



ENVIRONMENTAL POLICY

Equality

In accordance with the Equality Act 2010, we will make any reasonable adjustment necessary to assist those with a protected characteristic or substantive health condition to engage fully with the Commission. If you require any assistance with this document please let us know.

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1.0 Environmental Policy Statement

- 1.1 The Scottish Criminal Cases Review Commission believes that a comprehensive environmental policy is essential for the management and monitoring of the environmental impact of the organisation and for ensuring the Commission's compliance with the legislative duties which apply to it as a public body in terms of the Climate Change (Scotland) Act 2009, Nature Conservation (Scotland) Act 2004 and Wildlife and Natural Environment (Scotland) Act 2011.
- 1.2 The Commission is committed to:
 - minimising its greenhouse gas emissions and impact upon the natural environment, including by using resources efficiently;
 - developing resilience and adapting to the future climate;
 - acting in the most sustainable way; and
 - integrating high standards of environmental responsibility into all of its operations.
- 1.3 The Commission is committed also to ensuring that the principles set out in this environmental policy are incorporated into the daily management of the organisation, and has identified appropriate environmental objectives, and an associated action plan for the implementation of these objectives.
- 1.5 The Commission will ensure that as a minimum it will identify and comply with all relevant environmental legislation and any other voluntary or binding requirement to which it subscribes.

2.0 Management of the Commission's Environmental Responsibilities

- 2.1 The Chief Executive of the Commission is accountable for the environmental performance of the Commission, as overseen by the Board.
- 2.2 Effective responsibility is delegated to the Director of Corporate Services who is responsible for ensuring that objectives are set and implemented by the Commission annually to deliver on the outcomes set out herein and that all members and staff adhere to the agreed environmental procedures and practices.
- 2.3 The Commission will at all times have an appointed Environmental Officer, selected by the Chief Executive, responsible for monitoring environmental matters, including, oversight of environmental impact statistics, organising internal environmental training, disseminating relevant environmental information to members and staff and assisting the Director of Corporate Services in ensuring overall compliance with the Commission's environmental policy, procedures and practices.

3.0 Policy Outcomes

- 3.1 The Commission's Environmental Policy will seek to meet the following outcomes:
 - energy is used efficiently and consumption is reduced as far as reasonably possible;
 - office waste is minimised by reduction, reuse, repair and recycling and pollution and harmful products are minimised or prevented;
 - the use of paper is reduced by maximising the use of alternative technologies;
 - water is used efficiently;
 - unnecessary travel is minimised, and active or sustainable business travel is encouraged;
 - the environmental impact of products is used as a prime selection criterion during procurement;
 - staff are aware of environmental impacts and issues, act in a more environmentally responsible way, and are committed to reducing the impact of the Commission's operations on the environment;
 - biodiversity is supported and encouraged;
 - the Commission is resilient to the changing climate and is collaborating in effective and inclusive adaptation action;
 - targets for environmental performance are achieved, maintained and improved; and
 - the Commission complies with its duties in terms of environmental legislation.
- 3.2 The Commission recognises that while there is a significant benefit in identifying various individual areas of operation under which environmental responsibilities can be monitored and met, the successful implementation of its environmental responsibilities requires a holistic approach at all times.
- 3.3 The Commission will prepare and monitor progress against an annual plan to deliver on the outcomes outlined in this policy.

4.0 Monitoring and Reporting

- 4.1 It is essential that the Commission has in place mechanisms and procedures that allow the monitoring and measuring of the identified environmental responsibilities of the organisation. In connection with this the Environmental Officer will ensure that:
- i. energy usage is recorded and monitored on an ongoing basis with the aim of unit reduction;
 - ii. that the volume of waste for disposal collected from the Commission is monitored with a view to reduction;
 - iii. paper usage is recorded and monitored on an ongoing basis with the aim of usage reduction;
 - iv. that transport usage in connection with Commission business is recorded and monitored with the aim of ensuring positive environmental outcomes;
 - v. that an annual review is carried out of the environmental impact of the Commission's processes;
 - vi. climate risk is assessed at least annually and progress against measures to mitigate risk are monitored;
 - vii. that the data monitored and recorded above are brought to the attention of, and reviewed by, the Commission's Environmental Committee.
- 4.2 The Environmental Committee, comprising, *inter alia*, the Chief Executive, Director of Corporate Services and Environmental Officer shall meet on a quarterly basis to discuss these and any other related matters pertinent to the Commission's environmental and climate change responsibilities.
- 4.3 The Chief Executive shall bring to the attention of the Commission's Board members, for their review and comment, any matters relative to the organisation's environmental and climate change responsibilities as he/she sees fit.

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