



4.3 Action Plan - Worked Example

Theme (and sub theme)	Current Team Impacts (positive and negative / individual and team) Describe the impacts	Response Action 1 – what you will do now (Provide details on level of responsibility and timescale for action. Who will lead? Add columns later for follow up actions and outcomes)			Opportunities – Less clearly defined than actions but something to explore	Ambitions – Clearly defined goals like “zero carbon by 2050”
Decarbonisation		Action	Lead	Deadline		
Getting to and from work	Currently all working from home but normally half the team drives to work alone. Three cycle. The rest use public transport. Driving to work causes poor air quality and emission of greenhouse gases.	1. Team leader to analyse work programme and let us know who can work at home and when after Covid. Create home working roster.	Team leader	By May 2021	Lobby our organisation to provide the UK Government “Cycle to Work Scheme” to help with £ to switch to cycling.	Zero emissions from commuting by 2023
		2. Those of us who drive & can use alternatives will commit to cycle, walk or use public transport at least once a week with the goal of stopping driving to work completely	Named colleagues	From April 2021 onwards	We all agree that we will not buy a petrol/diesel car ever again. There is a car club in X which some of us could use. Jane to explore and report back.	Zero emissions from commuting by 2023
Source of our electricity	All working at home. Only 2 of us on genuine green tariffs.	All of us to go to big clean switch website and aim to change our electricity billing supplier	All	Now		



Biodiversity - Reversing the Nature Crisis		Action	Lead	Deadline		
Paper and office consumables – sources and disposal	We generate too much plastic waste normally at home and in the office. A lot of us buy water and other drinks in single use plastic bottles. Plastic is a major harm to ocean ecosystems.	1. Commit to no single use plastic drinks bottles at home and in the office. We will all buy a steel reusable drink bottle.	All	Now	Procurement team are already under pressure to make changes– good time to speak to them about eliminating plastic from the supply chain.	Plastic free office / home from 2022
	Our paper is not Forest Stewardship Certified. It has some recycled content but also pulp from virgin forests	Lobby to encourage the organisation to switch to FSC or 100% recycled paper – explore cost options of these two alternatives	Martin	Now		
The food we eat at home in work	Most of us buy lunch in plastic containers & don't look at where the ingredients come from e.g. uncertified palm oil.	We will all aim to make lunch at home	All	During and after lockdown		
		We will only have Fair Trade or similarly certified tea and coffee (at home and in work)	All	Now		Become a certified Fair Trade team
Garden management	Most of us don't have any support for nature in our gardens apart from Ceri who is dead keen	We will all learn what we can do for nature at home – bird feeders, plant native flowers, bug hotels, hedgehog holes and cover	Ceri to provide info	Now	We can all photograph the changes we make and the difference it makes then share with other teams	All contribute to Big Garden Bird Watch 2022
	Some of the team want to give something back to nature but are not sure how	Find out how you can engage in volunteering in your local area. You could donate your time and skills to look after wildlife or support a local nature group	James		You can find volunteering opportunities at Wildlife Trusts Wales or suggest a corporate volunteering day for your team to raise awareness of conservation issues. The RSPB run corporate volunteering days.	Everyone in the team undertakes volunteering on a regular basis, to give something back to nature



Zero Waste		Action	Lead	Deadline		
The items we use	Some of us are not sure how to repair the items we use when they become faulty	Look for a local 'repair café' to repair items instead of having to replace them. We could also encourage others to do the same and get things mended			Learn how to repair certain items and share your knowledge with others	Avoid being part of a throwaway society
The items we buy at home and for work	Some of us have noticed the amount of waste associated with the items we purchase, especially the packaging	Look for a local Zero waste or Refill shop. We will aim to buy some products from these local shops to reduce the amount of waste we generate. We could also promote the local shops to friends and colleagues	Jane will lead on this as she thinks there is a zero waste shop in her local area	Now	Keep your empty jars and containers to use at the Refill shop	Reduce 50% of the waste we generate from shopping