**CSIT**

A toolkit to help the culture, sport, green space & tourism sectors to

***re-group, survive & re-grow the services for the community***

Document 3.12

**Self-Assessment of**

**Insight to Environmental Sustainability**

**Assessing & understanding your organisation or partnership’s current strengths & areas for improvement**

***“He who asks the questions cannot avoid the answers”***

A Cameroon proverb!

Version 2, July 2011

**Introduction**

The *Red* *Thread* Self-Assessment tools enable you to focus on one or more *threads* running throughout the CSIT Benchmark, which represent vital subjects for the culture, sport, green space & tourism sectors. The *threads* are based on the *Vision for Excellence* shown in Document Two and contain ‘key features’ from the CSIT[[1]](#footnote-1) Benchmark.

**What are you working towards by using this Red Thread?**

*Excellent organisations recognise the impact of services, working practices & supply chain activities on the local, national & global physical, social & economic environment and act on this when planning improvement & service development activity to achieve the best results for all stakeholders and the environment.*

Self-Assessment method

The organisation or partnership should establish a cross-functional Self-Assessment Team, responsible for reaching a consensus on current strengths & areas for improvement and planning improvement projects (the process of conducting Self-Assessment is, in itself, a learning & development opportunity for those involved). This should take approximately one day.

The following process is recommended (adjust this to suit your specific needs & style – it is your Self-Assessment!):

1. Take one ‘key feature’ at a time
2. Individually (i.e. each Self-Assessment Team member by themselves) consider the ‘key features’ shown on the Self-Assessment Questionnaire, reading the words carefully, and decide which of the following statements best reflects the organisation or partnership’s current progress for each ‘key feature’:

***a = Not yet***

***b = We are in the early stages of developing this***

***c = We partly do this***

***d = We do all of this, most of the time***

***e = We have been doing all of this for a few years - we have assessed & refined our behaviour in this area***

Shade or tick the appropriate box

1. When everyone has completed this for the section, discuss your perceptions and reach a team consensus on ratings, strengths & areas for improvement (focus the discussions on the disparities)
2. Move on to the next ‘key feature’ and repeat the process
3. When you have completed this, review your Self-Assessment and discuss & agree the following:

**What are the most significant areas for improvement?**

**What themes run through your Self-Assessment results (‘golden threads’ & ‘fault lines’)?**

**What are the few underlying causes of most of the areas for improvement?**

**Health Warning!**

**Remember that self-assessment is not a competition, a points-scoring exercise, a ‘blame game’ or a way to improve your image; it is merely an exercise to help you to agree priorities for improvement.**

Self-Assessment Questionnaire

| Ref | Key Feature | Tick the appropriate box |
| --- | --- | --- |
| 1 | Leaders actively promote social responsibility and ethical behaviour as central parts of the organisation’s activity | a | b | c | d | e |
| 2 | Leaders develop & maintain an understanding of the impact of the organisation & wider partnership’s working practices & services on the physical, social & economic environment (i.e. ‘system thinking’) | a | b | c | d | e |
| 3 | The organisation’s strategy includes goals relating to impact on the wider environment | a | b | c | d | e |
| 4 | The design of facilities & public green space recognises the needs of the wider environment (e.g. low carbon, reducing pollution & preserving natural habitats) | a | b | c | d | e |
| 5 | Leaders design services & working practices which have a positive impact on the environment (e.g. recycling, reducing energy & fuel use, reducing pollution, promoting sustainable & local food sources & biodiversity programmes) | a | b | c | d | e |
| 6 | Leaders manage the environmental impact of supplier activities beyond simple policy statements (e.g. reducing use of non-renewable resources, preserving natural habitats, supporting local suppliers and supporting healthy & sustainable communities & economies) | a | b | c | d | e |
| 7 | Leaders ensure that the environmental impact of facilities, services, working practices & supply chain activities are assessed and changes made | a | b | c | d | e |
| 8 | Leaders adopt best practice standards in environmental sustainability | a | b | c | d | e |
| 9 | When planning organisational improvements & service development, leaders consider the impact on environmental sustainability to create plans which achieve the best results for all stakeholders and the local, national & global environment | a | b | c | d | e |
| 10 | Leaders develop understanding of this subject amongst staff and build improvements in these areas into personal learning & development activities  | a | b | c | d | e |
| 11 | Leaders support & encourage all staff to volunteer for the benefit of the physical, social or economic environment | a | b | c | d | e |
| 12 | Leaders recognise & celebrate achievement in environmental impact | a | b | c | d | e |
| 13 | People learn environmental best practices from other organisations within & outside of the sector | a | b | c | d | e |
| 14 | Leaders ensure that the workings of the organisation & partnership are transparent and open to scrutiny by anyone | a | b | c | d | e |
| 15 | The organisation measures & reviews its performance in relation to its environmental impact  | a | b | c | d | e |
| Strengths |
| Areas for Improvement |
| Results |
| What have we achieved in relation to energy usage?What have we achieved in relation to reducing use of vehicles by staff, partners & customers?What have we achieved in relation to carbon emissions?What have we achieved in relation to recycling?What is the community’s perception of us as a responsible organisation & neighbour?What is the perception of us amongst local suppliers?What have we achieved in relation to the amount of time that are people are volunteering for the good of the good of the physical, social & economic environment? |
| Strengths |
| Areas for Improvement |

**What are the most significant areas for improvement (bearing in mind what is required to survive & thrive in the future?)**

**What themes run through your Self-Assessment results (‘golden threads’ & ‘fault lines’)?**

**What are the few underlying causes of most of the areas for improvement?**

1. This version of CSIT has been designed and developed in association with Steve Wood steve-wood@talktalk.net [↑](#footnote-ref-1)