

***Sustainable Development***

*Policy & Procedures*

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SUSTAINABILITY POLICY WITHIN THE SCOTTISH COURT AND TIBUNAL SERVICE

# 1. INTRODUCTION

The Scottish Government describes the basic aim of sustainable development as securing the future, acknowledging that achieving economic growth has to be done in such as 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 and Tribunal Service Scottish Court and Tribunal Service (the SCTS) minimises its environmental footprint**[[1]](#footnote-1)** and operates in a sustainable manner. Supporting the SCTS Corporate Plan 2014-17 and 2014-15 Business Plan, this policy document sets out the commitments and direction of the SCTS sustainability policies and the processes for their implementation over the next four years. It replaces and supports existing environmental, procurement and sustainability policy statements and provides guidance to managers, staff and suppliers on how to comply with the policy’s strategic aims.

**A Summary of the Sustainability Policy**

The SCTS sustainability policy:

* applies to all parts of the SCTS organisation and its contractors;
* covers all operational and support services such as business, services, utilities, facilities management, construction, procurement, office services, printing and publishing; and
* is consistent with the United Kingdom and Scottish Government’s commitments to sustainable development and climate change and in particular the organisation’s commitments under the Climate Change Act 2009 and its related Public Body Duty of Care

This commits the SCTS to improve its environmental performance by conserving energy, water, wood, paper and other finite resources. The organisation 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 SCTS will also ensure, where practicable, that buildings occupied by the SCTS are designed, constructed and operated in a manner which minimises their environmental impact.

The SCTS 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 minimise the release of greenhouse gases, volatile organic compounds and reduce vehicle emissions or substances that are damaging to health or to the environment.

Through improved specification, the SCTS will encourage contractors, manufacturers and suppliers to supply environmentally friendly goods and services at competitive prices as per the SCTS Procurement Policy.

The SCTS 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 organisation will communicate openly with staff and partners about environmental policies and good 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 Government’s requirement for delivery of value for money and best environmental practices.

# Sustainability Operational Check Lists and Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Reporting** |  |  | **Policy** |
| *Environmental Monitoring and Auditing* | **Frequency** | **Carried out by** | **Reference** |
| Energy | Monthly | FM Contractor / PSU |  |
| Water | Quarterly | PSU |  |
| Emissions | Monthly & Annual | FM Contractor / PSU |  |
| Review and adjust benchmarks | Annual | FM Contractor / PSU |  |
| EPiB Directive inspections | As determined | FM Contractor |  |
| EPiB Directive certification | 10 years | PSU |  |
|  |  |  |  |
| *Paper Resources* | **Frequency** | **Carried out by** |  |
| Consumption of resource | Annual | FS Staff / Procurement |  |
| Benchmark review | Annual | FS Staff / Procurement |  |
|  |  |  |  |
| *Waste and Recycling* | **Frequency** | **Carried out by** |  |
| Other paper and card materials | Annual | FS Staff / Procurement |  |
| Electrical equipment | Annual | FS Staff /PSU |  |
| Furniture | Annual | FS Staff /PSU |  |
| Toner and printer cartridges | Annual | FS Staff / IT / Procurement |  |
| Local Initiatives | As required | FS Staff |  |
|  |  |  |  |
| *Environmentally sensitive materials* | **Frequency** | **Carried out by** |  |
| Monitoring process | As required | FM Contractor / PSU |  |
| Operational reporting | As Required | FM Contractor |  |
|  |  |  |  |
| *Protecting and Improving Biodiversity* | **Frequency** | **Carried out by** |  |
| Monitoring & management | As Required | PSU / external bodies |  |
| Awareness |  |  |  |
|  |  |  |  |
| *Education And Awareness* | **Frequency** | **Carried out by** |  |
| Induction | As required | PDU PSU |  |
| General environment and sustainability | Annual / As required | PSU / PDU / FM Contractor |  |
|  |  |  |  |
| *Travel And Transportation* | **Frequency** | **Carried out by** |  |
| Mileage reports | Annually | FS Staff / PDU |  |
| Travel statistics | Annually | PSU / PDU |  |

The SCTS Sustainability Policy Areas of Responsibility Matrix

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

# 2. OPERATIONAL MANAGEMENT

## 2.1 ENVIRONMENTAL MONITORING & AUDITING

**Policy Statement**

**The SCTS and its partners will take all reasonable measures to monitor and manage its consumption and use of energy, other finite resources and materials used within its estate, to reduce carbon emissions generated by this consumption whilst supporting the business changes in Justice delivery from related legislation.**

The SCTS in the course of day to day operations will conserve finite natural resources by reducing their use in. Where used, the SCTS will manage such resources in an efficient manner.

The SCTS or its FM contractor 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 The SCTS to improve management of these resources and it will set targets against these benchmarks.

The SCTS 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 methods[[2]](#footnote-2) 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 SCTS 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 performance benchmarks will be reported to the Estates committee on a quarterly basis and in the annual corporate report.*
* *The SCTS will participate in an independent accreditation Carbon Trust Standard or other BS, (ISO14000.1, 50000.1) environmental and energy accreditation schemes.*

## 2.2 ENERGY & EMISSIONS

**Policy Statement**

**The SCTS will take all reasonable measures to reduce the consumption of energy and carbon emissions within the estate and endeavour to achieve good practice.**

The SCTS will operate and manage the buildings within its estate in such a way as to minimise the consumption of energy and reduce carbon emissions, using good practice methods to comply with relevant UK government and EU legislation and directives.

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

* **[[3]](#footnote-3)**Current good practice benchmarks:\*\*

Total Electricity 57 kWh/m²/annum.

Total Fossil Fuels 111 kWh/m²/annum.

Total kWh/Year 168 kWh/m²/annum.

The break down across the building services should be as below wherever possible.

**Combined Good**

Heating – gas or oil 101

Hot water – gas or oil 10

Hot water – electric 6

Cooling 8

Fans and pumps 6

Lighting 20

Office equipment 8

Catering 9

**Total gas or oil 111**

**Total electricity 57**

**Total kWh/m2 per annum 168**

The Climate Change (Scotland) Act 2009 has now laid down targets for greenhouse gas emissions reduction and the table below indicates what these targets are compared to current good practice.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Current | 2020 | 2050 | Current | 2020 | 2050 |
| Energy Use | kWh/m² | kWh/m² | kWh/m² | kg CO2/m² | kg CO2/m² | kg CO2/m² |
| Total gas or oil | 111 | **78** | **22** | 21 | **15** | **4** |
| Total electricity | 57 | **40** | **11** | 25 | **17** | **5** |
| Total per annum | 168 | **118** | **34** | 46 | **32** | **9** |

*\*\* Due to some buildings age and style of construction, these benchmarks are likely to be challenging to achieve and individual benchmarks may have to be set.*

**Procedure - Energy Resources**

* *Set and maintain benchmarks against Good practice performance and establish targets for achieving these. Also agree these benchmarks with FM contractors with time scales and incentives for success.*
* *On going investment in the SCTS building management systems both in maintenance and replacement programmes.*
* *Ensure that energy efficiency is considered a matter of priority at the planning and design stages for new courts and all upgrade projects. This will be achieved by publishing, maintaining and using the SCTS published design guide and specifications that promotes low carbon design and operations.*
* *Publish and maintain a thermal comfort guide that states what temperature will be provided within the SCTS buildings for energy and carbon management purposes.*
* *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.*
* *Monitor, and report on cost savings to the SCTS budget resulting from reductions in consumption of utilities, water and waste.*
* *Continue to purchase energy from utility suppliers that can supply all or a significant proportion of their supply from renewable sources and attempt to meet more of the SCTS energy needs where possible from renewable sources. Such as district heating schemes, wind turbines, small scale hydro, photovoltaic cells and other renewable energy technologies, where they are competitive.*
* *Continue to invest in renewables projects across the SCTS estate particularly the expansion of Photo Voltaic Panel installations at court sites.*
* *Continue maximising the income to the SCTS from Feed in Tariffs, the Renewable Heat Initiative and other income sources.*
* *Investigate the viability of generating electricity on suitable sites using renewable energy technologies or Combined Heat and Power (CHP) preferably gas fired or using carbon neutral fuels.*
* *Where cooling is required, the SCTS will achieve this through the most efficient means possible, using low carbon techniques such as ground water cooling, heat pumps or absorption cooling from CHP installations.*
* *Comply with the EU directive ‘Energy Performance in Buildings’ within sites larger than 500 m² and cooling equipment inspections.*

## 2.2.1 CLIMATE CHANGE REDUCTION

**Policy Statement**

**The SCTS 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 SCTS, in line with policy on conserving energy resources (see [2.2](#_2.1.1_Policy__Energy Resources) above) will reduce emissions of pollutants linked with climate change and global warming, such as Carbon Dioxide, Nitrous Oxides, and emissions of other greenhouse gasses.

**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.*
* *Good 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 and monitoring emissions of other gaseous and non-gaseous pollutants, which contribute to climate change. For example, Hydro fluorocarbons (HFCs - used as refrigerants and in fire extinguishing systems).*

## 2.3 WATER MANAGEMENT

**Policy Statement**

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

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

**Good 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 SCTS 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 good practice.*
* *Install conservation technologies where it is economic and practicable to do so.*
* *Where appropriate, specify water-efficient appliances and other conservation equipment.*
* *Investigate the installation of rain harvesting or grey water systems to supply non-potable water supplies where appropriate and reduce site consumption charges.*

## 2.4 WASTE MANAGEMENT & RECYCLING

**Policy Statement**

**The SCTS will take all reasonable measures to reduce the volume of waste materials within its buildings and estate. Additionally the SCTS 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 SCTS will reduce the volume of waste materials generated from its estate and operations in line with government objectives**[[4]](#footnote-4)**. The SCTS will minimise waste through improved specifications, working practices and encouraging recycling of materials.

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

**Procedure - Waste Reduction**

* *All waste will be dealt with in accordance with legal requirements and good practice and are encouraged to practice the “4 R’s", i.e., Reduce, Re-use, Repair and Recycle.*
* *The SCTS will use resources more efficiently and improve existing waste management and recycling schemes.*
* *Where practicable, make best use of electronic media.*
* *When replacing printers/copiers only duplex capable equipment will be purchased and double-sided printing and copying will be the default setting this equipment.*
* *Support and develop the court management locally to promote waste reduction.*
* *The requirement for Site Waste Management Plans (SWMP) to be included in construction projects specification and tender documents.*

**Procedure – Recycling**

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

* *The SCTS will manage and develop corporate waste collection and recycling contracts for its courts and buildings that increase the volumes of waste being recycled.*
* *Agree suitable recycling plans, highlighting as schemes are introduced, reviewed or expanded and operate internal awareness campaigns.* [*http://www.zerowastescotland.org.uk/category/what-we-offer/business-support*](http://www.zerowastescotland.org.uk/category/what-we-offer/business-support)
* *The SCTS will endeavour to record what waste is being produced, identify recycling services in the local areas, and engage the support of suppliers and staff.*
* *Where court buildings are unable to be involved in mainline waste & recycling contracts the SCTS will investigate participating in local recycling or green office schemes.*
* *Use recycled paper comprising genuine post-consumer waste (including agri-pulp).*
* *the SCTS will endeavour to record what waste is being produced, identify recycling services in the local areas, and engage the support of suppliers and staff*

## 2.6 SUPPLIES & PROCUREMENT

**Policy Statement**

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

The SCTS is committed to the Construction Task Force's report *"Rethinking Construction"* with its targets for sustained improvement. See also [Scottish Court and Tribunal Service Procurement Policy](http://myscs/library/support/procurement/ProcurementPolicy.pdf)

**Procedure - Procurement of Goods and Services**

Procurement has a very significant environmental impact. the SCTS 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 the SCTS 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 Government’s* [*"Sustainable Procurement Action Plan*](http://www.scotland.gov.uk/Topics/Government/Procurement/policy/corporate-responsibility/sspap/Q/EditMode/on/ForceUpdate/on)*" to inform its buyers and challenge suppliers who provide information about their products which may appear to contravene the standards set out in the plan; and*
* *Evaluate, as appropriate, the environmental performance of tenderers when relevant to the contract.*

## 2.7 TRAVEL AND TRANSPORTATION

**Policy Statement**

**The SCTS will reduce its contribution to environmental emissions from travel by only operating low emission fleet vehicles while encouraging use of public transport by staff and clients for both commuting and business.**

**Procedure - Travel and Transportation**

* *Reduce congestion and exhaust emissions by encouraging the development of corporate and local travel strategies 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.*
* *Only to procure vehicles that emits no more than 115g/km of Carbon Dioxide. Also consider the future use of electric, duel-fuelled, hybrid or alternative-fuelled vehicles within the SCTS fleet of vehicles where economically viable.*
* *Consider and investigate the installation of electric charging points within the court building estate to encourage the use of electric and plug in hybrid vehicles.*
* *Ensure that any parking provision is sensitive to the needs of staff and clients who come under the provisions of Equality Act 2010. 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 Government and public sector organisations.*
* *Consider the extension of hot desk or remote and home working agreements and develop flexible operational systems that allow dispersed deployment for staff using internet and other electronic technologies where work requirements and duties allow.*

## 2.8 EDUCATION AND AWARENESS

**Policy Statement**

**The SCTS will develop and maintain staff sustainability and environmental educational and awareness programmes ensuring all staff and regular building users have a basic awareness of sustainability and environmental issues.**

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 and corporate communications.

**Procedure - Education and Awareness**

* *Develop in-house training programmes for all staff and provide or make arrangements for workshops on sustainability.*
* *Ensure sustainability is included in all general office and area meeting agendas.*
* *Engage staff at all levels and locations to motivate staff to help in whatever 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 staff to access energy and environmental data relevant to their location add materials to promote and support the aims of sustainability at a local level.*
* *Publish and maintain a staff handbook / guide to provide our staff and managers with the information and tools allowing them to make changes in their operations of courts buildings and assist in the delivery of the sustainable development of the service.*
* *Use poster and Internet campaigns to raise staff awareness of sustainability.*
* *Encourage partnerships with third parties both local and national with established sustainability policies.*

## 2.9 PROTECTING AND IMPROVING BIODIVERSITY

**Policy Statement**

**The SCTS 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**

* *SCTS 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, SCTS will encourage and improve habitats that will attract and support a wide range of flora* *and fauna.*
* *SCTS 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.*
* *SCTS 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.*

1. Environmental / Ecological Footprint the estimated area of land required to sustain indefinitely operation or life within a site or building. [↑](#footnote-ref-1)
2. Measurement of energy will be metered units of consumption per square meter of treated floor area per year. Other resources will be measured in line with ISO 50000 standards. [↑](#footnote-ref-2)
3. Benchmarks are taken from Carbon Trusts ECG082 publications benchmarking data and CIBSE Guide F. [↑](#footnote-ref-3)
4. Scottish Governments target for waste to have 75% recycling and maximum of 5% going to landfill by 2025. [↑](#footnote-ref-4)