



Environmental Management Policy Statement

1. Statement by the Principal Reporter

- 1.1. The Scottish Children's Reporter Administration recognises the impact that its everyday activities have on the environment, and that it has a responsibility to reduce that impact through its policies and in co-operation with staff, suppliers and users of our services.
- 1.2. SCRA will, in addition to existing policies, establish a framework that enables us to make a positive contribution towards sustainable development and encourages environmental improvement by setting and reviewing targets. We will do this by adapting our working practices and by encouraging SCRA's staff, suppliers and service users to make a contribution through their individual actions.
- 1.3. The Principal Reporter has a responsibility to ensure that SCRA makes a contribution to sustainable development and to encourage SCRA's staff, suppliers and service users to do likewise. As a starting point we must consider how we reduce our use of resources and energy in the office and when travelling and how we are able to reuse or recycle materials to contribute to the achievement of sustainable development.
- 1.4. Both the Board and the senior management team share the aspirations of Scottish Ministers that Public Bodies should set an example and we will encourage and support the continued development of this Environmental Management Policy to produce measurable year on year improvements.

2. Environmental Management Statement

- 2.1. The Scottish Children's Reporter Administration Environmental Management Policy is to be a framework that will enable the organization to reduce the environmental impact of its activities, to assist in meeting our Best Value obligations and to promote continuous incremental improvement in our use of resources.
- 2.2. To achieve this aim, measures will be introduced that will enable us to:
 - Reduce our use of energy and raw materials;
 - Reduce the impact of travelling by our employees and service users;
 - Minimise waste;
 - Promote sustainable development through our procurement processes.

2.3. The policy applies to the activities of the Scottish Children's Reporter Administration and our staff, suppliers and service users. In our stewardship of public resources we have a responsibility to set a good example and manage resources prudently, working in partnership with others.

2.4. We will deliver our policy through our environmental action programme, and through existing initiatives such as Property Standards. As the actions are implemented, we would expect to deliver our services in a more environmentally friendly way. We will measure our performance year on year and by setting ourselves challenging but achievable targets.

2.5. The action programme addresses our priority issues and activities and will address:

- Promotion of a 'reduce, reuse, recycle and repair' resource management message
- Efficient energy management
- Conservation of water and other resources
- Promotion of the appropriate use of public transport, cycling and walking for travel to and from work, and by users of our services
- 'Green' procurement of supplies and services, meeting best practice set down by The Scottish Executive
- Awareness raising and training for all staff.

2.6. Through this policy, we will build sustainable development into our policies and programmes as part of the continuous improvement agenda in SCRA. By initially raising awareness of these issues we will encourage staff at all levels to consider the impact of their activities and to improve their working practices for the benefit of the environment. We will ensure that sustainable development is a key objective in our annual Business Plans at corporate and regional level.

2.7. We will set a small number of key targets which will be reviewed on an annual basis. This will ensure our performance can be monitored, and we can demonstrate benefits both within SCRA and to the wider public.

Activity already underway

SCRA has already developed a number of approaches to reducing it's environmental as follows:

- Most offices have contracts in place for the collection and recycling of confidential waste paper. This can be broadened to encompass all waste paper including junk mail, envelopes, newspapers, etc
- SCRA purchases its energy through Scottish Executive Framework Contracts and these have already been awarded taking into consideration environmental impacts.
- SCRA is currently reviewing a number of other Scottish Executive, OGC and Other Government Department Framework Agreements/ Contracts with a view to utilising these agreements where they offer best value for money. Examples are stationery and paper.
- Wherever possible SCRA is using Eco-friendly materials in new buildings and office refurbishments, subject to value for money consideration.
- The Mechanical & Electrical contractor, PME, ensure that all fluorescent light tubes are recycled and other items for disposal are disposed of in an environmentally friendly manner.
- The cleaning contractor, GBM, ensure that all cleaning materials are environmentally friendly products.
- The IT contractor, LogicaCMG, ensure that all toner cartridges are collected and recycled and that their sub-contractor Barron McCann dispose of all hardware in an environmentally friendly manner.