

Environmental Management Policy



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The Scottish Legal Aid Board aims to make progress across a wide variety of our environmental impacts. We have specific targets to be achieved on an annual basis which will initially cover three years.

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Some more information on our environmental aims, objectives and targets and some guidelines which, although being specific to certain areas of work, may be of general interest to all staff.

Resource Use, Energy & Travel

Waste - Includes targets to reduce volumes of waste going to landfill and to maximise the recovery of waste through reuse, repair and recycling methods.

Water - We realise the potential for conserving water and have set targets accordingly.

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General - Ensuring staff have the knowledge and resources to minimise the environmental impacts of their work is an important element of this policy.

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Biodiversity - Flora and fauna are an important aspect of our estate as well as the buildings.

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Purchasing - We can influence our contractors and suppliers by specifying environmentally friendly goods and services.

General - We all need to be aware of our environmental responsibilities.

Structure

The management structure of The Scottish Legal Aid Board's Environmental framework.

Mission Statement

Environmental Management

The Scottish Legal Aid Board is committed to apply the principles of responsible environmental management in all aspects of its business operations. Specifically, it is our policy to:

- Continually improve the energy efficiency of our premises, so as to reduce both energy consumption and emissions.
- Focus on waste minimisation by introducing techniques to recover and re-use office materials.
- Work with suppliers to eliminate packaging, materials and components which generate waste.
- Manage the disposal of waste to minimise environmental harm.
- Inform and educate all our employees on environmental issues relevant to the Board.
- Continually improve our environmental standards, by setting objectives and targets and reviewing them annually through the Environmental Management System (EMS) Steering Group.
- Allocate environmental responsibility at Director and Management level.

It is the responsibility of all personnel of the Board to work in partnership to maintain and improve our environment.

It is the responsibility of Directors, Managers, Supervisors and Team Leaders to ensure that the contents of this policy document are carried out by themselves and their staff. They are also to ensure that all environmental arrangements within their areas of responsibility are up to date and reflect the procedures which are to be followed within the Board.



Lindsay Montgomery
Chief Executive

Greening Government & our Environmental Management Policy

The Scottish Legal Aid Board's Environmental Management Policy ensures continuous environmental improvement by reducing the impact of our operations on the environment. This is in line with the Scottish Executive's Greening Government Policy. As a public body we recognize that it is essential that we make commitments and take action to contribute to sustainable development.

Our actions will be consistent with those of the Scottish Executive as we continually strive to improve our environmental performance. It is our intention to ensure that our actions are consistent with the R-E-T priorities of Scottish Ministers and Sustainable Scotland (Resource Use, Energy, Travel).

To achieve this we will, as far as is reasonably practicable, meet the following objectives, to:

- R** - minimise waste by reduction, reuse, repair and recycling methods;
 - R** - conserve water and other resources;
 - R** - reduce our use of hazardous and polluting substances and ensure safe disposal;
 - R** - 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 relevant environmental legislation;
 - make environmental information openly available to employees and the public.

To make progress on these objectives the Scottish Legal Aid Board has adopted an Environmental Management System and a number of individual policies and targets which individually and collectively promote the environmental performance of the Board. The Management System sets out roles and responsibilities for environmental issues and procedures for audit and review of progress and staff training and development.

Targets 2005-08

The Scottish Legal Aid Board aims to make progress across a wide variety of our environmental impacts. We have specific targets to be achieved on an annual basis, which will initially cover three years.

For the period 2005 – 06 our key measurable targets will be as follows:

- Reduce the average water consumption in our main buildings to 10m³ per person per year by March 2006
- Maintain our gas consumption to March 2006 whilst extending our office hours by 17%
- Maintain our electricity consumption to March 2006 whilst extending our office hours by 17%.
- To reduce the wattage of lighting in the Board by 20% by March 06

For the period 2006 – 07 our key measurable targets will be as follows:

- To further reduce the average water consumption in our main buildings to 7.7m³ per person per year by March 2007
- Reduce the amount of paper purchased annually for general in-house daily use by 10% by March 2007
- Increase the ratio of paper recycled by the Scottish Legal Aid Board by 10% by April 2007
- Increase the ratio of toner cartridges recycled to 100% by March 06

For the period 2007 – 08 we will reassess our current performance and set new key measurable targets.

Scottish Legal Aid Board Environmental Management System

Introduction

1. The Scottish Legal Aid Board has adopted an environmental policy aimed at improving its environmental performance and reducing the environmental impacts of its own activities and operations.
2. The Scottish Legal Aid Board has also adopted this management system to support its policy. The system sets out the roles and responsibilities for managing, auditing, reviewing and updating its policies and procedures in support of our overall environmental policy.

Roles and Responsibilities

3. The Executive Team of the Scottish Legal Aid Board has overall responsibility for the Environmental Policy Statement, the management system which supports it and for compliance with objectives in relation to environmental issues.
4. The Scottish Legal Aid Board's Environmental Management System Steering Group, chaired by the Facilities Manager, has responsibility for reporting to the Executive Team, planning and implementing changes aimed at achieving agreed targets and carrying out continuous audits and review of the Board's environmental performance.
5. The Environmental Management System Steering Group are responsible for promoting the Environmental Policy and providing audit reports on performance.
6. Departmental managers, staff and any contractors working at the Board are expected to follow the principles of the Environmental Policy Statement and its supporting policies and procedures.

Objectives and Targets

7. The Scottish Legal Aid Board will adopt on an annual basis targets for environmental improvement. These will be specific, measurable, achievable and consistent with our and the Scottish Executive's policies for environmental improvement, protection and sustainability.

Audit and Review

8. The Scottish Legal Aid Board aims for continuous improvement in its environmental performance. To achieve this, performance will be monitored along with progress towards any targets and reports will be provided to the

Executive Team. These will be published on our website and will be available in our annual report.

Regulations

9. The Scottish Legal Aid Board will review annually existing and impending environmental legislation that impacts on our business activities.

Training

10. The Facilities Manager will liaise with the Manager, Personnel & Development to ensure that staff involved in the Environmental Management System Steering Group receive training required to fulfil their duties effectively. The Facilities Manager will also take steps, through Briefly, to improve awareness among staff generally of our aims in relation to the environmental performance of the Board.

Resource Use

The Scottish Legal Aid Board uses a number of valuable resources and it is essential for all staff to fully understand that their use must be managed effectively. To assist in this understanding the four main resource uses identified have been broken down and are:-



Water



Paper



Waste



General



Water

Resource use (R E T)

Water is a resource that, until recently, has generally been ignored. We realise the potential for conserving water and have set targets accordingly.

Our targets for water consumption will be as follows

- Reduce the average water consumption in our main buildings to 10m³ per person per year by March 2006
- To further reduce the average water consumption in our main buildings to 7.7m³ per person per year by March 2007

How will this be achieved?

- Water meters are fitted on all incoming supplies to the building
- We will monitor our usage through itemised billing and regular meter readings
- All use of water will be examined and recorded
- Repairs to defective systems will be carried out as a priority
- Installation of electronic flush controls on all urinals
- During any refurbishment work water saving devices will be fitted in all toilets.
- New storage water tanks will be installed to reduce the volume of water stored on site.
- Microfilm processing will be examined to ensure water is not being wasted.
- The Scottish Legal Aid Board will sign up to *the big splash* via Envirowise in order to achieve its targets. A water audit will be carried out by March 2006.

Available data

- The Board now has 5 water meters
- In 2001 we used 16.5 m³ per person
- In 2003 we used 10.35 m³ per person
- Current figures for 2005 estimate usage at 9.4 m³ per person

Other information is available from Scottish Water itemised bills and records held by the Facilities Manager.

In line with our Environmental Management system a central records database will be created for the collection and analysis of resource consumption and cost. This will be developed by December 05.



Paper

Resource use (R E T)

As a major consumer of paper we have a responsibility to manage our paper use.

Our targets for paper are in line with the Scottish Executive's Proposals to set targets for recycled content in Public Sector Procurement, published in July 2005. Subject to these proposals being adopted our targets will be as follows.

Our targets for paper will be

- During 2006/07, at least 75% (by value)¹ of our centrally co-ordinated public procurement contracts relating to paper will have minimum levels of recycled content in the tender specifications. These should be:
 - In printing and writing paper applications, products should contain at least 50% recycled content.
 - In tissue paper applications, products should contain 100% recycled content.

In addition we will

- Reduce the amount of paper purchased annually for general in-house daily use by 10% by March 2007

How will this be achieved?

- The Purchasing department of the Scottish Legal Aid Board shall ensure that these criteria are met when tendering for these goods. They will ensure that subject to price, quality and availability that the recycled option will be adopted.
- We will monitor the volume of paper being purchased at the Board in order to set a current benchmark.
- Through the development of our Document Management system and Legal Aid on line we will continue to monitor the use of paper within the office.
- New technology such as our website, email and the use of CD ROM's will be developed to give practitioners and clients the information they currently receive in paper format electronically.

Available data

- Data is available on all purchases made via our Oracle purchasing system. This needs to be collated to examine quantities.
- All tissue paper applications purchased contain 100% recycled content.
- Data is available from our Communications department which details current volumes of information sent in paper format, website hits and the development of electronic information such as the electronic handbook.

Note 1 – Scottish Executive target is 90%

Resource use (R E T)



Waste

Includes targets to reduce volumes of waste going to landfill and to maximise the recovery of waste through reuse, repair and recycling methods.

Our targets for waste will be to

- Increase the ratio of paper recycled by the Scottish Legal Aid Board by 10% by April 2007
- To develop a plan to reduce the volume of waste going to landfill by recycling where practical by March 07
- Adopt local recycling initiatives such as kerbside collections of cans, glass and cardboard
- Increase the ratio of toner cartridges recycled to 100% by March 06
- Ensure we recycle redundant IT where ever possible.

How will this be achieved?

- Through monitoring our purchase of paper (see Resource – paper) we will be able to calculate the weight of paper purchased, this will be compared against the paper that is confidentially destroyed. Benchmarks will be developed during 2006 and we will promote this form of recycling.
- By adopting a formal destruction policy, papers which are currently being stored without time limit will be recycled.
- The types of waste currently being sent to landfill and alternative means of disposal will be examined and adopted where possible, in particular kerbside collections.
- The IS department of the Board have a policy to ensure that all redundant equipment where possible is recycled. When redundant equipment becomes available due to older equipment being replaced by newer equipment, it is checked over to establish that it is in full working order. It is then wiped of all software, and then passed to a charity organisation funded by the National Lottery that takes equipment refurbishes it and passes it to people with special needs. Equipment that is no longer working will be held by the IS Department and parts from this equipment will be reused for other equipment

Available data

- Data is available on all purchases made via our Oracle purchasing system including paper and toner. This needs to be collated to examine quantities.
- Data is available relating to weight of confidential waste being recycled and quantity of refuse sacks going out to landfill
- Data is available relating to the number of toner cartridges currently being recycled which can be compared with the quantity purchased using Oracle.

Resource use (R E T)



General

Ensuring staff have the knowledge and resources to minimise the environmental impacts of their work is an important element of this policy.

Our targets for knowledge and resources will be to

- Identify those staff who will have the greatest impact on promoting this policy
- Creating a clear framework of responsibility and empowering those staff to fulfil their objectives
- Provide training and resources to meet their objectives
- To encourage all staff, particularly through our Bright Ideas scheme, to take ownership for their own area and to contribute to the success of the policy

How will this be achieved?

- Primarily success will be measured by the success of the policy.

Available data

- Training time and costs are available from the Personnel department's records.



Energy (R E T)

Primary objective: to use energy efficiently to minimise greenhouse gas emissions.

Our targets to reduce emissions will be split into three main criteria

- **Gas**
- Electricity
- Lighting

Our targets for gas consumption will be to

- Maintain our gas consumption to March 2006 whilst extending our office hours by 17%.

How will this be achieved?

- Install more efficient heating, ventilation, lighting and monitoring control equipment and insulation where practicable and encourage the purchase of energy efficient and environmentally preferred electrical goods;
- Continue to research new products, methods and technologies for conserving energy and resources, whenever feasible and cost effective;
- Maintain our plant and machinery to ensure optimum efficiency;
- Encourage staff to save energy through campaigns to raise their environmental awareness in the workplace and at home;



Energy (R E T)

Primary objective: to use energy efficiently to minimise greenhouse gas emissions.

Our targets to reduce emissions will be split into three main criteria

- Gas
- **Electricity**
- Lighting

Our targets for electricity consumption will be to

- maintain our electricity consumption to March 2006 whilst extending our office hours by 17%.

How will this be achieved?

- Install more efficient heating, ventilation, lighting and monitoring control equipment and insulation where practicable and encourage the purchase of energy efficient and environmentally preferred electrical goods;
- Continue to research new products, methods and technologies for conserving energy and resources, whenever feasible and cost effective;
- Maintain our plant and machinery to ensure optimum efficiency;
- Encourage staff to save energy through campaigns to raise their environmental awareness in the workplace and at home;
- Procure electricity from renewable sources, whenever competitive.



Energy (R E T)

Primary objective: to use energy efficiently to minimise greenhouse gas emissions.

Our targets to reduce emissions will be split into three main criteria

- Gas
- Electricity
- **Lighting**

Our targets for lighting will be to

- To reduce the wattage of lighting in the Board by 20% by March 06
- To fit PIR occupancy detection light switches in every suitable occupied room by March 06
- To fit push button and time delay switches in every suitable unoccupied room / storeroom by March 06

How will this be achieved?

- A full lighting survey will be carried out in the office
- The current provision will be examined and a programme of work drawn up to fit lower wattage tubes and bulbs where practical.
- New more energy efficient fittings will be purchased and a replacement programme developed to install these.
- Only low energy bulbs will be purchased.
- A programme of work will be drawn up to purchase and replace the current light switching with energy saving devices.

Travel (R E I)



Objective: To increase the use of sustainable travel, both in commuting and business; and to reduce the need for travel to minimise greenhouse gas emissions, to contribute to improvements in air quality and reduce congestion.

Target: The Board will investigate the formation of a Travel Plan during 2006 - 07

To achieve our objective it will be the policy of the Board to:

- Reduce congestion and exhaust emissions by introducing and developing Travel Plans for the Board's headquarters premises to reduce the impact which commuting, business trips and transport operations have on the environment;
- Disseminate public transport information for staff commuting and business use.
- Encourage staff to use alternatives to taxis, for business travel;
- Review the feasibility and availability of alternative-fuelled / dual-fuelled technology for the Board's vehicle fleet;
- Enhance the provision of bicycle parking facilities and ensure shower facilities are adequate to meet demand;
- Continue to offer interest free purchasing advances for annual travel tickets, and to investigate expansion to include bicycles and accessories;
- Continue the further introduction of video conferencing facilities, touchdown centres and flexible space planning standards;

Resource Management



Biodiversity

Flora and fauna are an important aspect of our estate as well as the buildings.

Our target for biodiversity will be to

- Improve the garden area of the Board.

How will this be achieved?

- Plans of the garden area will be drawn up in conjunction with our current planning application by March 2006
- Subject to budget we will commission landscape gardeners to plan a new staff garden by March 2007
- Again subject to budget by 2008 the new garden will be completed which will improve upon the current lack of flora and fauna in this area.

Available data

- Current plans of the area will be available shortly

Resource Management



Hazardous Substances

Our use of hazardous and polluting substances and ensuring safe disposal is of major environmental concern.

As The Scottish Legal Aid Board is an office environment with no industrial processes we should not be producing hazardous substances. We will ensure that all waste is disposed of correctly and in the most environmentally friendly way. This will be examined under Resources - Waste

Resource Management



Purchasing

We can influence our contractors and suppliers by specifying environmentally friendly goods and services.

Our targets for Purchasing will be to

- Ensure that the principles of the Scottish Executive's "Public Procurement and Sustainable Development " are built into the Scottish Legal Aid Board's Purchasing Policy.

How will this be achieved?

- As above

Available data

- Scottish Legal Aid Board Purchasing policy
- Scottish Executive's Public Procurement and Sustainable Development Policy

Resource Management



General

We all need to be aware of our environmental responsibilities.

Our targets to raise awareness will be to

- Implementing and making this policy available to all staff by December 06
- Ensuring that the correct staff are available and given relevant training on the Environmental Management steering group.
- Regularly updating staff of the benefits of the policy at work and its relevance to the wider community

How will this be achieved?

We will use resources such as

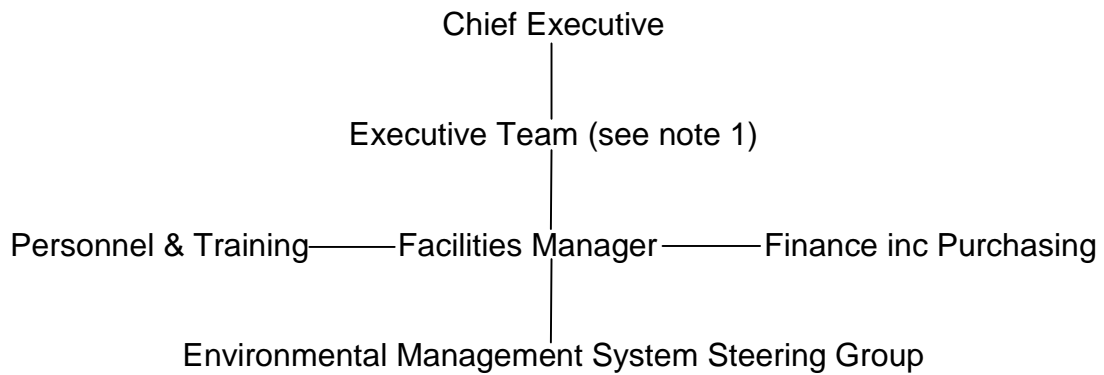
- Learning Resource Centre
- Shared folders
- Bright Ideas Scheme
- Briefly
- Information boards

Available data

- Not applicable

Structure

The management structure of The Scottish Legal Aid Board's Environmental framework will be



Notes

1. Director of Corporate Services and Accounts to be designated Director responsible for environmental issues.