

Actions	Responsible	Timescale	Completed
OBJECTIVE 1: REDUCE FUEL USAGE		TARGET: 5%	
Determine delivery fuel usage for 2017	MH	May 2018	
Schedule deliveries to reduce journeys and mileage	MH	June 2018	
Introduce company hybrid delivery vehicles when current lease runs out.	MH	December 2018	
Monitor fuel usage on a quarterly basis	MH	June 2018	
OBJECTIVE 2: REDUCE ELECTRICITY USAGE		TARGET: 5%	
Determine electricity usage for 2017	MH	May 2018	
Phased lighting replacement to LED lighting	MH	Jan – Dec 2018	
Monitor electricity usage on a quarterly basis and indicate % of LED replacement	MH	June 2018	
OBJECTIVE 3: REDUCE WATER USAGE		TARGET: 2%	
Determine water usage for 2017	MH	May 2018	
Install “push” taps	MH	September 2018	
Install cistern miser for urinals	MH	September 2018	
Monitor water usage on a quarterly basis	MH	June 2018	
OBJECTIVE 4: REDUCE INTERNAL TRANSPORTATION		TARGET: 5%	
Consolidate Bowcliffe RD and Parkside into one premises reducing fuel usage and emissions	MH	May 2024	
OBJECTIVE 5: REDUCE PACKAGING WASTE		TARGET: 5%	
Contact major suppliers to discuss alternative packaging materials to those that currently cannot be recycled	MH	May 2018	
Request suppliers change to recyclable packing materials	MH	June 2018	
Supply products in 100% recyclable packaging	MH	December 2018	

Actions	Responsible	Timescale	Completed
OBJECTIVE 6: REDUCE OUR USE OF FOSSIL FUELS FOR BUSINESS TRAVEL		TARGET: 5%	
Introduce a transport initiative of encouraging staff to choose electric or hybrid company vehicles.	DB	December 2018	
Encourage car-sharing and greater use of public transport	DB	December 2018	
OBJECTIVE 7: REDUCE PAPER USAGE		TARGET: 10%	
Identify those printers where double sided printing default setting can be introduced	PH	May 2018	
Set identified printers default setting to double sided print	PH	May 2018	
Determine paper usage for 2017	PH	May 2018	
Determine paper alternatives cost v environmental impact e.g. FSC, woodland trust approve and introduce a purchasing strategy based on cost/impact	PH	June 2018	
Introduce a Managed Print System	PH	June 2018	
Monitor paper usage on a quarterly basis	PH	June 2018	
OBJECTIVE 8: REDUCE ENVIRONMENTAL IMPACT THROUGH PROCUREMENT		TARGET: DECEMBER 2018	
Maintain Fair-Trade status (or equivalent) and increase Fair-Trade stock on DTP premises.	DB		
Introduce a procurement strategy to increase the % of fair trade stock purchased	DB		