

# SCOTTISH CRIMINAL CASES REVIEW COMMISSION

## ENVIRONMENTAL POLICY

### **Environmental Policy Statement**

The Scottish Criminal Cases Review Commission is committed to respecting and caring for the environment and to integrating high standards of environmental responsibility into all of its operations. This policy ensures continuous environmental improvement by reducing the impact of the Commission's operations on the environment.

The Commission has incorporated the principles set out in this environmental policy into its everyday management and has developed appropriate action plans and targets, which are attached to this policy.

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.

### **Responsibilities**

The Chief Executive of the Commission is accountable for the environmental performance of the Commission.

The Chief Executive has delegated responsibility to the Director of Administration to ensure that the environmental action plan is taken forward and implemented and that staff adhere to agreed procedures and practices.

The Chief Executive has appointed Miss Elise Traynor as the Commission's Environmental Officer. Miss Traynor will act as Environmental Guardian for the Commission and will take forward day to day environmental matters, conduct quarterly audits, train and disseminate relevant information to staff on environmental matters and will assist the DOA in ensuring overall compliance with the Commission's environmental policy, procedures and practices.

### **Policy Objectives**

#### *Legislation*

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.

### *Policy objectives*

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 – to reduce energy consumption by using energy more efficiently without loss of productivity or comfort.*

The Commission will measure its energy consumption and set targets 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- to minimise waste by reduction, reuse, repair and recycling methods*

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

*Water – to conserve water, thereby reducing water consumption*

*Paper – to reduce the use of paper by maximising the use of alternative technologies*

The Commission will set as a mandatory requirement that all documentation will be printed and photocopied using double sided methods. The Commission will encourage the use of recycled paper where this provides value for money and the Commission will implement schemes in the Commission's office for recycling paper. The Commission will encourage the electronic interchange of documentation with external organisations to reduce paper usage.

*Transport and Travel – to minimise the impact of the Commission's travel arrangements on the environment by reducing the level of unnecessary travel and encouraging those who have to travel to do so in a way that minimises the environmental impact*

The Commission will encourage the use of public transport by its employees wherever appropriate. It will encourage the use of systems such as teleconferencing as a substitute for travelling and it will address the issue of energy use and emissions from all transport choices. The Commission will seek to minimise the impact that transport has on the environment through the support of more sustainable modes of travel. Where appropriate the Commission will encourage staff to 'double up' on trips.

*Supplier performance and purchasing/procurement – to purchase products and services with regard to their environmental impact*

The Commission will seek to 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 will be 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 –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. To publish an environmental performance report annually.*

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

*Training, audit and review – to ensure staff are trained and necessary resources are made available to ensure efficient implantation of this policy and to conduct quarterly audits and review of the Commission’s environmental performance*

The Commission will seek to achieve continual improvement in its environmental performance through a cycle of audit and review. The Commission will seek to provide the necessary resources and training required for effective delivery of this policy.

**Scottish Criminal Case Review Commission  
22 November 2004**

## **SCOTTISH CRIMINAL CASES REVIEW COMMISSION**

### **ENVIRONMENTAL ACTION PLAN**

In line with the Commission's environmental policy, the Commission has undertaken an initial review of the environmentally friendly practices and systems that are already in place and has taken a view on further action required to ensure the policy objectives are met.

#### **Energy – our objective is to reduce energy consumption by using energy more efficiently without loss of productivity or comfort**

##### *Measures currently in place*

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;  
Low energy light bulbs and tubes are used;  
Posters and notices are placed within the Commission's offices reminding staff of the need to comply with environmental action points;  
Energy usage is recorded and monitored on an ongoing basis with the aim of price/unit reduction;  
Monthly energy walkabouts undertaken by the Environmental Officer.

##### *Action required*

- Issue updated guidance to staff to promote awareness of energy efficiency in relation to the office and the home.

#### **Waste – our objective is to minimise waste by reduction, reuse, repair and recycling methods**

##### *Measures currently in place*

Recycling system in place for all recyclable materials  
(e.g. drinks cans, cardboard, plastic, glass, waste paper etc);  
Staff, manufacturers, suppliers and contractors are encouraged to minimise the volume of packaging used and to recover and recycle packaging where practicable;  
Monitor the volume of waste for disposal collected from the Commission and aim to reduce this;

Recycle toner cartridges.

*Action required*

- Investigate further the use of recycled products (e.g. paper) wherever possible, while also ensuring value for money.

**Water – our objective is to conserve water, thereby reducing water consumption**

*Measures currently in place*

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;  
Leaks and any dripping taps are repaired promptly.

*Action required*

- Refresher training for all staff.

**Paper – our objective is to reduce the use of paper by maximising the use of alternative technologies**

*Measures currently in place*

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 encouraged to review, revise and submit comments on all Board and Committee documents electronically with a view to reducing the need for hard copies to be issued;  
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.

*Action required*

- Review current system for retaining hard copy documents on case files and non-case related files and consider whether it would be appropriate to take away the current requirement to retain hard copies of all Commission material;
- Review the list of organisations and individuals who are automatically sent a copy of the Commission's annual report and consider contacting them to ascertain if they still want a copy.

## **Transport and travel – our objective is to minimise the impact of the Commission’s travel arrangements on the environment**

### *Measures currently in place*

- All staff travel plans are reviewed in advance to ensure that public transport methods are always considered and used where appropriate;
- Staff are required to double up on journeys if it is appropriate to do so;
- System in place for staff to purchase a travel season ticket in advance and repay by monthly instalments;
- All staff have been given information to access the government’s Transport Direct website which provides good details re public transport, route planning facilities etc;
- Video conferencing system installed and staff encouraged to use where applicable in order to reduce amount of travel and associated costs;
- All hire cars used by the Commission use unleaded fuel.

### *Action required*

- Set up system for monitoring and reviewing level of video conferencing usage and quantify level of direct savings and environmental impact.

## **Procurement – our objective is to purchase products and services with regard to their environmental impact**

### *Measures currently in place*

The Commission currently includes the following statement in all conditions of contract with suppliers:

#### **PROTECTING THE ENVIRONMENT**

Suppliers to the Scottish Criminal Cases Review Commission are requested to satisfy themselves that no product will be supplied or used in the Supply of Goods to the Purchaser which will endanger the health of the consumers or others, will cause significant damage to the environment during manufacture, use, or disposal, which consumes a disproportionate amount of energy during manufacture, use, or disposal, which causes unnecessary waste because of over-packaging or because of an unusually short shelf life, or which contains materials derived from threatened species or threatened environments.

The Commission purchases most goods and services using existing Scottish Executive call-off contracts. In awarding these contracts the Scottish Executive will have taken

steps to ensure that contractors comply with all relevant environmental legislation and best practice.

#### *Action required*

Where the Commission conducts a tender exercise for the provision of goods or services or where ad hoc goods or services are being purchased, the Commission will ensure that it follows the guidance on “environmental issues in procurement” contained in the Scottish Executive Procurement Policy Manual and the Scottish Executive Procurement Instruction Manual.

### **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**

#### *Measures currently in place*

Posters and information leaflets regarding relevant environmental matters displayed within the Commission’s offices;

#### *Action required*

- The topic of environmental matters is a standing item on the weekly staff agenda and on the policy meeting agendas;
- Promote environmental good practice through local training courses or in-house training; and
- Include environmental issues as part of the induction programme for new staff.

### **Monitoring & Targets**

Required actions set out above will be included in the action plan checklist, which will be subject to review and update at the Commission’s quarterly environmental meetings in order to monitor progress and implementation.

The Environmental Officer will also provide an update on the outcomes of environmental walkabouts and matters arising.

At the December 2005 Environmental Meeting, members discussed the development of specific targets in order to demonstrate and monitor the Commission’s commitment to environmental matters. It was agreed that given the size and structure of the Commission, that it was difficult to set meaningful and achievable environmental targets. However, it was agreed that the broad aims of reducing energy usage, paper usage, waste production and unnecessary travel were more appropriate and could be monitored effectively on a quarterly basis through:

Energy usage is recorded and monitored on an ongoing basis with the aim of price/unit reduction;

Paper usage is recorded and monitored on an ongoing basis with the aim of usage reduction;

Monitor the volume of waste for disposal collected from the Commission and aim to reduce this;

Monitor the usage of video conferencing facilities and quantify the level of actual savings and positive environmental impact.

**SCCRC**  
**July 2006**