Examine the possibility of using fair-trade tea and coffee facilities | After a successful pilot was undertaken in April 2008, HPC switched to fair-trade tea and coffee in May 2008. |
| Environment | | |
| Develop an environmental policy | Policy to be created (e.g. to include the purchase of energy efficient equipment) | To be progressed in 2009-10 |
| | Consider including green reporting in the annual report | CSR section included in HPC 2009 Annual Report |
| | Encourage departments to go green over paper recycling | To be included in internal campaign being planned on CSR issues. Additional recycling bins installed in new building area. |
| Reduce and recycle paper and other areas of waste | Perform analysis on recycling services available | 16,935 kilos of paper sent for recycling in 2007-08. On average, 1, 038 kilos sent per month in 2007-08. In the current financial year, an increase to an average of 1,454 kilos per month. Figures for 2008-2009 not currently available. Data will be used for awareness campaign on CSR issues. Recycling figures not currently available for plastics or toners. |

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| | Double sided printing to be rolled out throughout the organisation | Completed on all machines which can facilitate it. Machines defaulted to double-sided printing depending on Department requirements. |
| | Review the use recycled paper | Reviewed in autumn 2007 (ahead of 2008-09 budget planning process) and decided that the increase in the cost of using recycled paper was impractical, so it was not pursued. In summer 2008, the cost of recycled paper was reviewed again and following a reduction in cost, a decision was made to use recycled paper to stock all printers. |
| | Food/ waste reduction | Although health and safety laws prohibit the distribution of leftover food, HPC directorates have worked together to find the most efficient ordering system possible. Trays that food is presented on are now returned to the supplier to be recycled. |
| | Review the use of low energy light bulbs | Low energy bulbs used in the new building. As bulbs are replaced, where possible, energy efficient replacements are used. |
| Carbon neutral | Review the replacement of all equipment with low energy equipment | Equipment replacement energy efficiency considered as and when new purchases made. |
| | Look into ways to reduce our carbon footprint / energy consumption | Carbon neutral research to be undertaken. Co-operative appointed as HPC travel provider. |
| | Review travel policy for executive and council / committee members / employees / partners | To be explored in 2009-2010. |
| Try to reduce unnecessary travel / flights (e.g. video broadcasting as a viable alternative) | Review the use of video-conferencing | Video conferencing facility first used in old Council Chamber in November 2008. Use will be reviewed to see if economically viable to install in New Chamber also. |
| | Promote efficient water usage through internal advertising | Building works included water saving devices. Personal use of water to be targeted in internal campaign for HPC. |
| Reduce water use / wastage | All unnecessary lights to be turned off at the end of the working day | Lighting policy agreed and implemented by Facilities employees (including contract security and cleaning |

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| | | staff). In effect 'lights off', unless there is a health and safety impact. |
| Reduce energy consumption | Sensible electricity consumption to be internally promoted e.g. turnoff of monitors etc | Internal HPC campaign to reduce energy use planned. |
| Switch supplier to a renewable source | Review all energy suppliers to ensure maximum use of renewable energy sources. | To be explored in 2009-10 |
| Community | | |
| Creation of sustainable partnerships with community and voluntary organisations in the community where we operate | Raise internal awareness of local community involvement through better communications. | Internal HPC campaign planned to raise awareness of links with the community. November 2008- HPC sponsored tree planting held in association with Friends of Kennington Park, Trees for Cities and local Resident Association. Internal campaign for employees to vote for Kennington Park to receive new London government grant funding. |
| | HPC charity day | Fundraising day held in November 2008 and raised £486 pounds for two charities nominated by employees. Over £200 raised for Red Nose Day 2009. Cross Departmental Group to look into possibility of future fundraising events. |
| | Examine the possibility of donating of sandwiches to a local hostel | Health and safety regulations have ruled out the possibility of donating of sandwiches to external groups. |
| Community investment – good reputation Donations (premises, donating computers and office equipment, meeting rooms for charities) | Review recycling policy of furniture and computers | Health and safety regulations have ruled out the possibility of recycling or donating office equipment. Toners are recycled from printers and Xerox copiers. Waste Electrical and Electronic Equipment (WEEE) - HPC legally required to dispose of electrical equipment safely. ICT desktop refresh- Dell recycling computer processors, keyboards, screens and mice also recycled. |

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| | | Employee fridge and freezer from kitchen recently recycled when replaced and donation made to charity. |