

Report to:	QSMTM Q4 2022-23
Report by:	Helen Gardner-Swift, Head of Corporate Services (HOCS) Bethan Owen, Administrator Kim Berry, Finance and Administration Manager (FAM)
Meeting Date:	27 April 2023
Subject/ Title: (and VC no)	Sustainable Growth VC185412
Attached Papers (title and VC no)	C1 Statement on sustainable growth 2022-23 VC185414

Purpose of report

1. The purpose of this Committee Report (CR) is to provide the carbon footprint data for the period 1 April 2022 to 31 March 2023 and approve the Statement on sustainable growth 2022-23 (attached).

Recommendation and actions

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 2022-23
 - (iii) The CR and the Statement on sustainable growth 2022-23 are published in full as set out in paragraph 22.

Executive summary

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 2022-23 we:
 - Continued our hybrid working practices to allow staff to work remotely
 - 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)(a), 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 2022-23, which will be published following approval by the SMT, is attached.

Carbon footprint

9. The total organisation CO₂e for 2022-23 is 18.52 tonnes compared to 21.04 tonnes in 2021-22 as demonstrated in Appendix 1, this is significantly below our annual target of 40.5 CO₂e shown graphically in Appendix 2.
10. This overall decrease throughout the years has been mainly due to the impact of the COVID-19 pandemic affecting our organisation as we changed our way of working from 2020 and enabled remote working.
11. The electricity consumption has increased by 2% which is due to more staff members working in the office premises following the re-opening of the office premises in May 2022. When the office premises were closed, only essential work was allowed to take place in the onsite and this mainly involved a weekly essential visit by members of the Corporate Services Team.
12. A new gas boiler has been fitted and this has also contributed to some of the 18.6% reduction of gas usage throughout the year as the newer model is more fuel efficient.
13. Due to the change in working practices, with 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. However, in 2022-23 there was a 0.5 tonne increase from 2021-22 mainly due to the destruction of paper files in line with the Commissioner's retention policies. However, overall there is still a reduction from 2019-20 Levels (pre-COVID 19).

Risk impact

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 also mitigate governance risks.

Equalities impact

16. No equalities impact is identified in this report.

Privacy impact

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

Resources impact

18. None.

Operational/ strategic plan impact

19. There is no additional impact on the Operational Plan 2022-23 as the related governance requirements fall within the business as usual requirements for the HOCS.

Records management impact (including any key documents actions)

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

Consultation and Communication

21. None.

Publication

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

Appendix 1 – Annual Comparison

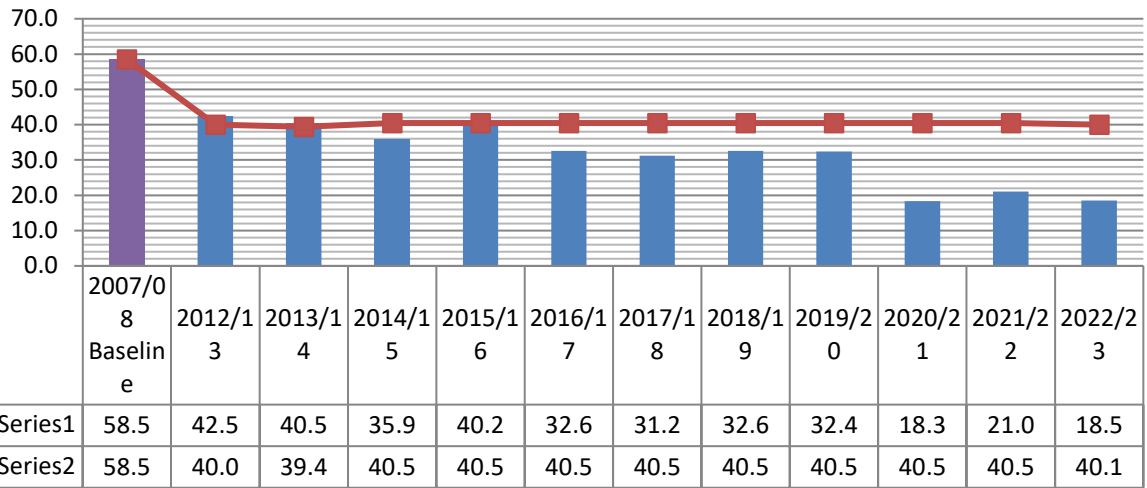
**Annual Carbon Footprint Comparison
April 2022 - March 2023**

Utilities		2021/22 Prior year	CO2e	2022/23 Current Year	CO2e	Variance Prior year to Current Year co2
Gas	Apr - Mar	8462	17.76	6887	14.45	-3.31
Electricity	Apr - Mar	12751	2.99	13064	3.05	0.06
			20.75		17.50	-3.25
Business Travel		2021/22 Prior Year	CO2e	2022/23 Current Year	CO2e	Variance Prior year to Current Period co2
Plane - Domestic	Apr - Mar	0	0.00	0	0	0.00
Plane - Short	Apr - Mar	0	0.00	0	0	0.00
Plane - Long	Apr - Mar	0	0.00	0	0	0.00
Bus	Apr - Mar	0	0.00	106	0.03	0.03
Car	Apr - Mar	112	0.03	393	0.12	0.09
Train	Apr - Mar	178	0.01	2042	0.12	0.11
Taxi	Apr - Mar	0	0.00	0	0	0.00
TOTAL			0.04		0.27	0.23

Type 3		2021/22	CO2e	2022/23	CO2e	Variance
		Prior Year		Current Year		Prior year to Current Period co2
Water use	Apr - Mar	-	0.06	-	0.06	0.00
Waste water	Apr - Mar	-	0.06	-	0.06	0.00
Paper re-cycling	Apr - Mar	100	0.13	500	0.63	0.50
			0.25		0.75	0.50
Total 12 month CO2e comparison			21.04	18.52		

Appendix 2 - Graphs

Carbon Footprint 12 months to 31/3/23



Carbon Footprint to 31/03/23 18.52 tonnes CO₂e

- Gas used in building
- Electricity use in building
- Water use in building (mains) and waste disposal

