

## ENVIRONMENTAL MANAGEMENT POLICY

### INTRODUCTION

This document sets out the environmental management policy of the Scottish Law Commission. It has been prepared in response to a request from Scottish Ministers that public bodies put such policies in place. It is intended to be both a statement of our commitment and guidance for new and existing staff.

At the Scottish Law Commission we are carrying out environmental audits to establish where we are in terms of our environmental performance. The information gathered has and will be used to set annual objectives and targets in areas such as waste minimisation, paper and water use, and energy efficiency. Improving environmental performance requires changes in the way we carry out our day to day business, which must nevertheless be consistent with our health and safety obligations, and also requires the support of every member of staff. We have already gone some way with the introduction of a re-cycling scheme for paper, toner cartridges etc. but we are confident we can do more. A summary of our specific objectives and targets for 2009-10 is set out in the appendix to this document. The policy and the yearly objectives and targets will be reviewed by the Commission annually.

### CLIMATE CHANGE

Climate change is considered to be one of the biggest environmental issues facing the world today. The UK has signed up to the Kyoto Protocol and is firmly committed to tackling climate change. The [Climate Change \(Scotland\) Act 2009](#) has introduced a statutory target to reduce Scotland's greenhouse gas emissions by 42% by 2020 and 80 per cent by 2050. In common with other public bodies in Scotland the Commission must aim to take appropriate steps to contribute to reducing greenhouse gas emissions, eg by minimising our energy use.

### BIODIVERSITY

Since the commencement of the Nature Conservation (Scotland) Act 2004, all public bodies in Scotland have been subject to a statutory duty to further the conservation of biodiversity. The Commission is now required to take its impact on biodiversity into account in all aspects of its decision-making.

The Commission's law reform functions themselves are unlikely to have implications for biodiversity (unless for example a law reform project were reviewing some aspect of environmental law). The duty does, however, impact on aspects of the Commission's operations such as purchasing of supplies, disposal of waste, use of paper, and water and energy resources.

### PURCHASING

The Commission purchases the majority of its products and services through collaborative contracts of the Scottish Procurement Directorate (SPD). These contracts are for general use by the Scottish Government, Government Agencies, NDPBs, Associated Departments and the wider Scottish public sector.

At present, the Commission uses such contracts for the supply of its electricity, paper, stationery and furniture. To be awarded contracts by SPD, the contractors have to comply with a number of conditions in relation to their environmental performance. Further information can be found in the Scottish Procurement Directorate Toolkit at <http://www.scotland.gov.uk/Topics/Government/Procurement/Resources/SPDToolkit>

The availability of collaborative contracts of SPD and the nature of the Commission's work means that we have no need to put out to tender contracts for the supply of goods and services whose value would equal or exceed current EU Procurement Directive thresholds. If we did, we would comply with SPD's Procurement Policy Manual.

## WASTE

The amount of waste the Commission transfers to landfill sites has been measured. The data collected indicates that there is limited scope for setting meaningful reduction targets by volume. However, we believe we can further reduce the amount disposed of by continuing to review our current practice and by employing the 4 R's - Repair, Reduce, Re-use and Recycle – whenever possible. Recycling schemes for paper, toner cartridges, food tins, aluminium cans, glass, plastic bottles and plastic vending cups are already in place. A 50% cut in our consumption of daily newspapers in 2009-10 will result in even less recyclable waste being sent for disposal. Superseded computer hardware is disposed of responsibly in accordance with Scottish Government protocols. We aim to identify means of reusing or recycling items of office furniture. Disposal of waste to landfill should be a last resort after all the above options have been pursued. During 2008 the reduction in our waste disposal enabled us to substitute our waste bin with one of half the previous capacity.

We will introduce more schemes, when and if available, through the Lothians and Edinburgh Environmental Partnership and we will organize a bi-annual 'Green Office Action Week' with the aim of reducing our consumption of office materials.

**OBJECTIVES** - to reduce further the amount of waste being transferred to landfill sites and increase the proportion of waste which is reused and recycled

## PAPER

For printing and photocopying paper the Commission uses Impega Premium 100% recycled paper.

The Commission's Discussion Papers, Reports and other publications are published by TSO Scotland. During 2008 we achieved the aim of introducing recycled paper for our publications: for the covers we now use Revive 75 (75% recycled) with no lamination, and for the text we use Revive Offset 100 which is manufactured from 100% post consumer waste pulp bleached using a chlorine free process. Both papers have FSC, ISO 14001 and ISO 9706 accreditation. For the text of our Annual Reports we aim to start using 75% recycled paper (the highest percentage suitable for reproducing high quality photographs) in 2009-10. It is also our intention to start using recycled paper for our printed stationery whenever possible.

Paper carries a cost both in terms of purchasing and disposal that can be minimised through reduction in use, re-use and recycling. We will aim to reduce significantly the cost and amount of paper being used by following standard conservation guidelines in our day to day work. In particular we will

- ensure photocopying is produced double-sided and on recycled paper whenever possible.
- use double-sided printing and draft or economy printer settings where possible.
- cancel junk mail and unwanted publications.
- reduce printing orders for publications by periodically reviewing core distribution lists and by regularly up-dating databases. The major review which we carried out in 2008 will result in significant reductions in 2009-10.
- use electronic communication where possible to reduce printing and faxing and refrain from printing out e-mails unless absolutely necessary.
- collect all paper that has been printed on one side and re-use it for printing in draft or for scrap message pads.
- re-use envelopes where possible, especially for internal mail within the Commission and with the Scottish Government.
- place all waste paper (white and coloured), including the contents of junk mail, in the recycling bins provided. Newspapers should be placed in the box provided in the messenger's room. Any cardboard will be collected by the messenger and sent for recycling. Confidential paper will be shredded and sent for recycling. Old telephone directories will be collected and sent for recycling.

During 2008-09 we estimate that the total volume of paper used for office printing has remained at the same level (300 reams) as in the previous year, despite an increase in the number of staff working in the building. By using the conservation measures described above, we aim to ensure that our consumption does not rise above this level in 2009-10.

## OBJECTIVES

- to reduce the amount of paper used in the office
- to start using recycled paper for our printed stationery
- to increase to 75% the recycled element of paper used in our annual report

**TARGET** – to hold the consumption of A3 and A4 paper in the office in 2009-10 at no more than 2008-09 levels

## **WATER**

The Government's current guidelines advise that in a good practice office building the level of water consumption per person per year should be around 7.7m<sup>3</sup> (7700 litres). We have had difficulty in obtaining reliable data on our own consumption, but our aim is to reduce consumption to the good practice level and below. We will try to achieve this by conserving water where possible and reducing unnecessary consumption by:

- ensuring that taps (especially hot water taps) are turned off properly and not dripping.
- filling and boiling kettles no more than is required each day.
- economic use of water when handwashing, dishwashing and showering.

We have already introduced a dual flush system in all of the toilets. We have also replaced the existing mains water supply pipe with a smaller gauge pipe to reduce consumption further.

In 2009 we replaced our bottled water dispensers with plumbed-in dispensers in order to reduce the detrimental environmental impact caused by the production and transportation of bottled water. We recognise that this will not lead to a decrease in our consumption of water. However, we decided that the overall environmental benefits of using plumbed-in dispensers outweigh any disadvantages, and we are still confident that our other water conservation measures will allow us to meet our target on consumption.

**OBJECTIVE** – to obtain reliable data on our water consumption

**TARGET** – to reduce the level of our water consumption in 2009-10 to below the good practice benchmark of 7.7m<sup>3</sup>.

## **ENERGY**

Due to the nature of the building and the heating system, the Commission's office is expensive to heat. However we make savings by switching off heating during the summer months. In addition, we aim to reduce our electricity consumption and consequently our CO<sub>2</sub> emissions by following some simple guidelines:

### **Heating**

- room thermostats have been set at the reduced level of 19°.
- windows should not be opened when the heating is on unless absolutely necessary.

### **Lighting**

- Natural light should be used whenever possible.
- A "switch off" campaign is running to encourage staff to switch off their lights during the day whenever possible.

### **Office Equipment**

- All office machinery, including PC monitors, should be switched off when not in use, with the exception of photocopiers and fax machines which take some time to warm up. In addition, all workstation PCs, including monitors and printers, should be shut down as well as switched off at the wall sockets at night where practicable.

The Commission has a programme to replace existing lights with more energy-efficient fluorescent tubes (T8s) when they fail; and to take into account energy consumption and green credentials when buying new equipment (following Scottish Government purchasing policy). We have fitted draught exclusion on all exterior doors, and installed a timer on the water immersion heater. All windows are double glazed.

Due to the complexity of our electricity metering system and the difficulty in obtaining meter readings it has not so far been possible to monitor consumption reliably. As soon as it is possible to monitor consumption we will do so in order to try to identify trends and the scope for savings.

## **OBJECTIVES**

- to reduce electricity consumption by following the conservation measures in place

- to obtain regular meter readings as soon as it is possible to do so to measure electricity consumption in the year

2009-10 with a view to setting targets for 2010-11

## TRAVEL

To contribute to an increase in sustainable travel, both for commuting and business, Commission staff are encouraged to consider whether their journey to work or any journey they have to make within Edinburgh on Commission business could be undertaken by bus, cycle or on foot rather than by taxi or their own car or, failing that, whether any informal car-sharing arrangement with a colleague would be possible. We make eligible staff aware that the Scottish Government offers free purchasing advances for annual travel tickets, bicycles and accessories. Shower facilities are available on the 3<sup>rd</sup> floor. Although no bicycle parking rack is available, bikes can be kept in the south stairwell of the building. Even if it is not feasible for some staff to give up the car for commuting to and from work, "green driving" techniques can make a difference to fuel consumption and we encourage their use.

Our [travel plan](#) gives fuller details of these measures.

## OBJECTIVES

During 2009-10 we met our aim of drawing up an expanded travel plan.

## ENVIRONMENTAL MANAGEMENT SYSTEM

We have set up an office team to develop, manage and keep the Commission's environmental policy continually under review. The team will aim to ensure that all Commissioners and staff are aware of their responsibility to play a part in achieving the objectives set out in the policy. In that way they will contribute to improving the environmental performance of the Commission. A management system is in place, under which the team will report to the Chief Executive and Commissioners annually on progress with the strategy and recommend the adoption of specific targets for the following year.

We have appointed a team of Environmental Guardians who have responsibility for checking whether good environmental practice is being followed in the daily routine of the office. Their role is to support the Commission's environmental policy by providing information and guidance and to encourage good environmental management. The Guardians also therefore act as a link between staff and the environmental strategy team and help with inspections of the workplace to ensure that our policy is being upheld.

In addition, the induction seminar for new members of staff includes a presentation on the Commission's environmental policy. All staff will be brought up to date regularly on environmental issues through our redeveloped intranet, and other relevant material will be circulated for information when appropriate.

## CONTACT

If you have any comments to make on the policy or any further suggestions as to how we can improve our environmental performance, please contact the Environmental Strategy team at [info@scotland.gov.uk](mailto:info@scotland.gov.uk).

## Useful links

<http://www.scotland.gov.uk/Topics/Environment/Climate-Change>

<http://www.biodiversityscotland.gov.uk/>

<http://www.thecarbontrust.co.uk/carbontrust/>

<http://www.envirowise.gov.uk/>

<http://www.nottinghamshire.gov.uk/home/environment/greenissues/greentransport/greendriving.htm>

**APPENDIX: SUMMARY OF SPECIFIC OBJECTIVES AND TARGETS FOR 2009-10**

**WASTE**

**OBJECTIVES** - to reduce further the amount of waste being transferred to landfill sites and increase the proportion of waste which is reused and recycled

**PAPER**

**OBJECTIVES**

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**TARGET** – to hold the consumption of A3 and A4 paper in the office in 2009-10 at no more than 2008-09 levels

**WATER**

**OBJECTIVE** – to obtain reliable data on our water consumption

**TARGET** – to reduce the level of our water consumption in 2009-10 to below the good practice benchmark of 7.7m3.

**ENERGY**

**OBJECTIVES**

- to reduce electricity consumption by following the conservation measures in place
- to obtain regular meter readings as soon as it is possible to do so to measure electricity consumption in the year 2009-10 with a view to setting targets for 2010-11

**TRAVEL**

**OBJECTIVES**

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