



Environmental Policy

1. **Statement**

As the lead body for developing and funding the arts in Scotland, the Senior Management Team, staff and members of the Scottish Arts Council are committed to improving its environmental performance.

Recognising the power of arts in society, we will use this to influence and encourage a wider commitment to social responsibility and sustainability within the communities in which we work.

The Scottish Arts Council is fully committed to improving its Environmental Performance, and will endeavour to reduce the impact of our work on the environment. We will comply with relevant environmental legislation and regulations.

2. **Key Principles**

In the application of this environmental policy we will:

- 2.1 *Meet and where appropriate, exceed requirements set out in current UK environmental legislation*
- 2.2 *Seek to provide adequate resources and training for effective delivery*
- 2.3 *Reduce our consumption of materials to sustainable levels, re-using where possible and promoting re-cycling and the use of recycled materials*
- 2.4 *Promote and manage water and energy efficiency*
- 2.5 *Minimise travel, realising the impact transport has on the environment and its contribution to global climate change. We will encourage and support more sustainable modes of transport.*
- 2.6 *Reduce the amount of paper used and promote and encourage sustainable procurement*
- 2.7 *Work with our staff, customers, partners and suppliers to encourage and share best environmental practice.*
- 2.8 *Recognize the importance of local biodiversity in Scotland and seek to enhance and promote this where possible*
- 2.9 *Achieve continual improvement through publicly setting objectives and targets and monitoring performance against them.*
- 2.10 *We will review and report on our progress and publish our aims and achievements openly on our website and our Annual Report*

SCOTTISH ARTS COUNCIL ENVIRONMENTAL MANAGEMENT

Introduction

The Scottish Arts Council, like other public bodies, has responsibility under the Nature Conservation (Scotland) Act 2004 to further the conservation of biodiversity. This Act has certain implications on the operational functions of the Scottish Arts Council – energy and water consumption, supplies purchasing, paper waste disposal, transport and travel arrangements.

We have an Environmental Policy in place and aim to improve our conservation performance by setting attainable targets and objectives. This will allow us to review our current practices with an aim to further improve where possible. We aim to publish a report of our Environmental targets and measures within our Annual Report, and on our web site.

We are currently carrying out a review of our current practices in relation to biodiversity. We are limited in some areas due to the nature of our offices at 12 Manor Place, Edinburgh. Our offices are leased therefore we have certain restrictions through our landlord, but where possible we strive to make improvements whilst following certain legislative requirements. In recent years we closed our office in Melville Crescent housing all staff in our Manor Place Offices, this has major impact on various areas, and we are now in a position to monitor usage of energy, monitor of waste etc properly. We are in discussions with the procurement department within the Scottish Executive to benefit from their nationally agreed pricing and environmentally aware suppliers

Our policy is an active policy which requires the support of the Scottish Arts Council Senior Management Team, Council Members, staff, visitors and any contractors appointed. The policy and subsequent targets noted, will be reviewed annually by the Scottish Arts Council.

TARGET AREAS UNDER REVIEW

ENERGY

We are limited to the amount of improvements we can make due to the type of building (Georgian) we have, stipulations from our landlord and Health and safety issues in regard to adequate lighting. However, we are in the process of obtaining expert advice on how we might be able to make savings and use our existing systems more effectively, making us more energy efficient. To date all our lighting has been reviewed and updated as appropriate. Our aim would be to reduce our electricity and gas consumption, subsequently reducing our CO2 emissions.

ENERGY OBJECTIVE	ENERGY TARGET
We aim to reduce both our electricity and gas energy consumption in the coming year, subsequently increasing the efficiency	To enable us to set attainable targets for the coming years, we have monitored our consumption of gas and electricity over 2006/07 allowing us to set appropriate targets for the year 2007/08.

ENERGY METHODS OF ACHIEVEMENT

Our energy consumption details can be split into 3 categories: Lighting, Heating and Equipment. A breakdown of each area is listed, showing areas where we aim to make reductions and savings:

Lighting

1. Staff encouraged to switch-off lights where possible during the day, using natural day light where possible.
2. Use of energy efficient light bulbs where appropriate.
3. Removal of all up-lighters, as they are neither energy, or cost efficient, and are an in-effective form of lighting.
4. Where offices have both overhead lighting and desk lamps, staff are encouraged to use one or other where appropriate.

Heating

1. Investigate the possibility of reducing main thermostats on each boiler as appropriate.
2. Ensure hot water taps are turned of properly after use.
3. Reduce temperature/turn off radiators in public areas and corridors
4. Lengthen time where heating is turned off over summer months – only turn on when necessary.
5. Fit draft excluders to doors and windows where appropriate.

Equipment

1. The majority of equipment uses power save when not in use
2. All office equipment should be switched off when not in use
3. All copiers set automatically to print double sided
4. Encourage staff to use kettles etc sparingly, filling kettle to required level.

WASTE

The Scottish Arts Council currently has various arrangements in place for recycling/disposal of our waste including paper, newspapers, used toner cartridges, glass etc. We recycle computer equipment and monitors when they reach the end of their useful life. We actively monitor our procurement and purchases, recycling furniture and equipment where possible. We plan to review our current practices, sourcing information from outside agencies. We then plan to introduce new waste recycling schemes ensuring the minimum amount of waste is transferred to landfill sites.

WASTE OBJECTIVE	WASTE TARGET
We aim to reduce the amount of paper used, subsequently reducing the amount of waste being transferred to landfill sites	Monitor the types of paper waste produced, introducing records to measure the amounts of waste produced (disposal and recycling) over the year 2006/07, allowing us to set attainable targets for the year 2007/08

WASTE METHODS OF ACHIEVEMENT

The amount of waste produced is currently controlled and monitored in basic terms, we currently keep records of waste produced in terms of paper re-cycling and general waste.

Paper

As an organisation we have to consider in more depth the fact that paper is costly to purchase and dispose of. Our aim is to reduce the amount of paper we use by reviewing and updating current practices:

1. Encourage the use of communication by email, reducing the cost of paper used for printing, faxes etc

2. Discourage printing of emails unless absolutely necessary
3. Ensure all photocopiers and printers are automatically set to print double-sided
4. Re-use used envelopes for internal mail
5. Instruct staff to cancel all unwanted mail shots/publications and any junk mail received.
6. Ensure staff place all waste paper/publications in Shred-it bins provided
7. Newspapers should be placed in appropriate recycling bin
8. Any cardboard boxes should be brought to Office Services for separate re-cycling

TRANSPORT/TRAVEL

The Scottish Arts Council actively encourages staff to use sustainable methods of transport, where appropriate, both for business and commuting. We no longer have company cars, only one vehicle for deliveries etc.

TRANSPORT/TRAVEL OBJECTIVE	TRANSPORT/TRAVEL OBJECTIVE
We aim to reduce the number of taxis booked for meetings within Edinburgh, encouraging staff to use public transport/car share as appropriate. Encourage staff to make use of arrangements available for travel season tickets/loans for bicycles.	Investigate methods to monitor travel arrangements made by staff, recording taxi bookings made through Reception over 2006/07, allowing us to set attainable targets for the year 2007/08

TRANSPORT/TRAVEL METHODS OF ACHIEVEMENT

1. Encourage staff to consider whether their journey can be made using public transport rather than their own car or taxi.
2. Central control for taxis, booked through reception, ensure sharing of taxis rather than individual bookings
3. Interest free loans are available for bus/rail season tickets.
4. Interest free loans are available for purchasing bicycles and arrangements are in place for secure and safe storage of bicycles.

THE FUTURE OF ENVIRONMENTAL MANAGEMENT

The Scottish Arts Council annually review and update their Environmental Policy, and will ensure all staff, visitors and suppliers are aware of their responsibility in achieving the objectives set out within this policy. With close monitoring we aim to report annually on progress made and provide target recommendations for the following year. We will contact various agencies with the relevant expertise, allowing us to improve our Environmental performance. We will keep all staff aware of our progress, ensuring all new staff receives information on our Environmental policy as part of their induction.

Jim Tough

26.3.07.