



ENVIRONMENTAL POLICY

1.0 Environmental Policy Statement

- 1.1 The Scottish Criminal Cases Review Commission believes that a comprehensive environmental policy is essential for the management and monitoring of the environmental impact of the organisation.
- 1.2 The Commission is committed to minimising its impact upon the natural environment and to integrating high standards of environmental responsibility into all of its operations.
- 1.3 The Commission is committed also to ensuring that the principles set out in this environmental policy are incorporated into the daily management of the organisation, and has identified appropriate environmental objectives, and an associated action plan for the implementation of these objectives.
- 1.4 The Commission operates in a manner based on best environmental practice. In this regard the Commission will seek to reduce its impact on the environment and promote resource efficiency.
- 1.5 The Commission will ensure that as a minimum it will identify and comply with all relevant environmental legislation and any other voluntary or binding requirement to which it subscribes.

2.0 Management of the Commission's Environmental Responsibilities

- 2.1 The Chief Executive of the Commission is accountable for the environmental performance of the Commission.
- 2.2 Effective responsibility is, however, delegated to the Director of Corporate Services who is responsible for ensuring that the objectives and action plan set out herein are implemented by the Commission and that all members and staff adhere to the agreed environmental procedures and practices.
- 2.3 The Commission will at all times have an appointed Environmental Guardian, selected by the Chief Executive, responsible for monitoring environmental matters, including, conducting of bi-annual environmental auditing, collation of environmental impact statistics, organising internal environmental training, disseminating relevant environmental information to members and staff and assisting the Director of Corporate Services in ensuring overall compliance with the Commission's environmental policy, procedures and practices.

3.0 Policy Objectives

3.1 The Commission's Environmental Policy will seek to meet the following outcomes:

- office waste is minimised and where possible, waste products are re-cycled;
- energy is used more efficiently and consumption is reduced accordingly;
- pollution and harmful products are minimised or prevented;
- the environmental impact of products is used as a prime selection criteria during procurement;
- environmental negatives associated with energy use and travel are reduced;
- staff are more aware of environmental impacts and issues and act in a more environmentally responsible way;
- targets for environmental performance are achieved, maintained and improved.

4.0 Targeted Areas

4.1 The categories under which environmental matters specific to the operation of the Commission are targeted, are as follows:

- Energy;
- Waste;
- Water;
- Paper;
- Travel and Transport;
- Procurement;
- Communication and Education;

4.2 The Commission recognises that while there is a significant benefit in identifying various individual areas of operation under which environmental responsibilities can be monitored and met, the successful implementation of its environmental responsibilities requires a holistic approach at all times.

4.3 To achieve the Commission's undertaking to ensure continuous environmental improvement by reducing the impact of the Commission's operations on the environment, the Commission will meet the following objectives:

Energy - Our objective is to reduce energy consumption by using energy more efficiently without loss of productivity or comfort.

The Commission will measure its energy consumption and continue to seek to minimise its use. It will optimise the efficient and effective use of energy and support the use of energy from sustainable renewable resources, whenever appropriate or possible. The Commission will seek to reduce harmful emissions to the atmosphere by reducing consumption and reviewing alternatives.

Waste - Our objective is to minimise waste by reduction, reuse, repair and recycling methods.

The Commission recognises that waste has an environmental impact and cost, and will promote waste minimisation within its offices and encourage re-use and recycling wherever possible. The Commission takes into account the 'waste hierarchy' of prevent, reduce, recover and recycle.

Water - Our objective is to minimise waste by reduction, reuse, repair and recycling methods.

The Commission will seek to reduce water consumption.

Paper – Our objective is to reduce the use of paper by maximising the use of alternative technologies.

The Commission has a mandatory requirement that all documentation is printed and photocopied using double sided methods The Commission encourages the use of recycled paper where this provides value for money and the Commission implements schemes in the Commission's office for recycling paper. The Commission requires that all internal business documentation is issued primarily in electronic format and only issued in printed format where business needs requires it. The Commission encourages the electronic interchange of documentation with external organisations to reduce paper usage.

Transport and travel – our objective is to minimise the impact of the Commission's travel arrangements on the environment.

The Commission encourages the use of public transport by its employees wherever appropriate. It encourages the use of systems such as videoconferencing as a substitute for travelling and requires that all transport choices address the issue of energy use and emissions. The Commission will seek to minimise the impact that transport has on the environment through the support of more sustainable modes of travel.

Procurement – Our objective is to purchase products and services with regard to their environmental impact.

The Commission will procure materials and services within a framework that encourages sustainability. The Commission will require its suppliers of goods and services to operate to high environmental performance standards. Suppliers are asked to demonstrate their commitment to environmental best practice. The Commission will specify wherever practicable the purchase of least environmentally damaging materials.

Communication and 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.

The Commission will communicate openly about its environmental policy, plans and performance and publishes details of its environmental performance annually. The Commission recognises the contribution made by staff to achieving these goals and aims to motivate staff to conduct their jobs in an environmentally responsible manner.

5.0 Monitoring and Reporting

5.1 It is essential that the Commission has in place mechanisms and procedures that allow the monitoring and measuring of the identified environmental responsibilities of the organisation. In connection with this the Environmental Guardian will ensure that:

- i. energy usage is recorded and monitored on an ongoing basis with the aim of price/unit reduction and to assist with the production of a carbon footprint;
- ii. paper usage is recorded and monitored on an ongoing basis with the aim of usage reduction;
- iii. that the volume of waste (recyclable and other) for disposal collected from the Commission is monitored and seek to reduce this;
- iv. that transport usage in connection with Commission business is recorded and monitored with the aim of ensuring positive environmental outcomes and to assist with the production of a carbon footprint;
- v. that a bi-annual environmental audit is conducted of all Commission operations;
- vi. that the data monitored and recorded above are brought to the attention of, and reviewed by, the Commission's Environmental Committee.

5.2 The Environmental Committee, comprising, *inter alia*, the Chief Executive, Director of Corporate Services and Environmental Guardian shall meet on a bi-annual basis to discuss these and any other related matters pertinent to the Commission's environmental responsibilities. The Environmental Guardian shall be responsible for the issuing the agenda for meeting and preparing appropriate minutes. All agendas and minutes shall be recorded in the electronic Environmental Policy Folder on the Commission's shared disk drive.

5.3 The Chief Executive shall bring to the attention of the Commission's Board members, for their review and comment, any matters relative to the organisation's environmental responsibilities as he/she sees fit.

6.0 Environmental Actions

Energy - Our objective is to reduce energy consumption by using energy more efficiently without loss of productivity or comfort.

This is achieved through the following initiatives:

- All PCs, monitors, printers, photocopiers etc are switched off at night;
- All lights are switched off when not required;
- All PCs are switched off when staff are away from their desks for periods in excess of 1 hour;
- The use of portable electric heaters and portable cooling fans is strictly limited;
- The use of kettles and coffee machines is prohibited in individual rooms;

- Ensure the energy efficiency of light bulbs currently supplied by building maintenance contractor;
- Posters and notices are placed within the Commission's offices reminding staff of the need to comply with environmental action points;
- Training of new staff in these mandatory modes of behaviour;
- Energy usage is recorded and monitored on an ongoing basis with the aim of price/unit reduction;
- Bi-annual energy walkabouts undertaken by the Environmental Guardian.
- Identifying further methods of draught exclusion;
- Making a case with the Landlords for replacement windows for external offices.
- Ensuring awareness among members and staff of new products, methods and technologies which target energy consumption;
- Consideration of energy usage within similar sized public bodies, with particular focus on cost per head analysis;
- Preparation of a Carbon Footprint from energy and travel fuel usage data, to allow ongoing monitoring.

Waste - Our objective is to minimise waste by reduction, reuse, repair and recycling methods.

This is achieved through the following initiatives:

- Recycling system in place for all recyclable materials;
- (e.g. drinks cans, cardboard, plastic, glass, waste paper etc);
- Staff, manufactures, suppliers and contractors are encouraged to minimise the volume of packaging used and to recover and recycle packaging where practicable;
- Monitoring the volume of waste for disposal collected from the Commission and aim to reduce this;
- Recycling toner cartridges;
- Arranging for the re-cycling (or free cycling), redeployment, repair or re-sale of obsolete IT equipment such as computers, telephones and printers;
- Further reduce the use of paper by double-sided printing and copying and maximising the use of alternative technologies and electronic media;
- Ensuring staff are aware of environmental best practice including legal requirements for waste production and disposal;
- Keeping a register of assets to enable efficiency of use;

Water - Our objective is to conserve water, thereby reducing water consumption.

This is achieved through the following initiatives:

- Staff have been made aware of the need to ensure that taps are switched off properly and reminder signs have been placed at all taps;
- Repairing leaks and any dripping taps promptly;
- Ensuring efficient servicing of water systems to prevent leaks and other events that waste water;
- Considering the environmental impact of office drinking water dispensing systems;
- Installation of simple water saving devices in all the Commission's office toilet cisterns.

Paper – Our objective is to reduce the use of paper by maximising the use of alternative technologies.

This is achieved through the following initiatives:

- All printed and photocopied documents are produced double sided to reduce amount of paper used;
- Electronic copies of all documentation originating from the Commission are available;
- E-mail communication systems are in place;
- Board Members have been issued with iPads and papers are provided to them electronically via Boardbooks; they are encouraged to submit comments electronically with a view to eliminating the need for hard copies;
- External organisations who communicate with the Commission have been contacted and encouraged to reduce the level of unwanted mail;
- Amount of paper purchased and used by the Commission is monitored and reviewed on an ongoing basis with the aim of reducing usage as much as possible.
- Ensure annual report materials meets basic requirements for recycled paper usage.
- Reviewing methods of delivery of the Commission's annual report, issuing electronic or environmentally friendly hard copy versions where possible.

Transport and Travel – our objective is to minimise the impact of the Commission's travel arrangements on the environment.

This is achieved through the following initiatives:

- Staff have been issued with guidance in connection with business travel plans to ensure that public transport methods or video conferencing alternatives are always considered and used where appropriate;
- Reducing number of single occupancy car journeys on Commission business.
- Ensuring all hire cars used by the Commission use unleaded fuel;
- Encouraging staff to use video conferencing facilities where applicable in order to reduce amount of travel and associated costs;
- Recording vehicle mileage relating to Commission business;
- Maintaining and promoting environmentally friendly travel to work policies, including the ability of staff to purchase annual travel season tickets in advance and repay by monthly instalments and the operation of a cycle to work scheme.

Procurement – Our objective is to purchase products and services with regard to their environmental impact.

This is achieved through the following initiatives:

- Purchasing environmentally efficient and friendly products and conducting appropriate energy efficiency comparison assessments in respect of products prior to purchase;
- Identifying if procurement of electricity from renewable sources is viable, having in mind cost implications;
- Purchasing recycled paper for office usage;
- Ensuring that the whole life costs are taken into account and not just the initial price when assessing value for money;
- Evaluating the environmental performance of those tendering when relevant or the contract by integrating an environmental checklist into tender evaluations;

- Ensuring that it follows the guidance on “environmental issues in procurement” contained in the Scottish Government Procurement Policy Manual and the Scottish Government Procurement Instruction Manual.

Communication - 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.

This is achieved through the following initiatives:

- Discussing pertinent environmental matters at standing staff meetings and policy meeting;
- Ensuring proper usage of posters/signage to promote new and existing working practices required to meet policy objectives;
- Training in respect of environmental policies for new staff and continuous training for existing staff.

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