



Environment Policy

A registered Charity in England and Wales (no. 1123615)
Registered Company (no. 06541083)

Contents

1. Section 1: Purpose	2
1.1 Introduction	2
1.2 Definitions	2
1.3 Scope	2
1.4 Roles and Responsibilities	3
1.4.1 The Board of Trustees	3
1.4.2 The Chief Executive & Senior Leadership Team	3
1.4.3 Staff & Volunteers	3
2. Section 2: Current Position	4
3. Section 3: Targets & Steps we will take	4
3.1 Energy and Water Usage	4
3.2. Transport	4
3.3. Waste Generation & Management	5
3.4. Materials, Resources and Supplier Usage	6
3.5. Digital	6
3.6. Ethical Fundraising, Banking and Pensions	7
3.7. Carbon Footprint and Net Zero	7
Section 4: Monitoring and Reporting	7
4.1 Monitoring	7
4.2 Reporting	8
Section 5: Version Control	8
Appendix A – CTMM’s Environmental Action Plan	9

Section 1: Purpose

1.1. Introduction

1.1.1. Cwm Taf Morgannwg Mind (“CTMM”) recognises that it has a responsibility to the environment beyond legal and regulatory requirements (Companies Act 2006 (Section 172 [1] [d]), Climate Change Act 2008, Environment Act, The Well-being of Future Generations (Wales) Act 2015). We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods.

1.1.2. According to the Office of National Statistics, in May 2023, two thirds (64%) of adults in Great Britain said they were either very or somewhat worried about the impact of climate change. The centre for mental health has highlighted a global study on young people and eco-anxiety which has found that 45% of the 10,000 young people surveyed said that eco-anxiety was affecting their daily lives and ability to function.

1.1.3. We will encourage and support our service users, staff, volunteers, and trustees to contribute to more environmentally and socially sustainable behaviour with a focus on positive actions that can be taken by everyone, as well as the reduction of negative impact.

1.1.4. CTMM is committed to lowering our carbon footprint.

1.2. Definitions

1.2.1. Eco anxiety - feelings of helplessness, anger, panic and guilt toward the climate and ecological crisis. It can also be described as persistent and intrusive worries about the future of the earth. <https://sustainabilitydefined.com/ecoanxiety>

1.2.2. Carbon accounting - the process of quantifying the amount of greenhouse gases produced directly and indirectly from an organisation’s activities within a set of boundaries.

1.2.3. Carbon footprint - a measure of the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organisation, or community.

1.2.4. Net zero - the balance between the amount of greenhouse gas (GHG) that's produced and the amount that's removed from the atmosphere.

1.3. Scope

1.3.1 It is the responsibility of all CTMM staff, volunteers, trustees, service users visitors and contractors to actively contribute to the implementation of the policy and contribute ideas on how to reduce the organisation’s environmental impact.

1.3.2 The organisation will endeavour to engage service users to contribute to this policy and partake in environmental initiatives.

- 1.3.3** This policy covers all CTMM activities and services at all premises, including community settings, remote working, events and homeworking.
- 1.3.4** CTMM will aim to choose sustainable and ethical suppliers for their goods and services, and encourage existing external stakeholders, contractors and suppliers to promote greener products and services.

1.4 Roles and Responsibilities

The following section details the responsibilities of specific individuals and groups involved in compliance with this document.

1.4.1. The Board of Trustees are responsible for:

- Ensuring effective governance and quality assurance in connection with this policy.
- Supporting a culture where equitable approaches to reducing environmental impact at work are encouraged.
- Reviewing and monitoring the effectiveness of this policy via an Environmental Impact Plan. (*Example in Appendix A)

1.4.2 The Chief Executive and Senior Leadership Team (“SLT” including Head of Services & Deputy CEO and the Finance Manager) are responsible for:

- Developing a culture where equitable approaches to reducing environmental impact at work are encouraged.
- Ensuring that staff and volunteers have read and understood this policy, and can access this easily via SharePoint > “Resources” > “Policies” (link: [Policies](#))
- Informing and supporting staff and volunteers of the standards expected by them.
- Applying this policy wherever practicable.
- Monitoring and effectively managing the environmental impact of the organisation via the Environmental Impact Plan. (*Example in Appendix A)

1. 4.3. Staff and volunteers are responsible for:

- Embracing a culture where equitable approaches to reducing environmental impact at work are encouraged.
- Reading and understanding this policy, applying wherever practicable.

- Cooperating with any actions as outlined in the Environmental Impact Plan. (*Example in Appendix A)

Section 2: Current position

2.1. CTMM is committed to supporting the environment and minimising the impact we have on our surroundings and local communities. We are on a journey of continuous improvement and acknowledge that more can be done to further reduce the impact that we have on the environment. We believe that our objective is not only to sustain the environment but also deliver a positive impact and improvement to our surroundings and communities.

2.2. As an organisation, we support the use of local suppliers and businesses to promote environmental and local economic benefits. We purchase environmentally friendly cleaning and stationary products where financially viable.

2.3. CTMM has created an action plan.

Section 3: Targets and steps we will take

3.1. Energy and Water Usage

3.1.1. Target

CTMM is committed to reducing harmful emissions by improving energy efficiencies to our premises and increasing the total amount of consumed electricity from 'green' energy suppliers and sources. We will try to protect natural resources for future generations by taking action to reduce our water usage. We will benchmark our current usage and aim to set realistic reduction targets each year.

3.1.2. Steps we will take: Reducing our impact through minimising our energy and water usage will be achieved by:

- Ensuring the organisation is aware of the energy it is using and the monetary and environmental impact of this.
- Encouraging everyone to switch off electrical equipment and unnecessary lights when not in use.
- Ensuring that heating thermostats and/or timers are set and adjusted to reflect different uses and activates in different areas/rooms within premises.
- Encouraging staff and volunteers to close windows and external doors when the heating is on.
- Encouraging everyone using CTMM premises to use water efficiently and turn off taps when not in use.

3.2. Transport

3.2.1. Target

CTMM acknowledges the impact that car journeys have on contributing to harmful carbon dioxide emissions and the global climate crisis. We are committed to minimising the impact that our organisational car usage and journeys has on the environment.

We acknowledge that minimising car travel is not possible for everyone for example, if someone has a disability, access need, or other barrier that prevents them from not reducing car use. We will benchmark our current usage and aim to set realistic reduction targets each year.

3.2.2. Steps we will take: Minimising our impact through miles travelled will be achieved by:

- Using a blended working model to encourage home working where practicable and appropriate to service and operational needs.
- Utilising virtual platforms to avoid unnecessary face-to-face meetings.
- When a car journey must be made, encouraging car-sharing, where possible.
- Ensuring community-based support is operated and organised effectively to reduce miles travelled by staff.
- Seeking and employing local products and services to reduce transport.
- Where practicable, promoting and supporting the use of cycling, public footpaths, and public transport, including through a cycle to work scheme.

3.3. Waste Generation & Management

3.3.1. Target: CTMM will aim to minimise the production of waste and pollution that it generates through all operational activities. We will try to benchmark our current waste and aim to set realistic reduction targets each year.

3.3.2 Steps we will take: Waste reduction and management will be achieved by:

- Carefully purchasing, especially of perishables such as food, geared to actual need.
- Using recyclable, compostable and/or recycled products where possible.
- Ensuring waste is sorted, stored, and disposed of appropriately. CTMM will only use licenced waste disposal services for any extra waste.
- Promoting and encouraging recycling across all CTMM premises through installation of recycling bins that encourage separation of waste.
- Recycling all recyclable waste generated at CTMM's premises, in line with the Waste Separation Requirements (Wales) Regulations 2023 and The Separate Collection of Waste Materials for Recycling Code of Practice (which is viewable here: <https://www.gov.wales/sites/default/files/publications/2024-01/separate->

[collection-of-waste-materials-for-recycling-a-code-of-practice-for-wales.pdf](#)).

- Procuring reusable rather than ‘throwaway’ products.
- Encouraging the use of tablets and laptops at meetings rather than printing papers and using whiteboards rather than flipchart paper.
- Reducing the production of non-recyclable resources such as laminated or plastic based publicity materials.
- Printing on both sides of paper, with black and white as the default setting.
- Encouraging the use of electronic documents and communication to minimise printing and the amount of wastepaper generated.

3.4. Materials, Resources and Supplier Usage

3.4.1. Target: CTMM will implement measures to ensure the responsible and sustainable procurement of materials, resources and suppliers.

3.4.2. Steps we will take: Responsible and sustainable procurement of materials, resources and suppliers will be achieved by:

- Sourcing materials and services locally so long as the requirements for value for money and quality are met.
- Using contractors who also share a commitment to the environment and take account of the environmental impact of materials used.
- Minimising the use of materials that have an undesirable effect on the environment and wherever possible use recyclable / recycled goods such as stationery/paper.

3.5 Digital

3.5.1 Target: CTMM will aim to minimise its impact by utilising digital resources.

3.5.2 Steps we will take: Responsible use of digital resources will be achieved by:

- Being mindful of all options when purchasing new IT and telecommunications equipment in ensuring it has maximum energy efficiency ratings whilst economically viable, as well as options to fix and source repurposed equipment.
- Maximising electronic communication and information storage as an alternative to paper usage.
- Investing in online delivery options for services and training.
- Considering which digital platforms are being utilised, such as web hosting companies, to ensure they are equitable, ethical, and sustainable.

- Considering the digital impact on CTMM's emissions. OVO Energy promotes an initiative of 'Think Before You Thank', highlighting research findings that the UK could reduce its carbon output by over 16,433 tonnes, simply by each adult sending one less 'thank you' email a day. Employees should limit unnecessary emails, focusing specifically on 'all' and 'reply to all' emails.
- Encouraging staff to regularly delete emails from their inbox, spam and deleted folders to reduce their carbon footprint and ensure good data protection practices.

3.6. Ethical fundraising, banking and pensions.

3.6.1. Target: CTMM is committed to ethical fundraising and banking practices and utilising a pension scheme that do not negatively impact the environment.

3.6.2. Steps we will take: Ethical fundraising and banking, and investing in a responsible pension scheme will be achieved by:

- Developing a ethical fundraising practices to reflect the values and ethos of our charity and ensure that donations and investments are only accepted from people and organisations who share them.
- Switching to a bank that doesn't invest in fossil fuels and invests in renewable energy.
- Utilising an ethical and sustainable pension scheme.

3.7. Carbon footprint and net zero

3.8.1. Target: CTMM is committed to becoming a net zero organisation by 2050.

3.8.2. Steps we will take: Becoming a net zero organisation and lowering our carbon footprint will be achieved by:

- Trying to do a carbon accounting exercise to calculate our current impact.
- Setting specific targets to reduce this impact as part of our Environmental Impact Plan.

Section 4: Monitoring and reporting

4.1. Monitoring

4.1.1. We will carry out a carbon accounting exercise to try and calculate CTMM's carbon footprint.

4.1.2. We will monitor energy and water usage over a 12-month period and compare and compare with previous years.

4.1.3. The Environment policy and Environmental Action Plan will be reviewed every two years.

4.2. Reporting

4.2.1. The SLT will collate all monitoring information and report to the Board of Trustees on progress towards the policy and plans.

4.2.2. CTMM will report energy and water usage to the Board of Trustees quarterly on the Dashboard Reporting Tool.

Section 5: Version Control

Change Control	
Version:	V1.0
New / Replacement or Updated:	New
Approved by:	
Date Approved:	
Author:	Governance & Corporate Services Lead
Date Issued:	
Review Date:	
Reviewed by:	

Revision History			
Version	Type	Date	History
1.0	New	11 th July 2025	Created
1.0	Amended	9 th January 2026	Amended

There may be occasions where it has not possible to review this policy within the timescale indicated above, such as where there are imminent legislative changes, and in these cases the existing policy will remain valid until renewal.

Appendix A: CTMM's Environmental Action Plan

This action plan is a tool to be used in conjunction with the CTMM Environment Policy, with a view to measure progress against set targets for resource efficiency and a reduction in our carbon footprint. There will be an annual review and impact report which will highlight the environmental performance of the organisation to stakeholders and communities to be transparent and demonstrate our commitment to becoming a greener organisation.

Objective	Target	Action	Measure	Owner	Senior Champion	Priority	Status	Notes	Start	End
Water usage reduction	Reduced water waste	Provide reminders to people using facilities	Install environmental signage	G&CSL	CEO	Low	Completed	Low-cost signage	Sept 2025	Ongoing
Waste reduction	Improve recycling and separate all waste	Provide clearly labelled recycling bins	Bins in place with clear labels	G&CSL	CEO	High	Completed	Ensure labels are accurate	Sept 2025	Ongoing
Energy reduction	Electricity use reduced	Switch off lights and equipment at end of day	Staff reminders displayed	Office staff	CEO	High	Completed	Posters near switches	Sept 25	Ongoing
Energy reduction	Heating efficiency	Set thermostat to recommended levels (19–21°C)	Thermostat setting checked	Office staff	CEO	High	Completed	Continually monitor	Sept 2025	Ongoing
Monitor and reduce energy usage	Reduce energy use by 2030	Quarterly meter readings	Take meter readings quarterly	Finance Manager	Medium	Ongoing	Completed	G&CSL to communicate with Finance	2025	Reviewed Quarterly

Objective	Target	Action	Measure	Owner	Senior Champion	Priority	Status	Notes	Start	End
		taken and logged on Quarterly Reporting Dashboard						Department to collect data to establish a benchmark		y
Baseline understanding and staff engagement	Green culture	Complete a section on SharePoint relating to the environment	Design buttons and create links for staff to promote awareness	G&CSL	CEO	Low	Completed	Videos, info, etc – keep it up to date	Jan 26	Ongoing
Paper reduction	Less printing	Set all printers to double-sided default and communicate with staff to add a printing reminder to email signatures after policy ratified	Printer settings and outlook settings for signature	All staff	CEO	High	Not started	One-time action	Sept 2026	March 27
Policy compliance	Environmental Policy to be in place	Draft and approve an Environmental Policy	Approve the policy	G&CSL	Board of Trustees	High	Policy in draft	To be discussed at Board meeting	Sept 2026	Jun 2026
Staff	Staff	Share policy	Send an	G&CSL	CEO	Medium	Not	No training	Sept	Sept

Objective	Target	Action	Measure	Owner	Senior Champion	Priority	Status	Notes	Start	End
awareness	informed of environmental policy	with team once ratified by Board of Trustees	email				started	required	2026	2026
Install SMART meters	Monitor usage	Organise installation	Contact energy provider	Finance Manager	CEO	Medium	Completed	Install to monitor usage.	Jan 2026	ongoing
Establish environmental leadership	Environmental lead appointed	Nominate a staff Environmental Lead	To confirm named person	CEO	Chair of Trustees	High	Not started	Advisory role	Sept 2026	Sept 2026
Governance oversight	Board awareness	Discuss environmental impact in the Governance Sub-Committee	Agenda item recorded	CEO	Governance Sub-Committee Chair	Low	Not started	Set up sub-committee	Sept 2026	Sept 2027
Energy reduction	Equipment efficiency	Enable power-saving mode on all computers after policy is ratified	% of PCs updated	G&CSL	CEO	Medium	Not started	One-time setup	Sept 2026	ongoing
Renewable energy	Green tariff	Confirm energy supplier uses renewable	Contract checked	Finance Manager	CEO	Medium	Not started	No supplier change required if already green	Sept 2026	March 27

Objective	Target	Action	Measure	Owner	Senior Champion	Priority	Status	Notes	Start	End
		electricity								
Waste reduction	Reduce landfill waste	Remove individual desk bins	Desk bins removed	Office staff	CEO	Medium	Not started	Encourage usage of central bins	Sept 2026	March 27
Paper reduction	Digital working	Encourage digital case notes and forms	% digital forms	Services Manager	CEO	Medium	Not started	Aligns with confidentiality	Sept 2026	ongoing
Sustainable purchasing	Ethical suppliers	Add sustainability question to procurement	Question added	Finance Manager	CEO	Medium	Not started	Simple yes/no	Sept 2026	ongoing
Sustainable purchasing	Reduce single-use plastic	Stop buying bottled water	Purchases stopped	Office staff	CEO	High	Not started	Advisory	Sept 2026	ongoing
Travel emissions	Reduced car travel	Promote public transport and car sharing	Guidance issued with policy	G&CSL	CEO	Medium	Not started	Especially for meetings	Sept 2026	ongoing
Travel emissions	Remote working	Encourage virtual meetings where appropriate	% virtual meetings	G&CSL	CEO	High	Not started	Mental health-friendly too	Sept 2026	ongoing
Monitoring	Progress tracked	Create simple annual action review	Review completed	CEO	Chair Trustee	High	Not started	One-page summary	Jan 2027	Annually

Objective	Target	Action	Measure	Owner	Senior Champion	Priority	Status	Notes	Start	End
Reporting	Transparency	Include environmental actions in annual report	Section added	CEO	Chair of Trustees	Medium	Not started	Very brief	Mar 2027	Mar 2027
Continuous improvement	Ongoing actions	Update action plan annually and ensure reduction of energy & water usage as demonstrated in the Quarterly Reporting Dashboard Tool	Updated plan	Environmental Lead	CEO	Medium	Not started	Review	Apr 2027	Annually

Last updated 9/1/2026