

Registers of Scotland Environmental Management System Environmental Policy

Registers of Scotland is committed to the protection of both our local and the wider environment within a wider commitment to the sustainable development agenda set out by Scottish Ministers.

We are conscious that our activities affect the environment in which we exist and actively wish to minimise any negative impact these activities cause and contribute to positive environmental stewardship. Senior management acknowledges their responsibilities in delivering this policy and recognise the importance of engaging all staff in its implementation.

To achieve this we will embrace the following principles:

- support the priorities of the Scottish Ministers contained within the Scottish Executive's Greening Government Policy;
- comply with environmental legislation and other relevant regulations and requirements;
- recognise that waste has an environmental impact and cost and therefore seek to prevent it wherever possible via a reduce, reuse, repair and re-cycle message of resource management;
- adopt more energy efficient practices and support more sustainable modes of travel to reduce our contribution to global climate change;
- procure materials and services within a framework that encourages sustainability;
- recognise the importance of Scotland's biodiversity and contribute to promoting and conserving this resource wherever possible;
- set and regularly review environmental objectives and targets;
- improve our processes and practices, where practicable, to avoid, reduce or control pollution;
- seek to provide the necessary resources and training required for effective delivery of our environmental policy;
- document our activities and openly communicate our progress in implementing and maintaining our environmental performance;
- commit to the continual improvement of both our Environmental Management System and our actual environmental performance;
- use any opportunities available to us to increase community environmental awareness and promote good environmental practice;
- review this policy every 12 months in line with our business objectives to ensure it is appropriate to the nature and scale of our operations;

This policy has been agreed by the Management Board on 30 August 2005 and we will review, amend as needed and republish it no later than 12 months from this date.

Signed by the Keeper of the Registers of
Scotland.....

Environmental targets 2006-2007

Energy

In Meadowbank House, to improve by 2% our electrical performance as measured against the site typical benchmark for the building according to the BRECSU Good Practice Guide 286 – Energy performance in the government's civil estate. This will be measured by comparing the performance over the period 1 April 2006 to 31 March 2007 against the 2005 performance.

Waste

Reduce general use copier paper consumption per FTE (less corporate overheads) between 1 April 2006 and 31 March 2007 to 10.5 reams from 11.5 in the baseline year 2005.

Procurement

To take initial steps to implement the Agency's Sustainable Procurement Policy by

- Introducing a "Responsible Purchasing" site within our internal website by 31 May 2006
- Developing Sustainable Procurement Guides for our Buyers and our Suppliers by 31 July 2006

Biodiversity

- To carry out a detailed feasibility study on options for converting the MBH roof to a "Green Roof" and submit proposals to the Management Board by 30 September 2006.
- To establish more biologically diverse natural tree and shrub planted areas around the MBH site.

Communication

To provide environmental awareness training for Agency staff and ensure that is included in future induction courses.

ENVIRONMENTAL RESPONSIBILITY – BROAD STRUCTURE

The Keeper and senior management are committed to environmental management at ROS, Meadowbank House. The Keeper is responsible for signing the environmental policy, and the senior management team takes overall ownership of the aims, objectives and targets.

The **Senior Management Team** has overall responsibility for the Environmental Management System at Meadowbank House. The Environmental Policy has been fully endorsed by the Keeper. The Senior Management Team must provide the necessary resources required to implement and maintain the Environmental Management System. The Team is also responsible for tracking objectives, targets and management programmes and making sure that they deliver on the ground. This is achieved through liaison with the Environmental Coordinator.

The **Environmental Working Group (EWG)** includes the Environmental Coordinator, Environmental Advisors and Environmental Representatives (see below). The EWG meets quarterly to review progress with the management programmes and to sort out any operational issues that have arisen with respect to environmental improvement plans and general environmental management around the office buildings and site.

The **Environmental Advisors** are staff who each head up the environmental management programmes that have been established to deliver the objectives and targets. They will review and track overall progress with the programmes that they are responsible for and help find solutions to environmental problems.

An **Environmental Coordinator** is responsible for the management and coordination of the system. The Environmental Coordinator's specific responsibilities include:

- coordination of the overall system;
- providing feedback to senior management as required;
- participating in the Environmental Working Group;
- monitoring the progress of environmental management programmes;
- interpreting the requirements of any new legislation;
- making sure that audits and reviews are programmed and carried out;
- coordinating the activities of other staff with EMS roles.

Environmental Representatives will provide a means of ensuring that all staff comply with environmental procedures and are informed about environmental initiatives and events that are happening around the office. They will provide a focal point for environmental issues in their departmental areas and will be able to communicate with both the Environmental

Coordinator, the Environmental Advisors and the EWG as and when appropriate. They will be expected to undertake periodic short site inspection style audits, proactively support management programmes to deliver targets and help to keep other staff in their areas informed and interested. Environmental Representatives will be provided with specific training in line with the tasks expected of them.

A small **Audit Team** is likely to be formed from time to time (probably from the Environmental Representatives) and will be expected to carry out internal environmental audits that will cover both systems auditing as well as physical auditing around the office. They will be expected to liaise with the Environmental Coordinator as well as the EWG (where appropriate) with regard to non-conformances and corrective actions identified.

All **Other Staff** are expected to:

- be aware of and comply with the Environmental Policy;
- comply with environmental procedures;
- promote environmental responsibility in the work place;
- make sure that visitors and contractors are aware of the ROS's policies and procedures and of their own environmental responsibilities;
- educate and communicate with others on the environment;
- help deliver environmental targets.