

<b>Report to:</b>	QSMTM Q4
<b>Report by:</b>	Helen Gardner-Swift, Head of Corporate Services (HOCS) Bethan Owen, Administrator
<b>Meeting Date:</b>	12 May 2021
<b>Subject/ Title:</b> (and VC no)	Sustainable Growth VC149670
<b>Attached Papers</b> (title and VC no)	C1 Statement on sustainable growth 2020-21 VC149897

## Purpose of report

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1. The purpose of this Committee Report (CR) is to provide the carbon footprint data for the period 1 April 2020 to 31 March 2021 and approve the Statement on sustainable growth 2020-21 (attached).

## Recommendation and actions

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2. I recommend that:
  - (i) The Senior Management Team (SMT) notes the content of this CR
  - (ii) The SMT approves the draft Statement on sustainable growth 2020-21
  - (iii) The CR and the Statement on sustainable growth 2020-21 are published in full as set out in paragraph 22.

## Executive summary

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### Environment

3. Our [Environmental Policy](#) details a number of objectives through which we aim to manage and, where possible, reduce any impacts on the environment that are due to our activities. Generally, we are committed to improving the environmental performance of our organisation, which involves protecting biodiversity, reducing pollution and carbon emissions.
4. We also continue to be committed to improving efficiency in how we function as an organisation and in how the office is managed and in 2020-21 we:
  - changed our working practices to allow staff to work remotely as they were unable to access the office premises due to the impact of the COVID-19 pandemic
  - adopted a no-paper policy when working remotely
  - used telephone and video conferencing to replace in person face to face meetings
  - selected the most environmentally friendly products for cleaning where possible.

### Sustainability

5. Under the Public Services Reform (Scotland) Act 2010, Section 32(1)(b), as soon as practicable after the end of each financial year, we must publish a statement of the steps we

have taken during that financial year to promote and increase sustainable growth through the exercise of our functions.

6. The Commissioner's primary function is to enforce and promote Scotland's freedom of information legislation. Promoting and increasing sustainability is a challenge as we are a small, single site organisation. However, our office can make a direct contribution to sustainability through the management of its carbon footprint.
7. We remain committed to managing and, where possible, further reducing our carbon footprint and will continue to seek ways to do so.
8. The Statement on sustainable growth 2020-21, which will be published following approval by the SMT, is attached.

### **Carbon footprint**

9. The total organisation CO<sub>2</sub>e for 2020-21 is 18.36 tonnes compared to 32.44 tonnes in 2019-20 as demonstrated in Appendix 1, this is significantly below our annual target of 40.5 CO<sub>2</sub>e shown graphically in Appendix 2.
10. This decrease has been mainly due to the impact of the COVID-19 pandemic affecting our organisation as we had to change our way of working. We followed government guidance to close the office premises and, throughout the year, only essential work has been allowed to take place in the office premises, mainly involving a weekly essential visit by members of the Corporate Services Team. This resulted in our electricity and gas usage being considerably lower than in past years.
11. The CO<sub>2</sub>e conversion factors were realigned this year by the Scottish Government (this occurs every five years) and this has resulted in a considerable reduction in the CO<sub>2</sub>e created from electricity, due to more environmentally friendly renewable sources of energy being in place. This realignment has had a positive impact and helped to reduce our carbon footprint in 2020-21.
12. Throughout 2020-21, there were no meetings held in person and, therefore, almost no journeys resulting in an almost 100% reduction in CO<sub>2</sub>e, in this category, from 2019-20.
13. Due to the change in working practices, with all staff working remotely with remote access to our office systems, staff have not needed to use as much paper as in previous years, for example, paper copies of case files have not been needed. As a result of this, our shredding needs have reduced by 25% from previous years.

### **Risk impact**

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14. We are required to promote and increase sustainable growth and by actively managing our carbon footprint and reporting on the same we mitigate the operational risk of not doing this.
15. This CR and the publication of the C1 Statement on sustainable growth mitigate governance risks,

### **Equalities impact**

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16. No equalities impact is identified in this report.

### **Privacy impact**

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17. There is no privacy impact arising from this report.

### **Resources impact**

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18. None.

### **Operational/ strategic plan impact**

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19. There is no additional impact on the Operational Plan 2020-21 as the related governance falls within the business as usual requirements for the HOCS.

### **Records management impact (including any key documents actions)**

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20. The Statement of sustainable growth, when approved, will be an annual Key Document falling with Class C1 of our Guide to Information. The Responsible Manager will be the HOCS and the approver will be the SMT.

### **Consultation and Communication**

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21. None.

### **Publication**

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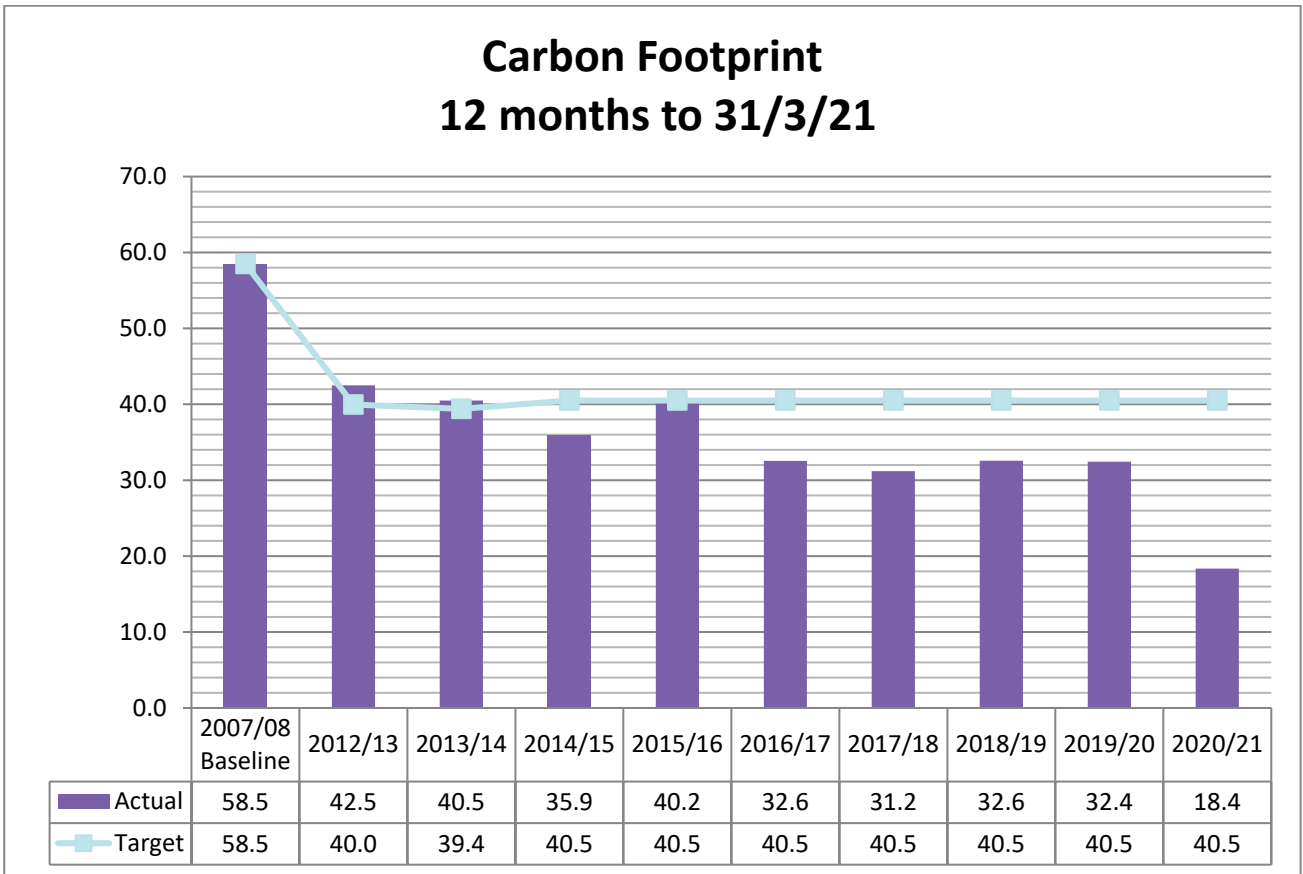
22. I recommend that this CR and the C1 Statement on sustainable growth are published in full.

## Appendix 1 – Annual Comparison

### Annual Carbon Footprint Comparison April 2020 - March 2021

Utilities		2019/20 Prior year	CO2e	2020/21 Current Year	CO2e	2020/21 Realigned	CO2e	Variance Prior year to Current Year co2
Gas	Apr - Mar	8994	18.94	7074	14.90	7074	14.84	-4.10
Electricity	Apr - Mar	19415	8.00	12635	5.21	12635	2.95	-5.05
			<b>26.94</b>		<b>20.11</b>		<b>17.79</b>	<b>-9.15</b>
Business Travel		2019/20 Prior Year	CO2e	2020/21 Current Year	CO2e	2020/21 Realigned	CO2e	Variance Prior year to Current Period co2
Plane - Domestic	Apr - Mar	332	0.08	0	0.00	0	0.00	-0.08
Plane - Short	Apr - Mar	2834	0.40	0	0.00	0	0.00	-0.40
Plane - Long	Apr - Mar	15782	1.96	0	0.00	0	0.00	-1.96
Bus	Apr - Mar	77	0.01	0	0.00	0	0.00	-0.01
Car	Apr - Mar	1159	0.37	244	0.08	244	0.07	-0.30
Train	Apr - Mar	13344	1.04	0	0.00	0	0.00	-1.04
Taxi	Apr - Mar	30	0.01	0	0.00	0	0.00	-0.01
<b>TOTAL</b>			<b>3.87</b>		<b>0.08</b>		<b>0.07</b>	<b>-3.80</b>
Type 3		2019/20 Prior Year	CO2e	2020/21 Current Year	CO2e	2020/21 Realigned	CO2e	Variance Prior year to Current Period co2
Water use	Apr - Mar	-	0.060	-	0.060	-	0.060	0.00
Waste water	Apr - Mar	-	0.060	-	0.060	-	0.060	0.00
Paper re-cycling	Apr - Mar	1200	1.510	300	0.378	300	0.378	-1.13
			<b>1.630</b>		<b>0.498</b>		<b>0.498</b>	<b>-1.13</b>
<b>Total 12 month CO2e comparison</b>			<b>32.44</b>		<b>20.69</b>	<b>(realigned for 2020/21)</b>	<b>18.37</b>	

Appendix 2 - Graphs



### Carbon Footprint to 31/03/21 18.36 tonnes CO<sub>2</sub>e

