

CORPORATE REPORT

**Sustainability  
report 2016-2017**

March 2018

## **Introduction**

This report has been produced to voluntarily comply with the requirement on certain Scottish public sector bodies to produce an annual sustainability report.

The [Climate Change \(Duties of Public Bodies: Reporting Requirements\) \(Scotland\) Order 2015](#) came into force on 23 November 2015 and introduced mandatory annual Climate Change reporting for all 150 'major players' listed within this order.

The Commission is not part of the '150 major players list' and is not mandated to report. It is best practice however, for smaller organisations to voluntarily report on progress on areas where we do have influence.

The responsibility for consideration of sustainability issues and for reporting upon this has been delegated by the Commission's management, which retains overall responsibility for this matter, to the Green Group; membership of which is drawn from all areas of the Commission.

## **Background**

The Commission operates from a shared building, Thistle House, managed by our landlords, the Scottish Legal Aid Board (SLAB). We have a lease on one floor of this building. The Commission pays a single charge which covers rent and rates, energy use and other shared facilities.

We have been advised by SLAB that it will report upon matters such as emissions, waste and water for Thistle House and that we need, therefore, take no action in this regard.

Our main focus in this report is on Scope 3 emissions; official business travel and figures on recycling at the Commission. The report also includes information on how video conferencing facilities have been used at the Commission to reduce business travel emissions.

Our achievements in 2016/17 are detailed below together with an update on work in progress.

## Summary of performance

### Performance Commentary

The Commission has increased emissions from all modes of transport by 8% in 2016-17. Overall mileage has increased by 18%. However, due to the increase in use of public transport and the decrease in private car, the average CO<sub>2</sub> per mile for the Commission has reduced by 8%.

Hire cars accounted for 7% of total mileage (7% 2015-16). The proportion of mileage using private cars was 63% compared to 78.3% in 2015-16. We have increased the proportion of journeys made by public transport from 15% in 2015-16 to 30% in 2016-17.

We continue to aim to increase the use of hire cars for longer journeys rather than use of private cars. Actual hire car mileage increased by 19% in 2016-17 with actual private car mileage reducing by 5%.

We encourage all staff using private cars and hire cars to car share wherever possible.

### Direct Impacts Commentary

The main impact is emissions through use of private cars. The total distance travelled by private car was 58,270 miles, which equates to 14.92 tonnes of CO<sub>2</sub>, (0.256 tonnes per 1,000 miles)

The CO<sub>2</sub> tonnage per 1,000 miles would drop to 0.108 tonnes, if hire cars had been used, or 0.129 tonnes, had public transport been used instead for all journeys. This in turn would reduce the 14.92 tonnes of CO<sub>2</sub> from private cars to 6.31 tonnes if hire cars had been used, or 5.62 tonnes had public transport been used instead.

Whilst we recognise that a complete shift to public transport and hire cars is not practicable, there is potential for further savings.

We also pay travel expenses for some non-staff: Board members and Designated Medical Practitioners (DMPs). Emissions are based on a mid-range car.

Transport method	CO <sub>2</sub> emissions (tonnes)			Mileage ('000's)		Financial (£'000)	
	2016-17	2015-16	% change	2016-17	2015-16	2016-17	2015-16
Private cars	29.00	28.00	+ 3%	112	108	51	49

### Performance Commentary

The majority of this mileage was by DMPs. The Commission has no control over how they travel to undertake their work and therefore cannot control sustainability in this area of our business. However, we continue to encourage sustainable travel.

### Direct Impacts Commentary

The main impact is emissions through use of private cars. Emissions per non-staff (85 drivers) member for private car use was 0.34 tonnes in 2016-17 compared with 0.36 tonnes in 2015-16 (75 drivers). Appointing more DMPs from the north of Scotland has helped reduce individual CO<sub>2</sub> output.

### Indirect Impacts Commentary

Our video conferencing equipment was used three times in 2016-17. In 2015-16 it was used twice. We continue to provide audio conferencing and participate in web-conferencing as well. The usage of these technologies is increasing.

## Recycled Waste

Waste	Tonnes recycled			Total CO <sub>2</sub> tonnes			Financial
	2016-17	2015-16	2014-15	2016-17	2015-16	2014-15	
Paper	13.90	13.16	12.59	20.85	19.74	18.9	<b>£2,670</b>
							2016-17
<b>Performance commentary</b>							
<p>Recycling bins for paper are centrally located in the office and are used effectively by staff. We also recycle aluminium cans, glass and plastic bottles but these are collected as part of the whole building's collection and therefore ours is not recorded separately.</p> <p>The organisation has a commitment to reducing the amount of paper it uses in various ways. All our paper is from sustainable sources.</p>							

## Other

Achievements during 2016-2017
<ul style="list-style-type: none"> <li>• Refreshed sustainable travel messages to staff using Team brief and Practitioner Forum.</li> <li>• Refreshed recycling messages to staff</li> <li>• Introduced further recycling options e.g. smaller cardboard items &amp; large plastic items</li> <li>• Increased use of teleconferencing facilities</li> <li>• Encouraged car sharing where possible resulting in an increase in passenger mileage payments</li> <li>• A reduction in the travel costs associated with second opinion visits, achieved through encouraging more sustainable travelling</li> <li>• We have continued to move towards electronic submission of forms from all Health Boards with more than 80% of forms now being received electronically</li> <li>• We have encouraged staff to use the confidential waste bins more broadly so that we can recycle as much paper as possible;</li> <li>• The National Confidential Forum also use Changeworks and recycle what they can. The Forum continues to follow green policies around energy saving and recycling.</li> </ul>

Moving forward in 2017-18
<ul style="list-style-type: none"> <li>• Continue to participate in Accommodation reduction feasibility project with a view to ensuring positive environmental impacts</li> <li>• Refresh green messages through use of staff intranet and visual display within the office</li> <li>• Investigate possibilities re food recycling</li> <li>• Review remote working policy ensuring it is fit for purpose moving forward</li> <li>• Participate in National Recycling Week 2018</li> <li>• Recycle more electrical equipment where possible</li> </ul>



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