

ENVIRONMENTAL ACTION PLAN – MAY 2023

Environmental Policy Commitment	Proposed Action(s)	Measure	Lead Member of Staff	Time-frame
<p>ENERGY</p> <p>Our objective is to reduce energy consumption by using energy more efficiently without loss of productivity or comfort.</p>	1. Maintain good practice in respect of the use of office equipment and lighting including powering-down of electronic equipment, prohibition on the use of portable heaters/fans, turning off lights when not in use.	Carry out ongoing monitoring of practices by undertaking bi-annual walk-around audit and the report on findings to the Environmental Committee and staff meetings.	EO	Bi-annual
	2. Engage with staff to ensure: <ul style="list-style-type: none"> • understanding of the importance of complying with environmental policy commitments • awareness of new products, methods and technologies which target energy consumption • understanding of means to reduce environmental impact while WFH. 	Conduct training and/or dialogue with staff regarding environmental practices, at least once per quarter.	EO	Quarterly
	3. Record energy use with the aim of price/unit reduction.	Record energy usage and report quarterly to the Environmental Committee.	EO / DoCS	Quarterly
	4. Aim to secure more efficient draught exclusion subject to restrictions as a tenant.	Continue dialogue with landlord regarding replacement windows and other means to upgrade draught exclusion.	DoCS	Ongoing
	5. Assess whether procurement of renewable energy is viable when securing new contracts for provision of electricity.	Discuss and assess options for provision of renewable energy use with suppliers.	DoCS	Completed Feb 23. Review in early 2024.
	6. Consider options to reduce energy use by reducing water temperature and fridge & freezer temperature.	Investigate possibility of reducing water and fridge & freezer temperatures and if possible/safe to do so, reduce by 1°C/1 unit.	EO / DoCS / H&SO	Q1 2023/24

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WASTE Our objective is to minimise waste by reduction, reuse, repair and recycling methods.	1. Maintain appropriate systems for waste disposal, including recycling of all metals, plastics, paper, cardboard, glass, toner cartridges.	Ensure that recycling contracts are in place with appropriate contractors for the removal of recyclable material. Ensure staff are aware of recycling arrangements and requirements for waste disposal.	EO / DoCS EO	Annually Ongoing
	2. Explore options for the recycling of food waste and soft plastics.	Discuss options with cleaning company in the first instance.	EO / DoCS	Q1 2023-24
	3. Monitor waste volumes with the aim of reduction.	Record and analyse waste volumes and report quarterly to the Environmental Committee.	EO / admin team	Quarterly
		After 6-month period of analysis, consider whether to set reduction target.	EO	Q3 2023-24
4. Ensure appropriate re-cycling, redeployment, repair or re-sale of obsolete office equipment, having regard to security/data considerations.	Utilise asset disposal guidance note when disposals are required.	DoCS	As required	
PAPER Our objective is to reduce the use of paper by maximising the use of alternative technologies.	1. Reduce paper usage with use of double-sided printing and copying, and the use of alternative technologies and electronic documentation where possible.	Maintain default settings for double-sided printing and copying.	EO / all staff	Ongoing
		Continue to embed the move away from paper application files.	CE / all staff	Ongoing
	2. Monitor paper use with the aim of reduction.	Record paper usage and report quarterly to the Environmental Committee. After 6-month period of analysis, consider whether to set reduction target.	EO / admin team EO	Quarterly Q3 2023/24

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	3. Ensure all members and relevant staff are proficient with the use of Boardbooks to enable a paperless system for Board and Committee meetings.	Provide Boardbooks training to all Members and relevant staff.	DoCS	Complete. As required for new members / staff.
	4. Encourage external organisations who communicate with the Commission to reduce paper-based documentation where possible.	Provide appropriate systems for the receipt of electronic documentation and other materials.	DoCS	Ongoing
WATER Our objective is to conserve water, thereby reducing water consumption.	1. Maintain staff awareness of water conservation measures and importance of prompt reporting of any water leaks.	Conduct ongoing staff training and/or dialogue regarding water.	EO	Quarterly
	2. Prompt repair of leaks / dripping taps.	Arrange repair of leaks / dripping taps promptly.	DoCS	As required
	3. Ensure servicing of water systems to prevent leaks and other events that waste water.	Servicing of plumbing as required. Annual service of zip-tap.	DoCS DoCS	As required Annual
TRANSPORT & TRAVEL Our objective is to minimise the impact of the Commission's travel arrangements on the environment.	1. Ensure staff & board members are aware of guidance on business travel to ensure that public transport or video conferencing alternatives are always considered and used where appropriate.	Conduct ongoing staff training and/or dialogue to ensure awareness of guidance. Include in induction training for new board members.	EO DoCS / Chief Executive	Quarterly As required
	2. Consider possibility of using electric cars for staff rental when required.	Assess with provider of rental car, including cost and viability, as vehicle required.	EO	As required
	3. Maintain and promote environmentally friendly travel to work polices, including annual travel season tickets and cycle to work scheme.	Provide information to staff regarding season ticket policy.	EO	Ongoing

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		Check arrangements for cycle to work scheme & share with staff.	DoCS	Q1 2023-24
	4. Record vehicle mileage relating to Commission business with the aim of reduction.	Staff and board members to record all vehicle mileage, and EO to report this quarterly to Environmental Committee. Where possible, avoid single occupancy car journeys on Commission business.	All staff & members / EO / admin All staff & members	Quarterly Ongoing
<p>PROCUREMENT</p> <p>Our objective is to purchase products and services with regard to their environmental impact.</p>	1. Ensure that environmentally efficient and friendly products are procured using appropriate energy efficiency comparison assessments and consideration of whole life costs, where appropriate, prior to purchase.	All staff to utilise guidance note regarding environmentally sound procurement.	DoCS / all staff involved in procurement	Ongoing
	2. Ensure that guidance on environmental issues in procurement contained in the Scottish Government Procurement Policy Manual and Procurement Instruction Manual is followed.	Ensure up-to-date access of Scottish Government Procurement Policy Manual and Procurement Instruction Manual for all relevant staff. All staff to follow guidance when procuring goods or services.	DoCS All staff involved in procurement	Ongoing Ongoing
	3. Consider environmental impacts of cleaning materials used in the office.	Discuss the cleaning materials currently used with the cleaning company and explore possibility of using environmentally-friendly products.	DoCS / EO	Q1 2023-24
	4. Actively consider environmental sustainability when procuring new goods / services arrangements.	Evaluate the environmental performance of those tendering for contracts for new goods / services arrangements by integrating an environmental checklist into tender evaluations.	EO/DoCS	As required

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	5. Ensure guidance in Scottish Government Finance Manual is followed relative to finance and banking facilities.	All relevant staff to follow guidance when relevant.	DoCS	Ongoing
COMMUNICATION & EDUCATION Our objective is to ensure staff are made aware of and are committed to the duty to reduce the impact of the Commission's operations on the environment.	1. Ensure that all staff are fully aware of and adhere to environmental policy and related developments and improvements. 2. Ensure that all board members are aware of environmental policy and related developments.	Discuss pertinent environmental matters at standing staff meetings as required. Provide induction training for new staff. Conduct ongoing training and/or dialogue for staff regarding environmental practices. Provide relevant content in induction training for new board members. Include content in board members' handbook.	EO EO EO DoCS / Chief Executive EO / DoCS	As required As required Quarterly As required Q2 2023-24