

DCS ENVIRONMENTAL MANAGEMENT & PERFORMANCE POLICY



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1. INTRODUCTION

Sustainability and sound environmental management are fundamental to all decisions that DCS makes and actions that it takes. For DCS as a public body sustainability and environmental good practice are underpinned by a number of statutory obligations and Scottish Executive initiatives:

- **Environmental Performance of Public Bodies** (August 2004) highlights the Executive's commitment to sustainable development; ensuring environmental concerns are at the heart of public policy; and improving environmental performance across the public sector;
- By reducing the amount of resources consumed, a contribution will also be made towards **Efficiency in Government** (July 2004)
- With respect to biodiversity, DCS has a duty under the **Nature Conservation (Scotland) Act 2004**.
- The **Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004** (July 2004) and **Environmental Assessment (Scotland) Act 2006** (February 2006) requires DCS to assess its visions, strategies and corporate plans with respect to their potential impact on the environment.
- **Scotland's Sustainable Development Strategy** (December 2005);
- **Changing our ways: Scotland's Climate Change Programme** (March 2006).

Specifically, as part of the environmental performance initiative, DCS must lead by example and adopt an environmental management policy in line with the Executive's own Greening Government policy. In terms of reduced consumption, waste disposal and reduced travel there are also clear economic benefits to DCS consistent with value for money agendas. To this end DCS audits its energy use, waste, recycled materials, travel, water use, procurement and biodiversity policies, as well as develop a continuous improvement policy setting appropriate targets.

In order to achieve a suitable level of environmental performance DCS will:

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- achieve full staff and member awareness and “buy-in” to environmental responsibility;
- establish a baseline for current impacts;
- set annual targets for future performance measurement;
- aspire towards “benchmarking” and “accreditation” for assets and procedures.

2. ENERGY CONSUMPTION

Energy consumption has an impact both in terms of the extraction and consumption of fossil fuels and emissions generated from their combustion. The electricity suppliers to both offices have policies for the percentage of their electricity generated from renewables.

Baseline (2004/05)

	kWh	kg of CO ₂	kg of Carbon
British Gas - Electricity (Inverness Office)	66,599	28638	7818.2
Scottish Power - Electricity (Stirling Office)	11,285	4853	1324.9
Scottish Gas (Stirling Office)	11,304	2,148	586
Total	89,188	35,639	9,729

Benchmarking

The Carbon Trust provides an online ‘benchmarking’ tool to enable calculation of the energy efficiency of buildings in terms of their energy use, insulative properties etc. Using the online calculator the Stirling office is 55% more efficient than equivalent government estate buildings, but contrast Inverness, is 69% less efficient with respect to electricity consumption. The move from the current Inverness office to Great Glen House should transform this situation.

Targets (2006/07)

To **reduce consumption by 5% from the 2004/05** baseline through raising awareness, turning down/off thermostats, monitors, photocopiers, lights etc.

3. WASTE

Baseline information for the amount of waste generated by DCS staff in 04/05 is sparse. Recycling systems have been set up in both offices for computer printer cartridge cardboard, computer hardware, paper, cans, bottles and plastic. Reduction in waste is also related to procurement policies (below) with respect to encouraging receipt and production of electronic correspondence and documents as opposed to hard copies.

4. TRANSPORT

The main impact from transport is CO₂ and other emissions. Being involved in the rural sector and having two offices, home working staff and a widely dispersed client base DCS staff and members cover over 100,000 miles per annum, mainly by car. In addition, increased DCS activity (e.g. field operations) involves increased use of vehicles (including four wheel drives and helicopters)

Baseline (2004/05)

	Kg of CO ₂	Kg of Carbon
DCS vehicles	40,319	11,016
Rail	2,576	704
Air	947	259
Helicopter	12,299	3,360
Total*	56,141	15,339

*excludes Taxi and ferry journeys

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Targets (2006/07)

5% reduction from the 2004/05 baseline - despite increased staff numbers and operations – through increased use of conference call, public transport,

Aspirations

Reductions in emissions from travel needs continuing development of a wide range of initiatives such as:

- Use of public transport / car sharing to work and on official business;
- Encouraging visitors to DCS offices to use public transport (the SE supported journey planner tool has been added to the DCS website);
- Organise meeting times and venues to coincide with public transport links;
- Greater use of video, phone and emerging technologies (sharepoint, broadband, skype etc.) as alternatives to travelling to meetings (17 recent DCS conference calls saved 7,582 miles)
- Encourage the implementation by all staff of “Ten tips for safer, greener, stress-free driving”.
- Introduce dual-fuelled or alternative-fuelled vehicles during replacement programme.
- Develop and introduce Travel Plans
- Encourage Members car sharing to meetings.

5. PROCUREMENT

Procurement policy should be steered towards ‘green’ purchasing of goods and services and reductions in consumption of materials.

Purchasing policy

The Executive has advised that sustainable development / green policies will not be included in SETC2 but that DCS can include them in the contract specification when put out to tender.

Consumption

Paper

The majority of the paper DCS purchases is re-cycled. The following table gives estimates for paper consumption in 2005/06:

Headed Paper	6 reams*
A4 80Gms White Paper – Recycled	240 reams
A4 160Gms White Paper	4 reams
Yellow A4 Paper	60 reams
Brown A4 Paper	12 reams
A3 Paper	4 reams
Old Headed Paper (Used as scrap)	4 reams
A3 Photo Paper	2 packs
Plotter Paper	12 rolls
A4 Window Envelopes	4 boxes (250 per box)
A4 Envelopes	12 boxes (750 per box)
Small Window Envelopes	4 boxes (500 per box)
Small Envelopes	4 boxes (500 per box)
A5 Envelopes	2 boxes (250 per box)
The Press & Journal	284

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The Scotsman	284
The Herald	284
Scotland on Sunday	48
The Sunday Herald	48

Water

During 2004/05 DCS offices consumed 795 litres of mineral water and used 1528 'disposable' plastic cups supplied by contractors making weekly deliveries. These contracts have been terminated and a water filter has been fitted to a tap in the Inverness office with staff in all offices now drinking tap water instead of mineral water.

Targets (2006/07)

- **To reduce paper consumption by 5%** through using emails (sending headed letters), electronic files, both sides when printing.
- **To increase use of rechargeable batteries by 5%.**
- To **use on line press database services** instead of buying newspapers.

Aspirations

- To develop a 'green' policy statement for contract specifications when put out to tender
- Reduce the print run of DCS publications by encouraging individuals and organisations to view them on line
- Reduce number of hard copy consultations DCS receives by requesting that relevant organisations send a link to an electronic copy
- Use a reduction in DCS postage costs as an indicator of reduced paper mail use

6. BIODIVERSITY

Biodiversity is defined as "the variability among living organisms ...and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems" (UN Convention on Biological Diversity, 1992). Under Section 1(1) of the **Nature Conservation (Scotland) Act 2004**: "It is the duty of every public body and office holder, in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions". This is underpinned by the Scottish Biodiversity Strategy (SBS) and Implementation Plans. The key areas for DCS delivery are:

- **Scottish Biodiversity Strategy Implementation plans** for which DCS are involved in four actions (outlined below);
- **Joint agency working / sites for priority action** involves DCS in joint working with SNH / SEERAD / FCS to coordinate the use of incentives and regulation to secure effective management of deer and other herbivores in relation to their impacts on designated sites;
- **Sections 14 & 15** of the Nature Conservation (Scotland) Act, under which DCS is a competent authority with respect to potential impacts on SSSIs or Natura designated sites;
- **Diffuse impacts** is an initiative whereby DCS is aiming to tackle deer impacts outwith designated sites. Two reviews have been completed: a) initial scoping and c) developing a policy framework;
- **Sustainable deer management project** one of the aims of this project is to include public objectives out with designated sites into the deer management planning process;
- **Best Practice Guidance** provides a mechanism for disseminating good environmental practice to deer managers, in areas such as habitat monitoring and plant species recognition;

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- **Environmental Assessment (Scotland) Act 2006** (February 2006) requires DCS to assess its visions, strategies and corporate plans with respect to their potential impact on the environment ;
- **Non-native species** DCS is actively pursuing legislative change and providing advice with respect to non-native deer species and their potential impacts;

Targets (2006/07)

- To produce a report formalising DCS's delivery of **SBS implementation plan actions**
- Project manage Flexible Fund **diffuse impacts project**
- Submit DCS's revised vision and strategy to **SEA**

7. TOTAL EMISSIONS AND MITIGATION

SE Policy currently does not fully take account carbon trading as a mitigation measure although this policy is currently being developed in certain areas, e.g. transport. In 2004/05 (the baseline) a minimum estimate of the carbon output from DCS activities was 25,068 kg of carbon or just over 25 tons. For reference it is estimated that 1 ton of carbon is fixed by maintaining 3 trees in perpetuity. Thus DCS would need to have established and maintained 75 trees in perpetuity to account for carbon emissions in the baseline year.

8. PROCEDURES, MONITORING AND AUDITING

DCS procedures for implementing the Environmental Management Policy are attached as an Annex. The Executive has no auditing procedure in place with regards the adoption and compliance of Environmental Management Policies by NDPBs. DCS feels there should be a periodic assessment from an external body on the appropriateness of all targets within this policy.

ANNEX: PROCEDURES TO IMPLEMENT AND MONITOR DCS ENVIRONMENTAL MANAGEMENT POLICY

Roles and Responsibilities:

- DCS Senior Management through the Board has overall responsibility for the DCS Environmental Policy and Procedures.
- Implementation relies on joined up staff member buy-in and 'lead by example approach'.
- The DCS Green Team co-ordinates and leads on implementing the DCS Environmental Policy. The team consists of a co-ordinator and three members. Each member is allocated responsibility for specific environmental topics within the policy: waste, biodiversity, energy, procurement, emissions, transport, hazardous material, emissions. Each member has responsibility for collecting data, setting draft targets and aspirations. In a members absence it is their responsibility, where necessary, to delegate any tasks which need to be carried out.
- DCS staff and any contractors working for DCS are expected to follow the principles of the DCS Environmental policy and procedures
- The Green Team leader is responsible for championing green policies within DCS and liaising with their SNH counterpart at GGH.

Internal Communication:

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- The Green Team is responsible for communicating environmental targets and staff responsibilities to DCS staff.
- The Green Team acts as a point of reference for any internal staff enquiries, suggestions, complaints etc.
- The Green Team meets quarterly.

Monitoring:

- The Green Team will review progress against targets twice a year (in-year and end of financial year). The purpose of the in-year review is to alert the team to any targets which are not on course for being met by the end of the year. For any targets that look as if they will not be achieved a way forward will be agreed by staff. The Green Team will ensure that any changes in actions/behaviours necessary to achieve the targets are implemented.
- There should be a periodic assessment from an external body on the appropriateness of all targets.