

Health Professions Council – 11 December 2008

Corporate and social responsibility

Executive summary and recommendations

Introduction

The Council approved the original corporate and social responsibility statement of intent in September 2007. Minor amendments were then approved in May 2008.

The statement of intent included a number of actions which were agreed for the 2008 - 2009 financial year. A report is attached to show the progress made within the first half of the financial year. A final report will be produced for Council at the end of the 2008 - 2009 financial year.

Actions that have been completed to date include:

- Health and Safety working group now established, representatives chosen within the organisation and training will be forthcoming. Desk assessments have now been completed for every employee.
- Work Life Balance considerations have been measured by HR's "all employee attitude" survey. Individual departments are responding to issues highlighted from the results, e.g. improving communications. Employees have voted for the introduction and ongoing running of an employee consultation forum through "Information and Consultation of Employees" (ICE) standards. A childcare voucher scheme is to start in April 2009.
- Equality and Diversity training is being rolled out to Partners, new employees, with additional sessions for new managers. HPC's new Equality and Diversity group are planning to gain the 'double tick' symbol that indicates the HPC has the minimum set of standards on disability matters.
- Ethical purchasing has been successful for the supply of all HPC tea and coffee and items stocked in the employee vending machine. After a successful pilot in April 2008 ethical supplies were introduced permanently in May 2008 with wide support throughout the organisation.
- Reduction and recycling of waste products has increased significantly. Paper recycling bins have been installed in the new building, plastic recycling bins have been installed by water points. Photocopiers are now

programmed with a double sided option which some departments are using as a default setting where appropriate. Toners from printers and photocopiers are now recycled where possible.

- Carbon neutral efforts have included all replacement light bulbs to be energy efficient. An internal campaign is planned to raise awareness to methods of energy reduction within Park House.
- Community links have been strengthened through a HPC sponsored tree planting in Stannary Street in November 2008 and employees have been invited to vote for funding for Kennington park in a London wide initiative.
- A fundraising day at the HPC in November 2008 raised a total of £486 for charities nominated by HPC employees. Further fund raising events are being explored by the Executive Management Team.

Decision

This paper is for information only, no decision is required.

Background information

Under the direction of the Executive Management Team, the Middle Management Group has spent the last eighteen months monitoring the progress of the action points in the statement of intent. The Middle Management Group has also been overseeing the internal and external communication surrounding the statement of intent.

Resource implications

None

Financial implications

None

Appendices

Corporate and social responsibility statement of intent progress table

Date of paper

01 November 2008

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	<p>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).</p> <p>The role FAST will include the following;</p> <ul style="list-style-type: none"> ▪ carry out 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. <p>All roles have now been confirmed and training is forthcoming.</p>
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	Agreed by Finances & Resources Committee in November 2008.
Equality and Diversity	Review all diversity policies as part of the	The equality and diversity scheme was approved by

Area	Action point in Statement of Intent	Progress
	Equality and Diversity project Ensure HPC services are suitable for a diverse customer / (registrant) base	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.
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

Area	Action point in Statement of Intent	Progress
		February 2008. The revised policy does not allow direct investment in alcohol production or gambling.
Suppliers		
Developing a policy towards suppliers / ethical purchasing policy	Recruit procurement officer	Procurement officer recruited in Jan 08 on a one year contract.
	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. Employee vending machine not stocked with any Nestle products.
	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	For possible inclusion in 2009-10 report
Reduce and recycle paper and other areas of waste	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.
	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

Area	Action point in Statement of Intent	Progress
		the current financial year, an increase to an average of 1,454 kilos per month. Data will be used for awareness campaign on CSR issues. Recycling figures not currently available for plastics or toners.
	Double sided printing to be rolled out throughout the organisation	Completed on all machines which can facilitate it. Some machines default 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.
Carbon neutral	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.
	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.
Try to reduce unnecessary travel / flights (e.g. video broadcasting as a viable alternative)	Review travel policy for executive and council / committee members / employees / partners	To be explored in 2009-2010.
	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.

Area	Action point in Statement of Intent	Progress
Reduce water use / wastage	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 energy consumption	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 staff). In effect 'lights off', unless there is a health and safety impact.
	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 reviewed for budget planning for 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. Middle Management Group to look into possibility of future fundraising events.
Community investment – good reputation	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.
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 legal required to dispose of electrical equipment safely. ICT desktop refresh- Dell recycling computer processors, keyboards, screens and mice also

Area	Action point in Statement of Intent	Progress
		recycled. Employee fridge and freezer from kitchen recently recycled when replaced and donation made to charity.