

ENVIRONMENTAL ACTION PLAN – 2025/26

Objective	Action(s)	Measure	Lead Member of Staff	Time-frame
MITIGATION - ENERGY To reduce energy consumption by using energy more efficiently without loss of productivity or comfort and support the use of energy from sustainable renewable sources wherever possible.	<ol style="list-style-type: none"> Maintain good practice in respect of the use of office equipment and lighting including powering-down of electronic equipment, prohibition on the use of portable heaters/fans, turning off lights when not in use, maintaining appropriate fridge & freezer and water temperatures. Engage with staff to ensure understanding of energy efficiency measures in the office and at home. Record energy use with the aim of unit reduction. Aim to secure more efficient draught exclusion subject to restrictions as a tenant. Assess whether procurement of renewable energy is viable when securing new contracts for provision of electricity. 	<p>Carry out ongoing monitoring of practices by undertaking bi-annual walk-around audit and report on findings to the Environmental Committee and staff meetings.</p> <p>Conduct training and/or dialogue with staff regarding energy efficiency, at least annually.</p> <p>Record energy usage and report quarterly to the Environmental Committee.</p> <p>Continue dialogue with landlord regarding replacement windows and other means to upgrade draught exclusion.</p> <p>Discuss and assess options for provision of renewable energy use with suppliers at each contract renewal.</p>	EO	Bi-annually
MITIGATION - WASTE To have regard to the waste hierarchy to minimise waste	<ol style="list-style-type: none"> Maintain and operate appropriate systems for waste disposal, including recycling of all metals, plastics, paper, cardboard, glass, toner cartridges and keep recycling options under review. 	<p>Ensure that recycling contracts are in place with appropriate contractors for the removal of recyclable material.</p> <p>Ensure staff are aware of recycling arrangements and requirements for waste disposal.</p>	EO / DoCS	Annually
			EO	Ongoing

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by prevention, reduction, reuse, repair and recycling.		Continue to review opportunities for recycling of other materials (e.g. food waste; soft plastic).	EO/DoCS	Annually
	2. Monitor waste volumes with the aim of reduction.	Record and analyse waste volumes and report quarterly to the Environmental Committee.	EO / admin team	Quarterly
	3. Ensure appropriate re-cycling, redeployment, repair or re-sale of obsolete office equipment, having regard to security/data considerations.	Utilise asset disposal guidance when required.	DoCS	As required
MITIGATION - PAPER To reduce the use of paper by maximising the use of alternative technologies.	1. Reduce paper usage with default use of double-sided black & white printing and copying, and the use of electronic documentation where possible.	Maintain default settings for double-sided and black & white printing and copying.	EO / all staff	Ongoing
		Operate system of default electronic case files and send correspondence by email where feasible to do so.	All staff	Ongoing
		Operate paperless system for Board and committee meetings; ensure all members and relevant staff are proficient in its use.	DoCS	Ongoing
	2. Monitor paper use with the aim of reduction.	Record paper usage and report quarterly to the Environmental Committee.	EO / admin team	Quarterly
	3. Enable external organisations who communicate with the Commission to reduce paper-based documentation where possible.	Provide appropriate secure systems for the receipt of electronic documentation and other materials.	DoCS	Ongoing
MITIGATION - WATER To conserve water, thereby reducing water consumption.	1. Maintain staff awareness of water conservation measures and importance of prompt reporting of any water leaks.	Conduct staff training and/or dialogue regarding water use, at least annually.	EO	Annually
	2. Arrange prompt repair of leaks / dripping taps as required.	Arrange repair of leaks / dripping taps promptly.	DoCS	As required

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	3. Ensure servicing of water systems to prevent leaks and other events that waste water.	Servicing of plumbing as required. Annual service of zip-tap.	DoCS DoCS	As required Annually
MITIGATION - TRANSPORT & TRAVEL To minimise the impact of the Commission's travel arrangements on the environment, by encouraging sustainable and active travel and reducing unnecessary business travel.	1. Ensure staff & board members are aware of guidance on business travel to ensure that public transport or video conferencing alternatives are always considered and used where appropriate.	Conduct staff training and/or dialogue to ensure awareness of business travel guidance, at least annually. Include in induction training for new staff / board members.	EO EO / DoCS / Chief Executive	Annually As required
	2. Consider possibility of using electric cars for staff rental when required.	Assess with provider of rental car, including cost and viability, as required.	EO / DoCS	As required
	3. Maintain and encourage environmentally friendly travel to work procedures, including annual travel season tickets and cycle to work scheme.	Provide information to staff regarding season ticket policy and cycle to work scheme.	DoCS	Ongoing
	4. Record business travel with the aim of reduction.	Staff and board members to record all business travel, and EO to report this quarterly to Environmental Committee. Where possible, avoid single occupancy car journeys on Commission business.	Staff & members / EO / admin Staff & members	Quarterly Ongoing
PROCUREMENT To procure products and services with	1. Ensure that environmentally efficient and friendly products are procured using appropriate energy efficiency comparison assessments and consideration of whole life costs, where appropriate, prior to purchase.	Staff to utilise guidance note regarding environmentally sound procurement.	DoCS / all staff involved in procurement	Ongoing

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regard to their environmental impact and wherever practical, purchase the least environmentally damaging materials.	2. Ensure that guidance on environmental issues in procurement contained in the Scottish Government Procurement Policy Manual and Procurement Instruction Manual is followed.	Ensure up-to-date access of Scottish Government Procurement Policy Manual and Procurement Instruction Manual for all relevant staff. Staff to follow guidance when procuring goods or services.	DoCS All staff involved in procurement	Ongoing Ongoing
	3. Actively consider environmental sustainability when procuring new goods / services arrangements.	Evaluate the environmental performance of those tendering for contracts for new goods / services arrangements by integrating an environmental checklist into tender evaluations.	DoCS	As required
	4. Ensure guidance in Scottish Government Finance Manual is followed relative to finance and banking facilities.	All relevant staff to follow guidance when relevant.	DoCS	Ongoing
ADAPTATION To ensure that climate risks are embedded in our risk register; take action to develop resilience and adapt to the changing climate; ensure staff and members understand issues relating to climate change adaptation.	1. Continue to monitor climate risk and vulnerability.	Monitor climate-related risks relevant to the organisation and plan measures to mitigate possible impacts. Review data concerning ongoing impact of climate and future predictions. Monitor SEPA flood risk information.	EO/DoCS EO EO	Bi-annually Annually Bi-annually
	2. Share knowledge about Scotland's changing climate and its impacts, develop workplace resilience and foster generally supportive and adaptable culture.	Conduct staff training and/or dialogue about the changing climate and its consequences, at least annually. Ensure that relevant staff undertake appropriate training, in order to better understand issues relating to climate change adaptation.	EO EO/DocS	Annually As required

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		<p>Share details of external support including advice, grants and loans for energy efficiency and home resilience measures to make homes better able to respond to climate change.</p> <p>Deliver measures in line with wellbeing policy to support staff wellbeing.</p>	EO DoCS	Annually As required
	3. Review business continuity plan (BCP) & emergency procedures	<p>Review business continuity plan to ensure that it includes suitable measures to cover climate-related business continuity issues.</p> <p>Relaunch updated plan to BCP team.</p> <p>Develop emergency plan to include flooding and provision of emergency kit.</p>	EO/DoCS DoCS EO/HSO/DoCS	Q1 2025/26 Q1 2025/26 Q2 2025/26
	4. Develop measures for responding to severe weather	<p>Develop severe weather policy and procedure which includes plans to communicate weather risks to staff (including in office, home working and travelling), thresholds for suspending travel/office access and measures to assess staff safety while WFH.</p> <p>Explore the possibility of access to community resilience hubs / touch down spaces for workers to minimise commuting in extreme conditions</p>	EO/DoCS DoCS	Q2 2025/26 Q3/4 2025/26

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	5. Aim to ensure that ongoing building monitoring, maintenance and repair programme is in operation, subject to restrictions as a tenant.	Ongoing dialogue with landlord regarding building monitoring, maintenance and repair.	DoCS	Annually
COMMUNICATION & EDUCATION To ensure staff and members are made aware of and are committed to compliance with the Commission's environmental duties.	1. Ensure that all staff are fully aware of and adhere to environmental policy and related developments and improvements.	Discuss pertinent environmental matters at staff meetings as required. Provide induction training for new staff. Conduct ongoing training and/or dialogue for staff regarding environmental practices.	EO	As required
	2. Ensure that all board members are aware of environmental policy and related developments.	Provide relevant content in induction training for new board members and in board handbook.	EO	As required
			EO	Annually
			DoCS / CE	Ongoing