



SCOTTISH EXECUTIVE

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*The Environmental Report of  
the Scottish Executive - Our  
Impact on the Environment*



*The Executive's Environmental  
Report  
2000/2001*

# C O N T E N T S

# Environmental Report

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# Introduction

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*This is the first report on the environmental performance of the Scottish Executive. It covers the financial year 2000-2001. We intend to produce and publish this annually.*

*This report summarises what we are doing within our own buildings to reduce our environmental impact and contribute to sustainable development. It also outlines some future challenges and outlines what we will be doing over the next year to improve our environmental performance.*

*Muir Russell  
Permanent Secretary*

*November 2001*

# Executive Summary

## Key Achievements

*The Scottish Executive has already made considerable progress in greening its operations and activities and promoting sustainable development. The main focus of efforts so far, and the key achievements in these areas include:-*

- ◆ *Victoria Quay, the Executive's flagship building, has maintained a very successful Environmental Management System (EMS) and has retained ISO 14001 certification since its award in April 1998.*
- ◆ *The current year saw a fall in **energy** consumption compared to 1999/00. We have already met our March 2004 energy target. This progress has been made through a rolling programme of building maintenance and the introduction of effective energy efficient procedures. During 2000/01 the amount of energy consumption for the whole Executive Estate amounted to 211kWh/m<sup>2</sup>. Our target is to reduce energy consumption to 233kWh/m<sup>2</sup>.*
- ◆ *Our electricity contract with Scottish and Southern Energy (SSE) not only provides Climate Change Levy exempt **energy** to the Executive but also to 30 Scottish public sector organisations covering 618 sites by ensuring that for every kWh of electricity purchased, a kWh of electricity is generated from a renewable source. Renewable production in Scotland accounts for about 11% of electricity produced.. Scottish Ministers are committed to increasing this figure to around 18% by 2010.*
- ◆ *The amount of **waste** recycled this year was 40.29%. This is a significant improvement from the 1999/00 figure of 24.62%. Our key objective is to reduce office waste being taken to landfill and the figure demonstrates that the Executive is well on the way to meeting the 2002 target of 50% office waste recovery.*
- ◆ *The average **water** consumption per person per year has increased slightly to 12.42m<sup>3</sup> from the 1999/00 figure of 11.69m<sup>3</sup>. An ongoing programme of measures is in place to reduce our water consumption. For example, all capital works and refurbishment projects include water conservation initiatives. This will go some way in helping meet our target of 10m<sup>3</sup> per person per year by March 2004.*
- ◆ *The Executive Core Vehicle Fleet, including the Government Car Service (GCS) comprises 54% **alternative fuel vehicles** – Liquefied Petroleum Gas (LPG) or electric powered.*

## Future Challenges

*As part of our continuous improvement programme, we will build on our success. Part of our improvement programme includes plans to implement an Environmental Management System (EMS) across the Executive Estate in order to monitor and ultimately reduce our environmental impact*

*Other key challenges will be to increase environmental awareness by developing a Communication Strategy and to explore how best to disseminate information on environmental initiatives/successes across the Executive. We also aim to improve information given to staff about environmentally friendly products, introduce an electronic ordering system for the procurement of goods and undertake a staff travel survey. There are also plans to provide guidance on sustainable procurement and to review options for Executive publications.*

# The Challenge of Sustainable Development



## *What is sustainable development?*

At its heart is the simple idea of ensuring a better quality of life for everyone, now and for generations to come. A widely used international definition is ‘development which meets the needs of the present without compromising the ability of future generations to meet their own needs’.

Although the idea is simple, the task is substantial. Sustainable development means taking a long-term view, in particular of the resources we consume and how they can be replaced. It means bringing together social, economic and environmental considerations in all decisions. We recognise that we need to set priorities if progress is to be made in this complex field.

We have identified 3 priority themes: -

**Resource use**: what materials are we using; where did they come from; how did we use them and where do they go after our use?

**Energy**: how is the energy we use produced; is that source renewable; how do we minimise the amount of energy we use and what greenhouse gas emissions does our energy generate?

**Travel**: travel costs money and can generate greenhouse gases and pollution. We need to reduce the unsustainable travel; use electronic means of communication and service delivery; locate services and sites to minimise our travel impacts.

These priorities set the framework for this Report.

## *Why do we need sustainable development?*

The challenge of sustainable development is substantial, but we are making progress. Strong environmental policies are improving our working environment but there is always more that can be done. The Greening Government policy sets out what we can and should do to promote sustainable development and sets targets for environmental improvement across the Executive Estate. It will also be used as guidance to Executive Agencies and non-departmental public bodies, as well as to private sector companies who want to do more to ensure that their working practices do not adversely affect the environment.

# Greening Government Policy



## *What is the purpose of our Greening Government policy?*

We launched our revised Greening Government policy on 5 September 2001. The overall aim is to improve the Executive's environmental performance and reduce the environmental impact of our own activities and operations. We aim to: -

- ◆ implement environmental best practice for all activities;
- ◆ make best use of resources;
- ◆ minimise waste and
- ◆ encourage the purchase of environmental friendly goods and services on value for money grounds as normal procedure.

We hope to lessen our impact on the environment and to provide comfortable and healthy surroundings in which we work. We will achieve our objectives by working in partnership and through individual actions of staff.

Our actions are consistent with the W-E-T priorities of Scottish Ministers and Sustainable Scotland (Waste of Resources, Energy, Travel). These are: -

- W - minimise waste by reduction, reuse, repair and recycling methods;
- W - conserve water and other resources;
- W - reduce our use of hazardous and polluting substances and ensure safe disposal;
- W - purchase products and services with regard to their environmental impact;
- E - use energy efficiently to minimise greenhouse gas emissions;
- T - increase the use of sustainable travel both in commuting and on business;
- T - reduce the need to travel;
- require staff and contractors to comply with all the relevant environmental legislation;
- make environmental information openly available to employees and the public.

# Environmental Management System

To help achieve environmental improvement, we introduced an Environmental Management System (EMS) in our flagship building, Victoria Quay. The EMS helps improve environmental performance and the quality and effectiveness of environmental management. As well as minimising adverse environmental impacts they bring financial savings and better management controls. They can also provide a driver for developing staff skills and motivation. The EMS we have adopted helps us achieve the targets set in the Greening Government policy.

## ISO 14001

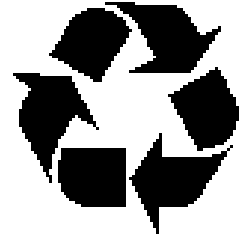
Victoria Quay has maintained a very successful EMS and has retained ISO 14001 certification since it was originally awarded in April 1998. As part of the ISO 14001 commitment, the Victoria Quay Client Committee reviews the EMS on an annual basis and agrees any changes to the policy and targets. The EMS is assessed every 6 months by the British Standards Institution (BSI). The recent renewal of the ISO 14001 assessment contract ensures a continued partnership with the BSI until 2002.



ISO 14001 has also placed the Executive at the forefront of Government action in this area. Some Whitehall Departments and Agencies such as DEFRA, Customs & Excise, MoD and the Environment Agency have now achieved certification to ISO 14001. Thirteen other UK Government Departments are actively seeking certification for the future.

# Training and Awareness

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Staff have an important part to play in a number of areas, particularly recycling and energy efficiency. Staff awareness of these issues is, therefore, important. Environmental presentations and workshops are provided at staff induction courses. The Greening Government policy is promoted on the Executive's Intranet and there are regular environmental articles published in the Executive's staff magazine, SCOOP.

The ISO 14001 accreditation symbol, approved by BSI, is now included on Victoria Quay headed note paper and on all letter and minute templates. Promotional material is continuously displayed on the main entrance plasma screen at Victoria Quay. Several notice boards are dedicated to environmental issues and are located in staff break areas throughout the building.

A representative Environmental Guardian network has been established at Victoria Quay. Training was provided in June 2000 and best practice guidance was distributed to all attendees. Further workshops are planned, with the aim of reviewing, amongst other things, the environmental impacts relating to the building's activities/services which have a direct/indirect significance on the environment. A network of Guardians is also being planned throughout the Estate to assist in the promotion and implementation of environmental best practice in the workplace.

# Environmental Performance

This section of the Report focuses on management information on our environmental performance for 2000-2001 and gives outline information on some of the initiatives already in place to meet our key targets for 2001-2002.

To achieve reductions in our energy usage and greenhouse gas emissions, resources have been focussed on 15 targeted major occupancy buildings that account for approximately 90% of the total energy consumption on the central Estate. A remote Monitoring and Targeting system was introduced in order that consumption irregularities in the 15 target buildings could be identified and passed to engineers for analysis and corrective action. The remaining 30 buildings have still benefited from energy efficiency measures through planned and reactive maintenance.

## *Waste of Resources (W E T)*

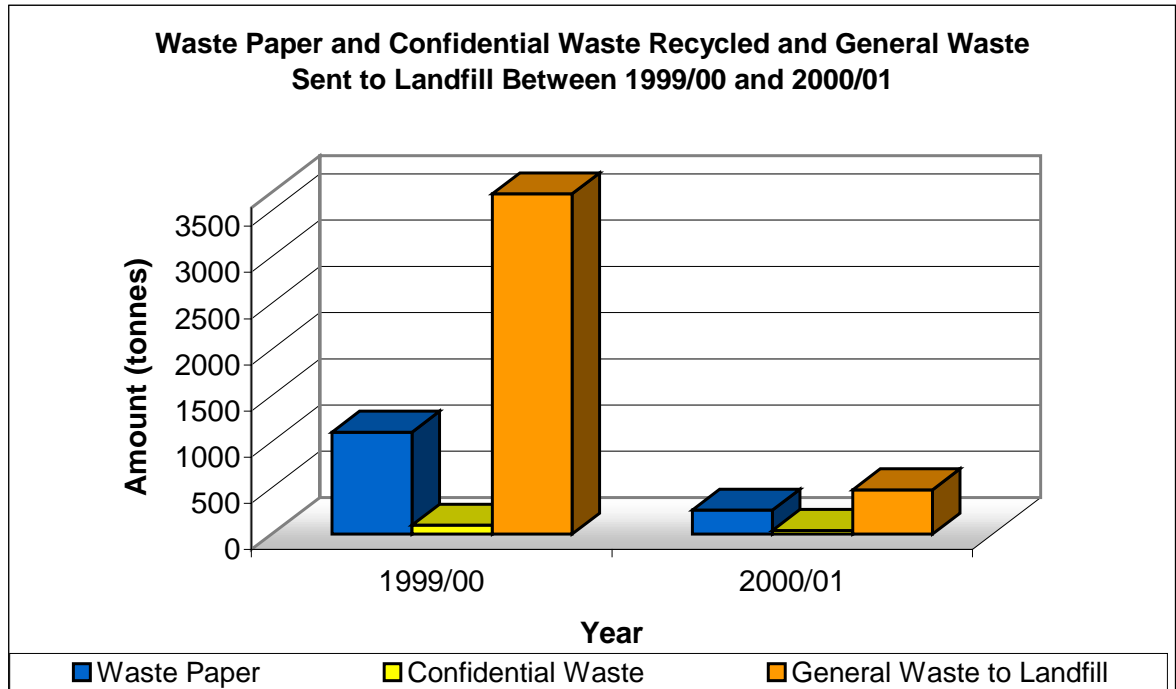
The waste of resources heading covers waste management, conservation of water and procurement as well as other resources.

### (1) Waste Management

Objective	Target	Achievement	
Minimise waste by reduction, reuse, repair and recycling methods	Increase the amount of waste recovered to 50% by March 2002	<u>Waste Recycled</u>	<u>Waste to Landfill</u>
		1999/00 – <b>24.62%</b>	1999/00 – <b>75.38%</b>
		2000/01 – <b>40.29%</b>	2000/01 – <b>59.71%</b>

As the table shows, we have increased the percentage of waste recycled and decreased the percentage sent to landfill over the year. We are on target to meet next year's target of reducing the waste to landfill percentage to 50% of all waste generated.

As the chart below shows, the volume of waste created has also decreased significantly. This is due to staff using paper more efficiently – by making more use of e-mails and by using the “Treecycler” trays for waste paper. Staff are also encouraged to use scrap paper for notes etc.



In the last 4 years, we have introduced waste recycling facilities into buildings that generate a significant quantity of office waste. A service contract is in place with John Hannay Ltd to uplift and recycle waste paper at 9 major occupancy buildings. The Executive also recycled 2000 fluorescent tubes and 17.61 tonnes of furniture in 2000/2001.

***What next?***



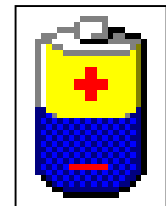
John W Hannay, our contractor (for buildings except Victoria Quay), has launched a new service within the Edinburgh area aimed at achieving maximum recycling (over 80%). We are considering adopting this new service for all papers, cans, plastics etc. This will go some way towards us achieving the 2003-2004 target of putting no more than 25% of waste to landfill.

Stationery Amnesty days give all staff an opportunity to review the office equipment they use and hand back items that are no longer required. These can often be passed to charities and other voluntary groups. In addition, Amnesty days provide the opportunity to clear out cupboards which makes better use of space. For example, the Stationery Amnesty day held at Victoria Quay resulted in 9.1 tonnes of redundant paper being collected from the workplace. Other major offices throughout the Executive plan to hold further Stationery Amnesty events.



We propose to promote the “Crush a Can for Charity” scheme to make staff aware that a charitable donation is made to the Scottish Executive Welfare Fund every time a can is crushed. The Fund is administered by the Counselling and Welfare Service and provides assistance where a member of staff may be experiencing financial hardship.

Facilities for recovering batteries will be installed at Victoria Quay by December 2001. This initiative will be extended throughout the whole of the Estate and staff will be encouraged to bring in used batteries from home.



## (2) Water Consumption

Objective	Target	Achievement
To conserve water	Reduce the average water consumption of our target buildings, where data is available, to 10m <sup>3</sup> per person per year by 2003/04	<u>Water Consumption per person</u> 1999/00 – <b>11.69m<sup>3</sup></b> 2000/01 – <b>12.42m<sup>3</sup></b> (reasons for increase are listed below)

During the course of the year there can be a lot of variance in staff numbers which affects the water consumption. Staff using the hot desking facilities, visitors to the buildings and the use of conference facilities by external groups all have an impact on the amount of water consumed. The number of staff quoted in the table below is therefore only a guide; there is no guarantee as to the exact amount of people occupying any of the buildings at any given time.

<b>Building</b>	<b>No of Staff at November 2000</b>	<b>1999/00 Consumption per Person (m<sup>3</sup>)</b>	<b>2000/01 Consumption per Person (m<sup>3</sup>)</b>
<b>Victoria Quay</b>	1500	15.99	<b>17.97</b>
<b>Saughton House</b>	839	4.77	<b>8.32</b>
<b>St Andrew's House</b>	570	20.83	<b>8.69</b>
<b>Pentland House</b>	528	6.53	<b>7.83</b>
<b>Meridian Court</b>	290	9.16	<b>12.74</b>
<b>16 Waterloo Place</b>	191	8.29	<b>8.62</b>
<b>Thainstone Court</b>	89	6.21	<b>5.98</b>
<b>Longman House</b>	89	3.22	<b>5.19</b>
<b>Tweedbank</b>	52	5.48	<b>5.21</b>
	<b>Average Consumption</b>	<b>11.69</b>	<b>12.42</b>

### *Reasons for increase/decrease in water consumption for 2000-2001*

- Victoria Quay** Slight increase due to the experimental opening of the swimming pool at weekends. Waterless urinals were introduced in Victoria Quay in May 2000. The system uses no water and utilises a sanitising stick and cleaning fluid both of which are non-hazardous and eco friendly. This project has proved successful and will be extended to a further eight urinals throughout the office. Push taps have also been installed.
- Saughton House** Significant increase due to the Inland Revenue having refurbished the areas occupied by their staff and now have kitchen facilities (water boiler, chilled water, sink) in each Spur. As well as an additional 2 blocks of toilets, a shower block has also been installed. We have installed push taps in toilet area and will continue to pursue other water saving measures.
- St Andrew's House** Significant decrease due to building being half empty, kitchen facilities closed for over 6 months and water saving devices installed in refurbished areas, such as sensor tap controls, sensor controlled urinals and small capacity cisterns.
- Pentland House** Slight increase due to impact of foot and mouth during February/March 2001 when office was open 7 days a week.

<b>Meridian Court</b>	Slight increase due to faults with the swimming pool which meant draining and re-filling. Also increase in staff and external visitors using conference facilities. The pool has since been closed.
<b>16 Waterloo Place</b>	Increase slight - contributed to by the increase in candidates and visitors using the building for recruitment, promotion boards and meetings.
<b>Thainstone Court</b>	No significant change.
<b>Longman House</b>	Significant increase due to defect in water tank and impact of foot and mouth during February/March 2001 when office was open 7 days a week. Now back to normal working.
<b>Tweedbank</b>	Decrease due to installation of more efficient boiler.

All capital works and refurbishment projects include water conservation initiatives, when feasible and cost effective to do so.

### ***What next?***

The Executive has joined other Government Departments and Agencies in a new initiative - `Watermark` - to save water and help the environment.



Watermark has developed a database that will give the public sector reliable benchmarks against which to measure consumption. As there are no current central water benchmarks in place, it is often difficult for Departments to gauge whether their usage is high, low or about the same as others of comparable size. Watermark aims to address this by pulling together consumption data from across the public sector, setting benchmarks, identifying best practice and providing a source of expertise and knowledge. Benefits include early detection of leaks, measuring exactly what consumption is and ability to influence benchmarks. It should therefore be possible for Government Departments to have developed more realistic targets for reducing water use by mid 2002.

### (3) Procurement and the Environment

Objective/s	Target	Achievement
Reduce our use of hazardous and polluting substances and ensure safe disposal	<p>Improve information to staff about environmentally friendly products</p> <p>Introduce an electronic ordering system and provide guidance on sustainable procurement</p>	<p>Work in progress.</p> <p>All contractors hold written environmental policies in respect of energy efficiency, waste management and supplier activity</p>
Purchase products and services with regard to their environmental impact	Review options for Executive publications and adopt a policy by December 2001	Companies' environmental practice is an important aspect when awarding a contract. Relevant information is sought when contracts are being awarded.

The following contractors conduct the correct environmental practices: -

◆ Cleaning Contractors

Both our cleaning contractors International Services Systems (ISS) and Services Company (SERCo) hold written environmental policies. SERCo are currently working towards ISO 14001 and hope to be accredited by 2002.

◆ Catering Contractor

Sodexo hold an environmental policy and the company has actioned their policy in 3 major areas. These are: -

**Energy Efficiency** which incorporates technical innovations as well as changes to practices and procedures;

**Waste Management** where they actively seek ways to minimise the disposal of waste to landfill sites; recycling programmes relating to waste paper, cooking oil, aluminium cans and vending cups and;

**Suppliers Activity** where Sodexo have eliminated the use of CFCs in cleaning products which are supplied from their supplier base and CFC free refrigeration is available.

- ◆ Furniture Contractors

These suppliers hold individual environmental policy statements, have appointed company representatives for environmental issues, hold documented environmental management systems, comply with Industry codes of practice and environmental legislation and carry out regular environmental audits and reviews.

Through our procurement work we ensure that specifications for goods and services have taken full account of sustainable development objectives. The following contracts have been established incorporating appropriate specifications securing environmental benefits and improved value for money through negotiation: -

- ◆ Paper 1 August 1999 (3 years)

70% to 80% of general office requirements are met by recycled paper (the Evolve brand which comprises 100% post consumer waste). Waivers are provided to individuals/areas who request not to use recycled paper. Recycled paper has been established within the Executive on value for money grounds following the setting up of a paper contract for general use.

- ◆ Stationery 1 August 1999 (3 years)

600 environmentally preferred products are available and promoted within the stationery catalogue via the 'globe with tick' sign next to the relevant items;

- ◆ IT Consumables 1 October 1999 (3 years)

a range of 're-manufactured' toner cartridges was introduced which are more environmentally friendly than recycled toner cartridges.

- ◆ Waste Management Services contract (1 March 2000) and Sustainable Development

an improved contract was put in place which resulted in an increase in the percentage of waste products which were recycled.

- ◆ Electricity Contract – 100% renewable energy (1 July 2000)

the electricity contract with Scottish and Southern Energy (SSE) provides Climate Change Levy exempt energy to 30 Scottish public sector organisations covering 618 sites by ensuring that for every kWh of electricity we purchase, a kWh of electricity is generated from a renewable source.

- ◆ Solus Agreements vehicle purchase providing alternative fuelled vehicles – 1 August 2000

the Executive Core Fleet, including the Government Car Service (GCS), comprise 54% alternative fuelled vehicles - Liquefied Petroleum Gas (LPG) or electric powered.

## ***What Next?***

We are in the closing stages of a competition to choose a supplier of an e-procurement managed service which will be capable of being used by the public sector in Scotland. At the core of the service will be electronic ordering. This will have a significant impact on the use of paper in the office.



We have published on the Intranet, guidelines for Public Purchasers and Suppliers on Public Procurement and Sustainable Development. The purpose of the guidelines is to set out, in broad terms, some of the ways in which the Executive's sustainable development policies affect procurement.

Through effective supply chain management, specifications have now been agreed upon with the Astron Group to maximise the use of environmentally preferable papers in Executive publications. Four specifications/straplines have been established to meet the diverse print and publications requirements of the Executive. New specifications for Executive publications came into effect on 1 October 2001.

## **Energy (W E T)**

<b>Objective</b>	<b>Target</b>	<b>Achievement</b>	
Use energy efficiently to minimise greenhouse gas emissions	Reduce energy consumption by 1.7% by March 2002 and 5% by March 2004, from April 2000 levels.	1999/00	<b>245kWh/m<sup>2</sup></b>
		2000/01	<b>211kWh/m<sup>2</sup></b>

The table below compares the energy performance for individual targeted buildings during 1999-2000 and 2000-2001. The figures are compared against benchmarks and are weather corrected (and taken from real-time meter readings) to assist in comparing performance in individual buildings in different parts of the country. The benchmark figures are derived from Good Practice Guide 286 Energy Performance on the Government's Civil Estate compiled by the Building Research Establishment. The Guide describes 4 main types of office building and indicates what should be regarded as good, typical and poor performances for each type of office.

## *(1) Energy Performance*

Target Site	Office	1999/2000	2000/2001	Best
	Type	Energy Performance	Energy Performance	Practice
	(1-4)	Indicators (kWh/m <sup>2</sup> )	Indicators (kWh/m <sup>2</sup> )	Category
Victoria Quay	3	203.70	199.1	Good
Saughton House	2	111.00	179.5	Good
St Andrew's House	2	145.30	134.4	Good
Pentland House	1	178.10	134.1	Good
Meridian Court	4	255.90	274.6	Good
Europa Building	3	166.70	210.3	Good
16 Waterloo Place	1	181.30	193.2	Typical
Longman House	1	91.00	154	Good
Thainstone Court	1	207.70	209.9	Typical
Cameron House	1	117.00	127.2	Typical
Tweedbank	1	247.70	168.3	Typical
Tankerness Lane	1	213.00	176.2	Typical
♦ Strathbeg House	1	306.40	245.3	Δ ! poor

### *Office Type: -*

- 1 – Naturally Ventilated Cellular
- 2 – Naturally Ventilated Open Plan
- 3 – Air Conditioned Standard
- 4 – Air Conditioned Prestige

- ♦ Although the category for Strathbeg House is poor, there is a significant improvement from the 1999-2000 figures. The Building Research Establishment consider that it is poor against the best practice guide for this type of building (a 'typical' benchmark scoring is 205). Strathbeg House is a small building situated in Thurso which is prone to high energy usage as a result of adverse weather conditions.

### *Reasons for significant increase/decrease in energy for 2000/2001*

- Saughton House**      Inland Revenue part of building unoccupied due to refurbishment programme during 1999/00 therefore increase this year expected.
- Europa Building**      1999/00 building not occupied by staff, consumption during that year was due to fit out by contractors therefore increase this year expected.
- Longman House**      Impact of foot and mouth when office was open 7 days a week and overtime by Customs and Excise staff.

## **Tweedbank**

Reduction due to new energy efficient measures ie new boiler, roof insulation, solar screens and solar panels.

Significant progress has been made over the last year and will continue through a rolling programme of building maintenance. By introducing effective energy efficient procedures in some buildings, major gains have been made by: -

- ◆ insulating exposed heating pipework;
- ◆ replacing existing single glazing with double glazing;
- ◆ installing localised energy management for lights;
- ◆ installing thermostatic radiator valves;
- ◆ reducing temperature and heating by 1 degree;
- ◆ turning off the heating during statutory holidays;
- ◆ introducing energy efficient high-frequency fluorescent luminaries in St Andrew's House;
- ◆ staff awareness events and promotions also contribute to improving the overall energy efficiency of the estate.

## ***What Next?***

We are beginning to focus attention on :

- a. where our supply of energy comes from:



### ***Use of Renewable Energy***

Renewable energy is an energy resource that is replaced rapidly by natural processes. Some examples are hydropower (water falling through a dam) wind or wave power and biomass (from burning forestry/agriculture wastes or energy crops). Renewable electricity production in Scotland accounts for about 11% of demand (predominantly from large hydro schemes) although Scottish Ministers are committed to increasing this figure to around 18% by 2010.

As previously stated the current contract for electricity with Scottish Southern Energy was put in place on 1 July 2000. Under the terms of the contract we pay for 100 per cent electricity generated from 'new' renewable sources which are exempt from Climate Change Levy. There is a potential supply of 500GWh per annum with estimated savings for the period 1 April 2001 to 31 March 2002 from Climate Change Levy exempt electricity of £421,000. The electricity contract is supplied not only to the Executive but also to 30 other Scottish public sector organisations covering 618 public buildings across Scotland. As well as cost savings, this underlines the Executive's commitment to the promotion of 'new' renewable energy.

- b. exploring a wider range of energy saving techniques:

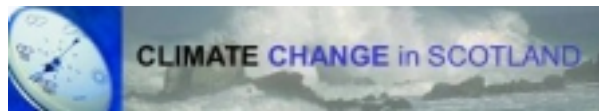
***Combined Heat and Power (CHP)***

As part of our commitment to cutting carbon emissions and tackling climate change, the Executive is currently investigating whether Combined Heat and Power (CHP) could be installed in a number of our higher occupancy buildings on the Estate.

A CHP plant is an installation where there is simultaneous generation of usable heat and power (usually electricity) in a single process. CHP is a highly efficient form of energy supply, providing one of the most cost-effective means of reducing CO<sub>2</sub> emissions. CHP typically achieves a 35% reduction in primary energy usage compared with power stations and heat only boilers. Increased use of CHP in the buildings sector could make a major contribution to meeting the indicative Community target of doubling the total share for CHP electricity production to 18% by 2010. This would be a long-term investment for the Executive and would help us reach our energy saving targets.

A number of 'alternative' energy saving devices have been implemented in some of our rural buildings. For example, solar panels have been installed in Galashiels which utilises solar energy to heat the hot water. Solar glazing has also been installed as well as solar 'film' which cuts down the glare and cools down the buildings.

**(2) *Greenhouse Gas Emissions***



Climate change is recognised as one of the world's major challenges. The Executive is committed to tackling the threat of climate change and recognises that it must lead by example. In support of the *Scottish Climate Change Programme*, published in November 2000, the Executive is taking ongoing action to reduce the impact of carbon emissions from its own operations.

## **Travel (W E T)**

<b>Objective</b>	<b>Target</b>	<b>Achievement</b>
Reduce the need to travel	Undertake a staff travel survey	Introduction of 2 direct bus services into Victoria Quay
Require staff and contractors to comply with all relevant environmental legislation		Increase in the number of Executive fleet vehicles, including the Government Car Service, able to run on Liquefied Petroleum Gas
Make environmental information openly available to employees and the public		Updated the Green Travel Intranet site
		Introduced the pre-paid tickets for business use on Lothian Buses
		Continued 10% discount on Lothian Buses' annual season tickets

## ***Fleet Management***

The Executive Core Fleet comprises 54% alternative fuel vehicles. The Ministerial Government Car Service (GCS) runs 95% alternative fuel vehicles. Drivers were informed that Liquefied Petroleum Gas (LPG) should be the primary fuel. Comparisons between the first quarters of financial years 2000 and 2001 reveal a 68% reduction in the use of unleaded petrol and a 598%<sup>1</sup> increase in LPG consumption (<sup>1</sup>*LPG is consumed at a greater rate than petrol, that is why the increase looks disproportional*). Cost per vehicle analysis indicates an approximate 6.2% reduction in fuel costs. The first LPG Fuel Safety seminar was held in February 2001 and further courses have been requested.

## ***What Next?***

The GCS have added 6 Liquefied Petroleum Gas (LPG) vehicles to the fleet and a further 27 cars from the Core fleet are to be replaced with LPG vehicles, increasing the alternative fuelled ratio to 72% from December 2001. In July 2001, a second Fuel Safety training course was held in Glasgow and another is being planned for September/October 2001.

# Future Challenges

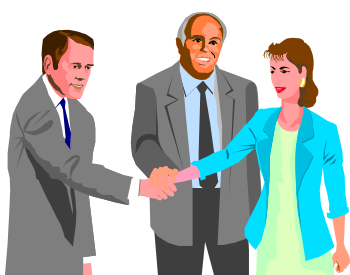
The Executive has made good progress in greening its operations and activities. However, there is still much to do to continue improving our environmental performance. We will be looking to build on the key targets set for 2001-2002 and to further develop our work on greening our operations during the coming 12 months. However, the focus should not only be on our future environmental targets, but also on some of the following wider challenges: -

## ***(1) Roll Out of an Environmental Management System (EMS) across the Scottish Executive Estate***

To help meet our environmental targets, we need to ensure that we have systems in place across the Executive Estate in order to monitor and ultimately reduce our environmental impact. To some extent we already have that with the Monitoring and Targeting System, which collects information on energy and water use, amongst other things, in 15 target buildings across the estate. However, to ensure that we can meet the challenge of continuous improvement, we plan to introduce EMS in more buildings. We already have an EMS in Victoria Quay, which has ISO 14001 accreditation. The overall aim is to roll out the EMS to the other 14 target buildings on the Estate, and we are investigating whether we should use the system developed by the NHS in Scotland, called Greencode, to do this. The software for Greencode was developed to simplify the implementation of an EMS. Audits can be compiled using Greencode to examine environmental practices and procedures and can reveal any weaknesses in their management. The results of the audits can then be used as a basis for prioritising work, monitoring and targeting and compiling management information for future environmental reports.



## ***(2) Communications Strategy for Environmental Management***

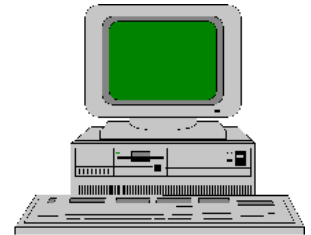


There is a general enthusiasm for environmental issues and staff generally would like to contribute to the success of the EMS. However, there is also a certain degree of frustration at the lack of communication on EMS successes and general EMS initiatives. There is a need for an established feedback procedure for staff to voice their views rather than waiting for specific events (ie training sessions) to discuss issues or offer ideas. However, as we are about to develop an implementation plan for roll-out of EMS across the Estate, this provides us with an ideal opportunity to develop a communication strategy to address the EMS and to explore how best to disseminate information on environmental initiatives/successes across the Executive.

We already have operational and strategic working groups in place at Victoria Quay as well as a network of Environmental Guardians who advise staff and promote energy and environmental issues in the workplace. Our aim will be to expand on this and set up a working group comprising of colleagues across Departments to explore ways of improving general staff awareness of green issues across the whole of the Executive Estate.

### (3) *Cross-departmental Initiative*

Through our procurement function, we have established an Executive cross-departmental focus group which has been working with Astron over the last year reviewing and improving existing processes and work practices. This has led to the introduction of a Live Proofing System (LPS) at Victoria Quay. Using ISDN technology the system connects officials at VQ to the Astron Design Team. Changes to design visuals and proofs can be requested on-line and the results viewed instantaneously avoiding time consuming meetings and the transfer of hard copy proofs by taxi or courier. Using a special pen shaped mouse, changes are marked on screen, although ideas can be easily exchanged verbally using the conference call facility. The advantage of such a system is that design proofs can be changed several times in the space of a few minutes. Savings on colour proofs, couriers and management time for relatively minor alterations can be substantial.



Two additional LPS booths will be installed at 2 other locations, Meridian Court and St Andrew's House in the next quarter. The savings in turnaround time and other costs through the installation of an LPS booth, particularly at Meridian Court, will offer an instant on-line solution to any proofs which require immediate attention for approval before going to print.

### (4) *The Butterfly Campaign*



An Executive campaign to raise awareness of the environment and what we can all do to protect it was launched by the then First Minister, Henry McLeish, at the beginning of July. The campaign highlights the message *Do a Little – Change a Lot*, underlining that, when taken together, the small changes each of us can make to our daily routine can lead to big environmental

benefits. The butterfly used in the campaign represents the beauty and fragility of Scotland's environment.

The first phase of the campaign focused on climate change. Television and press adverts highlighted the link between our everyday actions and the threat of more severe weather events. Actions which taken collectively can make a big difference to Scottish emissions of greenhouse gases include switching off lights in empty rooms; filling the kettle with only the water you need; and leaving the car at home for short journeys.

## Further Information and Contact Details

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**W**e hope you have found this Report informative and interesting. Our aim has been to provide readers with an understanding of the environmental issues surrounding the Scottish Executive, our policy for managing them and a review of our performance during 2000-2001.

Further information on this Report can be sought by contacting Tracy Barschtschyk (e-mail [tracy.barschtschyk@scotland.gsi.gov.uk](mailto:tracy.barschtschyk@scotland.gsi.gov.uk)) or



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