

Environmental Management System

Environmental Policy

Introduction

1. This policy is the joint responsibility of the Scottish Commission for the Regulation of Care (the Commission) and the Scottish Social Services Council (the Council).
2. It is the policy of both organisations to aim for best practice environmental solutions and through continuous environmental improvement to minimise the impact of our operations on the environment.
3. The environmental management system will follow the requirements of international standard ISO 14001 and ensure that environmental impacts are identified, measured and managed.
4. The Management Team of each organisation is responsible for the implementation of this policy, ensuring that the Environmental Management System is fully operational and increasing awareness of environmental responsibility among all stakeholders.

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5. The Environmental Management System will allocate specific environmental responsibilities. The lead Director with overall responsibility on the environment will be the Director of Finance and Administration.
6. The involvement of staff to environmental improvement shall be achieved through developing and maintaining cohesive communications and employee development strategies
7. SMART targets will be set annually for environmental improvement. The primary focuses of improvement will be
 - Energy Use
 - Waste
 - Transport
 - Procurement

Communications and Training

- 8 It is imperative that all staff are aware of their responsibilities and become engaged in the delivery of the Environmental Policy.

A comprehensive programme of awareness training for all staff will be developed in order that staff can understand appreciate and contribute to the setting and achievement of environmental targets.

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Reporting and Performance Information

- 9 Environmental targets and objectives will reflect the corporate objectives and be incorporated into the Corporate Plans. Performance against the targets and objectives will be monitored through the Corporate Planning process.
- 10 Local reporting shall be the responsibility of the Green Champions.
- 11 A programme of national and local audits will ensure compliance with legislation and applicable standards.

Tom Waters
Director of Finance and Environment

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ENVIRONMENTAL UPDATE 2006

While formal environment targets have not yet been set, initial data gathering has been undertaken. The plans to be implemented in 2006/07 are

1 Staff training

1.1 Awareness training for all staff to explain why the environment is on the agenda, what the management system is about and how they can help develop awareness

1.2 Train the trainers session with the intention of developing the "Green Champions" who will drive the improvement programme

2 Environmental Initiatives

2.1 Waste

There are a number of ongoing initiatives.

2.1.2 At Compass House and working with Dundee City Council, one of the leading local authorities in environmental improvements, all waste is now segregated at collection to ensure that as much as possible is recycled. The new Quadrant House building will operate on a similar basis following its occupation.

2.1.2 In 2005, a contract was let across the organisation to carry out confidential shredding by a specialised company who recycle the paper and certify the number of trees saved.

2.1.3 In Musselburgh, the Care Commission have worked with the property owners to help achieve ISO 140001 and all non confidential waste paper is recycled, while there are facilities to recycle plastics, cans, cardboard and glass available on site.

2.1.4 In Galashiels a special collection has been organised for paper waste and cardboard which is recycled.

2.2 Paper Usage

The Care Commission uses a custom built electronic system for managing the RICE process and all planning, recording and reporting can be done on-line. However, office managers have been asked to identify the current volumes of paper usage and instruct to double-side print. Targets will be set for each office.

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2.23 Energy

The Carbon Trust, a specialised energy advisory group, will be approached to analyse the carbon footprint of each main Care Commission office and provide advice on potential reductions in energy use.

Lighting in all of our main offices is already on controlled systems which switch off automatically when no movement is detected.

The majority of Care Commission offices have been designed with natural ventilation to minimise energy usage.

2.3 Transport

A request has been submitted to the Energy Saving Trust to provide consultancy support for the production of Transport plans.

This has been progressed and an initial four days free consultancy awarded which will be used to

- *Design a staff questionnaire on travel to work and business travel details*
- *Review the current car lease scheme to propose limiting choice based on emission details*
- *Increasing involvement with local schemes including Dundee where there is a very active Travel Plan scheme.*
- *Design an analysis of travel expenses*

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Travel Plan Update

In June 2006 the Care Commission and Scottish Social Services Council were awarded four days travel plan support from the Energy Savings Trust to initiate the development of a travel plan at their joint headquarters in Dundee and which over time will be cascaded to regional and local offices as appropriate.

The initial consultation identified the need to establish senior management support for the development of the travel plan as well as the undertaking of a staff survey to establish existing staff travel habits and the types of measures which will assist in changing travel patterns to more sustainable modes in the future.

Contact has also been established with the local authority travel plan manager to ensure assistance/support for the travel plan in the long term as well as opportunities to work with others in the local area to develop measures such as car sharing and offer improvements to public transport services and information.

Short term actions include:

No.	Action	Timetable
1	Senior Management/Staff Presentations	September/October 2006
2	Staff Travel Surveys	October 2006
3	Review of Car Leasing Scheme	August 2006
4	Reporting listing recommendations to develop the travel plan for the medium and long term	October 2006

Development of the travel plan in the long term will be dependant on the results of the staff survey and the support for the travel plan by senior management.