

**ENVIRONMENTAL ACTION PLAN –NOVEMBER 2020**

Environmental Policy Commitment	Proposed Action(s)	Measure	Lead Member of Staff	Date Achieved
<b>ENERGY</b>	<p>Maintain already established best practice in respect of the use of office equipment and lighting.</p> <p>Update posters and notices reminding staff of the need to comply with environmental policy commitments;</p> <p>Ensure energy usage is recorded and monitored on an ongoing basis with the aim of price/unit reduction;</p> <p>Ensure the provision of more efficient draught exclusion subject to restrictions as a tenant;</p> <p>Assessing whether procurement of renewable energy is viable when securing new contract for provision of electricity.</p>	<p>Ensure ongoing monitoring of currently agreed practices with bi-annual walk around audit and the reporting of findings to the Environmental Committee and staff meetings;</p> <p>Regularly review and update posters and notices, and conduct dialogue with staff regarding improvements to current provision;</p> <p>Preparation and analysis of energy usage records to the Environmental Committee;</p> <p>Continue dialogue with Landlord regarding environmentally responsible upgrading of draught exclusion;</p> <p>Discussing and assessing potential for provision of renewable energy use with suppliers.</p>	<p>Environmental Guardian</p> <p>Environmental Guardian</p> <p>Environmental Guardian</p> <p>Director of Corporate Services</p> <p>Director of Corporate Services</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing (to be considered at point electricity contract is due to be renewed)</p>

Environmental Policy Commitment	Proposed Action(s)	Measure	Lead Member of Staff	Date Achieved
<b>WATER</b>	Maintain current systems in place for recycling all metals, plastics, paper, cardboard, glass and computer consumables;	Ensure all staff are aware of recycling policies through induction, display notices and ongoing education, as well as ensuring that recycling contracts are in place with appropriate recycling contractors for the removal of recyclable material;	Environmental Guardian / Administrative Officer	Ongoing
	Maintain system of monitoring waste volumes;	Preparation and analysis of waste volumes records to the Environmental Committee;	Environmental Guardian	Ongoing
	Encourage reduction in volume of packaging of items purchased for Commission use;	Utilise procurement guidance note for use with suppliers;	Environmental Guardian/ Director of Corporate Services	Ongoing
	Ensure appropriate re-cycling, redeployment, repair or re-sale of obsolete office equipment;	Utilise asset disposal guidance note;	Director of Corporate Services	Ongoing
	Maintain staff awareness of water conservation measures and ensure any water leaks are reported and repaired promptly;	Regularly review and update posters and notices relative to water conservation;	Environmental Guardian	Ongoing

<b>PAPER</b>	Maintain paper reduction initiatives with use of double-sided printing and copying and the use of alternative technologies and electronic documentation where possible;	Conduct regular audit of printed materials for compliance with environmental policy commitments;	Environmental Guardian	Ongoing
	Ensure all Members and relevant staff are proficient with the use of Boardbooks to enable the full implementation of a paperless system for all Board and Committee meetings.	Provide Boardbooks training to all Members and relevant staff.	Director of Corporate Services	Training provided to all Members and staff
	Continue to encourage external organisations who communicate with the Commission to reduce provision of paper based documentation where possible;	Provide for the implementation of appropriate systems for the receipt of electronic documentation and other materials;	Director of Corporate Services	Ongoing
	Maintain system of monitoring and reviewing paper usage.	Preparation and analysis of paper usage records to the Environmental Committee.	Environmental Guardian	Ongoing
	Move towards implementing clear desk policy and paperless office.	Consider implementation of policies following refurbishment of office.	Director of Corporate Services/ Environmental Guardian	Ongoing
<b>TRANSPORT &amp; TRAVEL</b>	Ensure staff are aware of guidance in connection with business travel plans to ensure that public transport methods or video conferencing alternatives are always considered and used where appropriate <sup>1</sup> ;	Ongoing staff training and education;	Environmental Guardian	Ongoing.

<sup>1</sup> Having regard to any Scottish Government guidance in place during the Coronavirus Pandemic.

	<p>Consider plausibility of only using electronic cars for staff rental in future.</p> <p>Promotion of environmentally friendly travel to work polices, including annual travel season tickets.</p>	<p>Contact providers of rental cars to assess cost and viability of move.</p> <p>Provide information to staff re season ticket policy.</p>	<p>Environmental Guardian</p> <p>Environmental Guardian</p>	<p>Ongoing</p> <p>Ongoing</p>
<b>PROCUREMENT</b>	<p>Ensure that environmentally efficient and friendly products are procured using appropriate energy efficiency comparison assessments, where appropriate, prior to purchase;</p> <p>Ensure that new refurbishment of office entails use of energy efficient materials and standards where possible.</p>	<p>Utilise guidance note to staff regarding environmentally sound procurement,</p> <p>Liaise with architects to ensure that new office is as energy efficient as possible (for example consider environmental impact of lighting and I.T systems).</p>	<p>Environmental Guardian / All staff involved in procurement</p> <p>Director of Corporate Services</p>	<p>Ongoing</p> <p>Ongoing</p>
<b>COMMUNICATION &amp; EDUCATION</b>	<p>Ensure that all staff are fully aware of and adhere to environmental policy and related developments and improvements.</p>	<p>Discuss pertinent environmental matters at standing staff meetings.</p> <p>Provide induction training for new staff.</p> <p>Ensuring proper usage of posters/ signage to promote new and existing working practices required to meet policy objectives.</p>	<p>Environmental Guardian</p> <p>Environmental Guardian</p> <p>Environmental Guardian</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

