



Sustainable Development Policy & Procedures Manual

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SUSTAINABILITY POLICY WITHIN THE SCOTTISH COURT SERVICE

INTRODUCTION

The Scottish Executive describes the basic aim of sustainable development as securing the future, acknowledging that achieving economic growth has to be done in such a way that it does not harm the environment or squander the natural resources we depend on and having to distribute the wealth it creates to improve quality of life and to eradicate poverty.

It is vital that the Scottish Court Service (SCS) minimises its environmental footprint¹ and operates in a sustainable manner. This policy document sets out the commitments and direction of the SCS's sustainability policies and the processes for their implementation over the next three to four years. It replaces and supports the Agency's existing environmental, procurement and sustainability policy statements and provides guidance to staff and suppliers on how to comply with the policy's strategic aims.

A Summary of the Sustainability Policy

The SCS sustainability policy:

- applies to all parts of the Agency;
- covers operational and support services such as energy, facilities management, construction, procurement, office services, printing and publishing; and
- is consistent with the United Kingdom's commitment to sustainable development.

It commits the Agency to improve its environmental performance by conserving energy, water, wood, paper and other finite resources. The Agency will therefore reduce waste through re-use and recycling of materials and by using refurbished and recycled products and materials where such alternatives are available that still offer best value. The SCS will also ensure, where practicable, that buildings occupied by the SCS are designed, constructed and operated in a manner which minimises their environmental impact.

The Agency will reduce and monitor emissions to air, land and water and assess what action is necessary to reduce pollution or the risk of pollution. It will phase-out ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and vehicle emissions or substances that are damaging to health or to the environment.

Through improved specification, the SCS will encourage manufacturers and suppliers to supply environmentally friendly goods and services at competitive prices as per the Agency's [Procurement Policy](#).

The Agency will offer education / training and encourage staff and suppliers to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives. The Agency will communicate openly with staff and partners about environmental policies and best practice to develop and promote environmentally sound practices.

This document is intended to be an active document and will be amended in line with changes in legislation and the requirements and demands of the service. This will ensure the efficient delivery of justice services in line with the Scottish Executive's requirement for delivery of value for money and best environmental practices.

¹ Environmental / Ecological Footprint the estimated area of land required to sustain indefinitely operation or life within a site or building.

Sustainability Operational Check Lists and Responsibilities

Area of Reporting			Policy
<i>Environmental Monitoring and Auditing</i>	Frequency	Carried out by	Reference
Energy	Monthly	PSU	2.2
Water	Annual	PSU	2.3
Emissions	Annual	PSU	2.1, 3.1
Review and adjust benchmarks	Annual	PSU	2.2, 2.3
EPIB Directive inspections	As determined	FM Contractor	2.2
EPIB Directive certification	10 years	PSU	2.2

<i>Paper Resources</i>	Frequency	Carried out by	
Consumption of resource	Annual	Court Staff	2.4
Benchmark review	Annual	PSU	2.4

<i>Waste and Recycling</i>	Frequency	Carried out by	
Other paper and card materials	Annual	Court Staff	2.4, 2.5, 3.5
Electrical equipment	Annual	Court Staff	2.4, 2.5, 3.5
Furniture	Annual	Court Staff	2.4, 2.5, 3.5
Toner and printer cartridges	Annual	Court Staff	2.4, 2.5, 3.5
Local Initiatives	As required	Court Staff	2.4, 2.5, 3.5

<i>Environmentally sensitive materials</i>	Frequency	Carried out by	
Monitoring process	As required	PSU	2.6, 3.4
Operational reporting	As Required	FM Contractor	2.6, 3.4

<i>Protecting and Improving Biodiversity</i>	Frequency	Carried out by	
Monitoring & management	As Required	PSU / external bodies	
Awareness			

<i>Education And Awareness</i>	Frequency	Carried out by	
Induction	As required	PDU	3.7
General environment and sustainability	Annual / As required	PSU / PDU	3.7

<i>Travel And Transportation</i>	Frequency	Carried out by	
Mileage reports	Annually	Court Staff	3.6
Travel statistics	Annually	PSU	3.6

SCS Sustainability Policy Areas of Responsibility Matrix

Policy	PSU	PDU	FM Contractor	Court Staff	Outside Organisations
Environmental Monitoring & Auditing	✓		x		
Energy Resources	✓		x		
Water Management	✓		x		
Paper Resources	x			✓	x
Waste Management	x		x	✓	
Environmentally Sensitive Materials	✓		x		x
Climate Change Reduction	x		✓		
Ozone-Depleting Substances	x		✓		x
Asbestos Management	x		✓		
Environmentally Hazardous Substances	x		✓		x
Recycling	x			✓	x
Protecting and Improving Biodiversity	✓			x	x
Travel And Transportation	x	x		✓	
Education And Awareness	x	✓		x	
Design, Construction And Building Projects	✓		x		
Procurement Of Goods And Services	x		x	✓	
Estate Management	x		✓		
✓ Lead Role, x Supporting Role					

2. RESOURCES

The SCS will preserve natural resources by reducing their use in day to day operations. Where used, the SCS will manage such scarce resources in an efficient manner. The SCS will pay particular attention to the following areas:

2.1 ENVIRONMENTAL MONITORING & AUDITING

Policy Statement

The SCS will take all reasonable measures to monitor and manage its consumption and use of energy, water and other resources and materials used within its estate.

The SCS will monitor and record its use of utilities, resources and activities that could have an impact on the environment within its estate. Establish suitable performance benchmarks in addition to the energy and water benchmarks enabling SCS to improve management of these resources and it will set targets against these benchmarks.

The SCS will set up a range of procedures through consultations and local agreements that will allow staff and partners to work and operate in such a way as to minimise their environmental impact. Reducing consumption of finite resources and reduce emissions of pollutants into the environment will be achieved by procedures in the following areas.

Procedure – Environmental Monitoring and Auditing

- *Utilities, resources and activities that have environmental impacts will be recorded by accepted methods² appropriate to the resource or activity being monitored.*
- *Utilities will be monitored by utilising available software packages using data collected either from supplier invoices, electronic billing systems or electronically direct from site metering systems connected to the SCS building management systems.*
- *Other resources will be investigated as to how they can be best monitored to allow appropriate measurement and benchmarking.*
- *Performance against agreed benchmarks will initially be reported on a quarterly basis or annually depending on the utility or resource being monitored.*

² Measurement of energy will be billed units of consumption per square meter of treated floor area per year. Other resources will be measured in line with ISO 14001 standards

2.2 ENERGY RESOURCES

Policy Statement

The SCS will take all reasonable measures to reduce the consumption of energy within the estate and endeavour to achieve best practice.

The SCS will operate and manage its estate in such a way as to minimise the consumption of energy and reduce energy expenditure, using accepted best practice methods to comply with relevant UK government and EU legislation and directives.

The SCS will manage and reduce energy consumption across its estate and aim to achieve:

- Typical practice benchmark targets for;

Total Electricity	71 kWh/m ² /annum.
Total Fossil Fuels	159 kWh/m ² /annum.
Total kWh/Year	230 kWh/m ² /annum.

- ³ Best practice benchmarks of:**

Total Electricity	57 kWh/m ² /annum.
Total Fossil Fuels	111 kWh/m ² /annum.
Total kWh/Year	168 kWh/m ² /annum.

*** The typical benchmarks will be used in the first year thereafter the targets used will be the best practice benchmark. For some buildings their age and style of construction, these benchmarks are likely to be difficult to achieve and individual benchmarks may have to be set.*

Procedure - Energy Resources

- *Set benchmarks against good and best practice performance and establish targets for achieving these.*
- *Ongoing investment in the Agency's building management systems both in maintenance and replacement programmes.*
- *Ensure that energy efficiency is considered a matter of priority at the planning design stages for new courts and major upgrade projects.*
- *Introduce new techniques and technologies for using energy more efficiently without loss to productivity or comfort.*
- *Purchase energy efficient equipment which demonstrates value for money. Whenever practicable, only purchasing equipment from the government's energy technology list and equipment rated best for energy efficiency on the European eco-labelling systems.*

³ Benchmarks are taken from Carbon Trusts ECG082 publications benchmarking data.

- *Continue to purchase energy from utility suppliers that can supply a significant proportion of their supply from renewable sources and attempt to meet more of the Agency's energy needs where possible from renewable sources. Such as wind turbines, small scale hydro and other developing technologies, for example, photovoltaic cells where they are competitive. Consider the feasibility of generating electricity on suitable sites using Combined Heat and Power (CHP) preferably gas fired or carbon neutral fuels.*
- *Where cooling is required, the Agency will achieve this through the most efficient means possible, using such techniques as ground water cooling or absorption cooling from CHP installations.*
- *Comply with the EU directive 'Energy Performance in Buildings' within sites larger than 1,000 m².*

2.3 WATER MANAGEMENT

Policy Statement

The SCS will utilise best practice and take all practical measures to reduce consumption of water within its buildings and reducing discharges to the sewerage systems.

The SCS will manage and reduce water consumption across its estate and aim to achieve the following good practice benchmark targets:

Courts with catering facilities _____ 0.54 m³/sq. metre floor area/annum.***
Courts without catering facilities _____ 0.25 m³/sq. metre floor area/annum.

Best practice benchmarks:

Courts with catering facilities _____ 0.35 m³/sq. metre floor area/annum.
Courts without catering facilities _____ 0.20 m³/sq. metre floor area/annum.

*** OGC Watermark Benchmarking Report 2003

Procedure - Water Management

- *The Agency will monitor water consumption across the estate and use this information to provide benchmarks against which goals can be set to reduce water consumption towards government best practice.*
- *Install conservation technologies where it is economic and practicable to do so.*
- *Where appropriate, specify water-efficient appliances and other conservation equipment.*
- *The installation of rain harvesting or grey water systems to supply non-potable water supplies and reduce site consumption charges.*

2.4 PAPER RESOURCES

Policy Statement

The SCS will take all reasonable measures to reduce the use of paper within its buildings and estate and endeavour to use paper only produced from sustainable resources in line with Scottish Executive guidance.

The SCS will reduce the use of paper materials across the organisation in line with best practice and government initiatives. It will ensure only paper mainly manufactured from recycled resources and not treated with bleaching solutions is used.

Procedure - Paper Resources

- *Where practicable, make best use of electronic media.*
- *Where practicable, use double-sided printing and copying.*
- *Use recycled paper comprising genuine post consumer waste (including agri-pulp).*
- *Ensure that any virgin pulp used in the manufacture of paper products originates from sustainably managed woodlands and that both the virgin pulp and the recycling process is chlorine free, i.e., manufactured using non-chlorine bleaching agents such as oxygen, per acetic acid, sodium peroxide or more efficient pulping techniques.*
- *Ensure that material published or printed by the Agency is, where possible, sealed using a water miscible varnish (not a plasticised finish) and is bound using water based adhesives or other materials which do not impede recycling.*

2.5 WASTE MANAGEMENT

Policy Statement

The SCS will take all reasonable measures to reduce the volume of waste materials within its buildings and estate.

The SCS will reduce the volume of waste materials generated from its estate and operations in line with government objectives⁴. The SCS will minimise waste through improved specifications, working practices and encouraging recycling of materials.

Procedure - Waste Management

- *All waste will be dealt with in accordance with legal requirements and best practice and are encouraged to practice the 4 "R's", i.e., Reduce, Re-use, Repair and Recycle.*
- *The Agency will use resources more efficiently and improve existing recycling schemes.*
- *Investigate participating in local recycling or green office schemes and introducing court environmental guardians / champions.*
- *The requirement for Site Waste Management Plans (SWMP) to be included in construction projects specification and tender documents.*

⁴ Scottish Executive's target to reduce waste going to landfill to 55% by 2010 and 30% by 2020

2.6 ENVIRONMENTALLY SENSITIVE MATERIALS

Policy Statement

The SCS will take all practical measures to ensure they only procure and specify materials within its buildings and estate that are supplied from sustainable resources.

The SCS will only procure natural materials in accordance with international agreements such as the The Forest Stewardship Council (FSC) and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) agreement in line with current corporate procurement and environmental policies.

Procedure - Environmentally Sensitive Materials

- *Purchase and specify sustainably produced products (such as joinery, fittings, furniture and veneers). Specify in purchase orders and contracts that suppliers provide documentary evidence that the materials have been lawfully obtained from sources which are managed to sustain their biodiversity, productivity and vitality, and to prevent harm to other ecosystems and any indigenous people.*
- *Consider buying recycled materials or products made from reclaimed material where it is cost effective and practicable to do so.*
- *Developing and putting in place procedures for monitoring these materials and other environmentally sensitive materials, exchanging information and examples of best practice with other Departments and Agencies.*

3 REDUCING POLLUTION AND EMISSIONS

The SCS will reduce its contribution to emissions of polluting substances into the environment by adopting best practice measures throughout its operations.

3.1 CLIMATE CHANGE REDUCTION

Policy Statement

The SCS will take all reasonable measures to reduce its contribution to emissions of gases and other pollutants which are believed to contribute to climate change.

The SCS, in line with policy on conserving energy resources (see [2.2](#) above) will reduce emissions of pollutants linked with climate change and global warming, such as Carbon Dioxide, Nitrous Oxides, and emissions of other pollutants.

Procedure - Climate Change Reduction

- *Reduce emissions of carbon dioxide by minimising energy consumption in all of the Agency's buildings.*
- *Provide staff awareness training to enable staff to recognise energy waste and implement local energy conservation solutions.*
- *Ensure that energy consuming equipment (particularly heating and ventilation) is maintained, controlled and managed efficiently to minimise energy consumption.*
- *Best practice benchmarking is included within specification documents ensuring that building and equipment consume the minimum of energy required for efficient service operations.*
- *Encourage the supply of "green electricity" through purchase where value for money can be confirmed.*
- *Where available, consider converting to cleaner fuels such as natural gas (including fleet vehicles).*
- *Controlling, where feasible, other gaseous and non-gaseous pollutants, which contribute to climate change. For example, by switching where possible from hydro fluorocarbons (HFCs - used as refrigerants and in fire extinguishing systems), perfluorobutane (fire extinguishing systems) and sulphur hexafluoride (insulating switch gear) to environmentally preferable substitutes having a low or zero global warming potential.*

3.2 OZONE-DEPLETING SUBSTANCES

Policy Statement

The SCS will take all practical measures to reduce and remove all ozone depleting materials from within the buildings and estate and through improved contract specification.

The SCS will ensure that no products are purchased which contain chlorofluorocarbons (CFCs)⁵ hydrochlorofluorocarbons (HCFCs), halons, carbon tetrachloride, 1 1 1 trichloroethane, or any other ozone-depleting substances where suitable alternatives exist.

Procedure - Ozone-Depleting Substances

- *Prevent the venting of ozone-depleting substances from equipment and ensure that they are recovered for recycling or destroyed using appropriate technology.*
- *Initiate a leakage control programme through regular servicing of all refrigeration and air-conditioning equipment containing ozone-depleting substances in compliance with professional codes of practice.*
- *Replace all refrigeration and cooling equipment using refrigerant gases with equipment using less environmentally damaging gases.*

⁵ Most of these substances will be banned by 2012 by international agreements.

3.3 ASBESTOS MANAGEMENT

Policy Statement

Through best practice, the SCS will take all reasonable measures to remove or make safe any materials containing asbestos within its buildings and estate.

The SCS will manage the removal of asbestos found within the court estate in accordance with [PSU Health and Safety Policy](#) and guidance from the Health and Safety Executive.

Procedure - Asbestos Management

- *Asbestos where found will be managed by securing undamaged materials in-situ through regular monitoring for signs of deterioration and, where there is deterioration, to seal, encapsulate and label it as appropriate.*
- *Until necessary funding can be arranged for the removal and disposal of asbestos materials, in accordance with relevant regulations and guidance to minimise the release of fibres and the risk they might pose to the health of workers, staff and visitors.*
- *The performance of substitute or replacement materials should be equally effective but free from asbestos and other hazardous substances.*

3.4 ENVIRONMENTALLY HAZARDOUS SUBSTANCES

Policy Statement

The SCS will take all reasonable measures to reduce or remove any materials or substances that harm the environment or are to the detrimental of people's health.

The SCS will minimise its use of environmentally hazardous substances by reducing or eliminating where possible these substances.

Procedure - Environmentally Hazardous Substances

- *Minimise the use of environmentally hazardous substances and use less hazardous substances or techniques which are sufficient for the task.*
- *Ensure that hazardous substances are stored, used and disposed of in accordance with best practice and legislation.*
- *Encourage the use of building materials, furnishings, etc., which are low emitters of formaldehyde, volatile organic compounds and other potentially hazardous substances.*
- *Continue to discourage smoking through education in line with the Scottish Executives policies.*
- *Minimising the use of pesticides e.g., by switching to ecologically friendly methods of controlling insects and fungal pathogens wherever possible.*
- *Where possible, do not specify any solvents or paint products containing potentially harmful odours. Specify low-solvent, or solvent-free products such as water or vegetable based paints, varnishes and glues.*
- *Avoid the use of batteries (especially those with high levels of lead, mercury and cadmium) where there are better environmental options and which offer value for money (e.g., rechargeable or solar cell products). Where batteries are used, where possible, recycle on completion of use.*

3.5 RECYCLING

Policy Statement

The SCS will take all practicable measures to recycle all materials that are used within its buildings and estate, both in daily operations and construction projects.

The SCS will develop and participate on a corporate and local basis, organisational recycling schemes in accordance with best practice. The SCS will recycle materials and where value for money can be demonstrated, use recycled goods and materials.

Procedure - Recycling

- *Agree suitable recycling plans, highlighting when schemes will be introduced, reviewed or expanded and operate internal awareness campaigns.<e-learning Link>*
- *The Agency will endeavour to record what waste is being produced, identify recycling services in the local areas, and engage the support of suppliers and staff. Recycling initiatives may include the following:*
- *Recycling General Office Services:*
 - *Paper and cardboard*
 - *Computers and related equipment*
 - *Toner / ink cartridges*
 - *Photocopiers*
 - *Mobile phones*
 - *Fluorescent light tubes*
 - *Furniture*
 - *Batteries*
- *Recycling Catering Sites:*
 - *Aluminium cans and foil*
 - *Cooking oils*
 - *Glass*
 - *Plastic bottles and plastic vending cups*

3.6 PROTECTING AND IMPROVING BIODIVERSITY

Policy Statement

The Scottish Court Service will take all reasonable measures to protect and improve the natural biodiversity of flora and fauna around its buildings and estate.

Procedure – Protecting and Improving Biodiversity

- *Scottish Court Service will improve staff awareness of biodiversity issues through a range of awareness raising measures.*
- *Construction project specifications will ensure the protection of biodiversity and reduce the impact of operations to the local flora and fauna.*
- *While protecting the estate, Scottish Court Service will encourage and improve habitats that will attract and support a wide range of flora and fauna.*
- *Scottish Court Service will communicate and where appropriate work with national and local conservation bodies taking advice on ways of minimising our impact and where practical improving the biodiversity of the local environment.*
- *Scottish Court Service will ensure through its procurement processes that where possible it will only purchase materials and services that are obtained through recognised sustainable practices that do not adversely impact on biodiversity.*

3.7 TRAVEL AND TRANSPORTATION

Policy Statement

The SCS will reduce its contribution to environmental omissions from travel by deploying clean fuelled fleet cars while making best use of public transport.

The SCS will look to minimise the impact which its travel operations have on the environment by deploying only clean fuelled cars where essential journeys are necessary. The SCS will encourage staff to make best use of public transport for non-essential journeys.

Procedure - Travel and Transportation

- *Reduce congestion and exhaust emissions by introducing and developing corporate and local Travel Plans to reduce the impact which commuting, business trips and transport operators have on the environment.*
- *Where practicable, make best use of improved telecommunications networks (e.g. call centre operation, video conferencing). Provide information on alternative means of travel to and from Agency buildings and encourage the use of public transport systems.*
- *Introduce dual-fuelled, hybrid or alternative-fuelled vehicles into the SCS fleet of pool cars. Continually review the feasibility and availability of hybrid or alternative-fuelled technologies for the Agency's vehicle fleet.*
- *Ensure that any parking provision is sensitive to the needs of staff and clients who come under the provisions of Disability Discrimination Act. Prohibit the unnecessary idling of vehicle or other engines on the Agency's sites.*
- *Extend interest free purchasing advances for season travel tickets to bicycles and accessories. Additionally enhance the provision of bicycle parking facilities to meet demand.*
- *Negotiate with local and national transport operators to provide discounted access to services and disseminate public transport information to staff for commuting and business use. Consideration should be given to working in partnership with other Scottish Executive organisations.*
- *Consider the extension of remote and home working agreements and develop operational systems that allow dispersed deployment for staff using internet and other electronic technologies where work requirements and duties allow.*

3.8 EDUCATION AND AWARENESS

Policy Statement

The SCS will ensure that all staff has a basic awareness of sustainability and environmental issues through a range of training programmes.

The SCS will develop and maintain staff sustainability and environmental educational and awareness programmes.

All staff should receive basic awareness training covering energy, environment and sustainability as part of their corporate induction training. Thereafter, awareness will be provided at regular intervals through e-learning modules.

Procedure - Education and Awareness

- *Develop in-house training programmes for all staff and provide or make arrangements for workshops on sustainability.*
- *Include sustainability in general office and area meeting agendas.*
- *Engage all staff at all levels and locations to motivate staff to help in what ever way they can and consider the introduction of reward schemes for new initiatives or for reaching set targets.*
- *Create an easy access reference point for all Agency staff to promote and support the aims of sustainability.*
- *Use poster and Internet campaigns to raise staff awareness of sustainability.*
- *Encourage partnerships with third parties both local and national with established sustainability policies.*
- *Create league tables to encourage a competitive edge to achieving targets.*

3.9 DESIGN, CONSTRUCTION AND BUILDING PROJECTS

Policy Statement

The SCS will ensure that all future designs, construction and building projects will include sustainability benchmarks within their brief and specification.

The SCS, its partners and suppliers will where practicable, adhere to the "Green Code for Architecture" http://www.ogc.gov.uk/documents/PACE_-_ESG_Scotland.pdf. Projects should be based on the objectives of the Building Research Establishment's Environmental Assessment Method (BREEAM) in order to comply with sustainable working practices working on property and building services projects. Every effort should be made to follow these principles wherever practicable.

Procedure - Design, Construction and Building Projects

The Agency's appointed suppliers should adhere to the "Green Code for Architecture" and adhere to the following principles based on the objectives of the "Building Research Establishment Environmental Assessment Method (BREEAM)":

- *Construction projects with contract values over £200,000 should include the development of a site waste management plan, including segregation of materials. This should be in line with DTI 2004 guidance Site waste management plans (SWMP): guidance for construction contractors and clients. URN: 04/1326.*
- *Construction applications over £1,000,000 at least 10% of the value of materials used on the project shall derive from recycled and reused content.*
- *Demolish and rebuild only when it is not economical or practicable to reuse, adapt or extend an existing structure. Reduce the need for transport during demolition, refurbishment and construction and tightly control all processes to reduce noise, dust, vibration and pollution.*
- *Make the most of the site, e.g. by studying its history and purpose, local microclimates and the prevailing winds and weather patterns, solar orientation, provision of public transport and the form of surrounding buildings.*
- *Design the building to minimise the cost of ownership and its impact on the environment over its life span by making it easily maintainable and by incorporating techniques and technologies for conserving energy and water and reducing emissions to land, water and air.*
- *Wherever feasible, use the construction techniques, which are indigenous to the area, learning from local traditions in materials and design.*
- *Put the function of the building and the comfort of its occupants before any statement it is intended to make about the owner or its designer. That is, make it secure, flexible and adaptable (to meet future requirements) and able to facilitate and promote communications between staff.*
- *Build to the appropriate quality and to last. Longevity depends much on form, finishes and the method of assembly employed as on the material used.*
- *Avoid where possible the ordering surplus materials and where surplus materials exist ensure those surplus materials are returned to suppliers for refund.*

- *Avoid using materials from non-renewable sources or which cannot be reused or recycled, especially in structures, which have a short life.*
- *Use natural ventilation, unless there are special requirements.*
- Useful link:
http://www.sepa.org.uk/pdf/publications/leaflets/wastemin/env_guide_cons_workers.pdf

3.10 PROCUREMENT OF GOODS AND SERVICES

Policy Statement

The SCS and their suppliers should seek to meet sustainable procurement actions that comply with EC regulatory requirements and UK Government policy on public procurement and its requirement to provide best value.

The SCS is committed to the Construction Task Force's report "*Rethinking Construction*" with its targets for sustained improvement. See also [Scottish Court Service Procurement Policy](#)

Procedure - Procurement of Goods and Services

Procurement has a very significant environmental impact. The Agency is therefore committed through its buying decisions to:

- *The meet the following sustainable procurement actions:*
 - *EC regulatory requirements*
 - *UK Government's policy on public procurement with its requirement to obtain best value for money and its commitment to the Construction Task Force's report "Rethinking Construction" with its targets for sustained improvement.*
- *Require all purchases be made in accordance with the published SCS policy statement, relevant current and foreseen legislation, its guides for suppliers and buyers and other official guidance.*
- *Ensure that the practice of its suppliers is consistent with this statement by conducting at least one pilot project or environmental audit covering an operational area or function.*
- *Specify recycled products and re-refined mineral oils where practicable.*
- *Use the European Commission's mandatory energy labelling scheme by giving preference to the most energy efficient products where they give value for money and identify environmentally preferable products (i.e., those with a low environmental impact over their life cycle).*
- *Adopt the Scottish Executive's "[Greening Government](#)" to inform its buyers and challenge suppliers who provide information about their products which may appear to contravene the standards set out in the Code; and*
- *Evaluate, as appropriate, the environmental performance of tenderers when relevant to the contract.*

3.11 ESTATE MANAGEMENT

Policy Statement

The SCS will ensure that its freehold property do not pose an actual or potential threat to man and the natural and built environment, from contamination of the soil, ground water and surface water, hazards to buildings and building materials and the migration of gas.

The SCS and its suppliers will continue to apply best practice in the management of the estate when procuring property, building new courts and maintaining existing court houses.

Procedure - For Estate Management

The Agency will continue to apply best practice in the management of its estate by:

- *Ensuring that land owned by the Agency does not pose any actual or potential threat to man and the natural and built environment, e.g., from contamination of the soil, ground water and surface water, hazards to buildings and building materials and the migration of gas.*
- *Ensuring that the conservation of species and habitats is respected, especially if sites of international or national importance are involved, or where the priorities of the United Kingdom's and the Scottish Executive's Biodiversity Action Plans could be assisted.*
- *Undertaking assessments such as BREEAM when planning new or substantially refurbished premises. Ensuring that the environmental aspects of any proposed development enhance and are compatible with existing site Environmental Management Systems, e.g., Green Code.*
- *Improving indoor air quality, adhering to advice on best practice given in guidance such as :*
 - *Building Research Establishment's and Carbon Trusts best practice programmes.*
 - *Building Services Research and Information's (BSRIA) Environmental Code of practice.*
 - *The Construction Industry Research and Information Association's (CIRIA) Environmental Handbook for Building and Civil Engineering Projects.*

REFERENCES

Best Practice Guides / Reports

Energy Consumption Guide in Court Buildings ECG 082
Energy Consumption Guide in Offices ECG 019
Economic Use of Electricity in Buildings Fuel Efficiency Booklet 9 FEB 009
Energy Performance in the Governments Civil Estate Good Practice Guide GPG 286
OGC Watermark Benchmarking Final Report 2003
(PACE) Estate Services Guide Scotland 2000
(PACE) Premises Management Guide V1 & V2

Websites

<http://www.sustainable-development.gov.uk>
<http://www.envirowise.gov.uk>
<http://www.thecarbontrust.co.uk>
<http://www.leep.org.uk/index.html>
<http://www.rags.org.uk/>
<http://www.wrap.org.uk/>