

Report to:	QSMTM Q4 2023-24
Report by:	Kim Berry, Finance and Administration Manager (FAM) Sam Letham, Administrator
Meeting Date:	31 May 2024
Subject/ Title: (and VC no)	CR Sustainable Growth 2023-24 VC207869
Attached Papers (title and VC no)	C1 Statement on sustainable growth 2023-24 VC208886

Purpose of report

1. The purpose of this Committee Report (CR) is to provide the carbon footprint data for the period 1 April 2023 to 31 March 2024 and approve the Statement on sustainable growth 2023-24.

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 2023-24
 - (iii) The CR and the Statement on sustainable growth 2023-24 are published in full as set out in paragraph 21.

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 2023-24 we:
 - Maintained our hybrid working practices to allow staff to work remotely
 - Continued the no-paper policy when working remotely
 - Continued the use of telephone and video conferencing to replace in person face to face meetings where appropriate
 - 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 2023-24, which will be published following approval by the SMT, is attached.

Carbon footprint

9. The total organisation CO₂e for 2023-24 is 20.67 tonnes compared to 18.52 tonnes in 2022-23 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 organisational change in the way of working from 2020 as a result of the COVID-19 pandemic and enabling remote working for all staff.
11. The 14% increase in electricity consumption is consistent with the gradual increase in staff working in the office premises during the year.
12. As travel has opened up, more meetings and conferences are taking place in person which has led to an increase in travel by staff. This has increased our CO₂e compared to 2022-23 and will likely increase further as staff attend more in person meetings, events and conferences.

Risk impact

13. 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.
14. This CR and the publication of the C1 Statement on sustainable growth also mitigate governance risks.

Equalities impact

15. No equalities impact is identified in this report.

Privacy impact

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

Resources impact

17. None.

Operational/ strategic plan impact

18. There is no additional impact on the Operational Plan 2023-24 as the related governance requirements fall within the business as usual requirements for the HOCS.

Records management impact (including any key documents actions)

19. 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

20. None.

Publication

21. I recommend that this CR and the C1 Statement on sustainable growth 2023-24 are published in full.

Appendix 1 – Annual Comparison

Annual Carbon Footprint Comparison April 2023 - March 2024

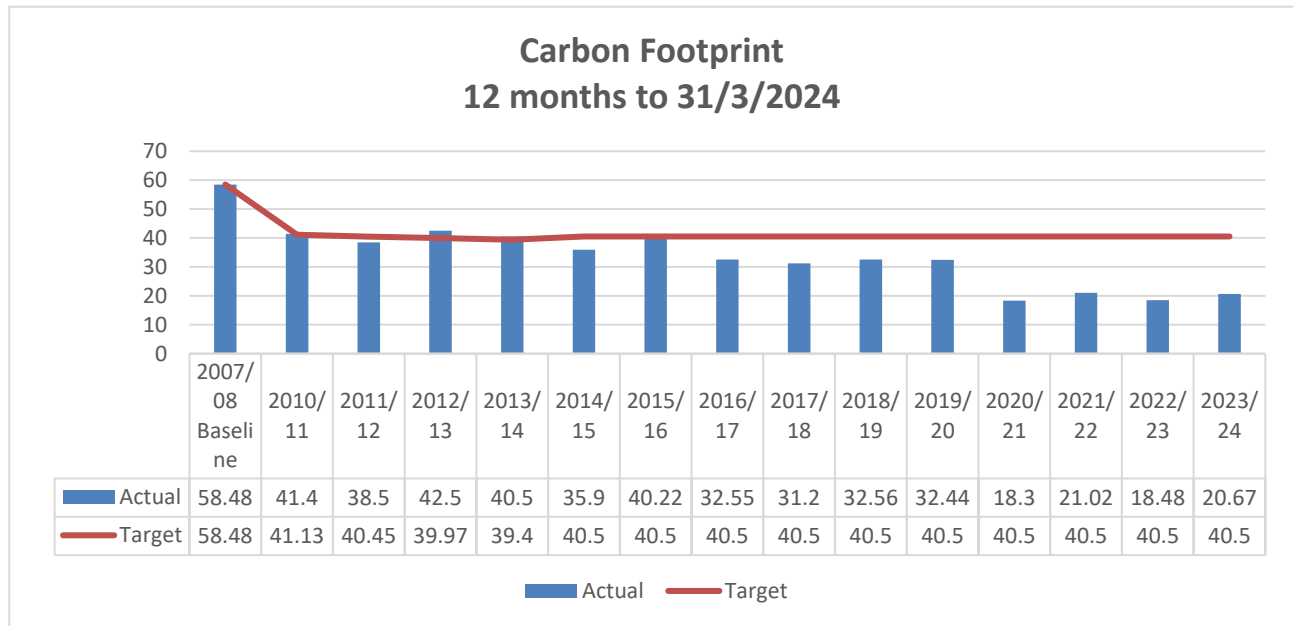
Utilities		2022/23 Prior year	CO2e	2023/24 Current Year	CO2e	Variance Prior year to Current Year co2
Gas	Apr - Mar	6887	14.45	6632	13.92	-0.53
Electricity	Apr - Mar	13064	3.05	14922	3.48	0.43
TOTAL			17.50		17.40	-0.10

Business Travel		2022/23 Prior Year	CO2e	2023/24 Current Year	CO2e	Variance Prior year to Current Period co2
Plane - Domestic	Apr - Mar	0	0	0	0.00	0.00
Plane - Short	Apr - Mar	0	0	1416	0.19	0.19
Plane - Long	Apr - Mar	0	0	15966	1.97	1.97
Bus	Apr - Mar	106	0.03	26	0.00	-0.03
Car	Apr - Mar	393	0.12	600	0.18	0.06
Train	Apr - Mar	2042	0.12	3092	0.18	0.06
Taxi	Apr - Mar	0	0	20	0	0.00
TOTAL			0.27		2.52	2.25

Type 3		2022/23 Prior Year	CO2e	2023/24 Current Year	CO2e	Variance 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	500	0.63	500	0.63	0.00
TOTAL			0.75		0.75	0.00

Total 12 month CO2e comparison	18.52	20.67
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Appendix 2 - Graphs



Carbon Footprint to 31/03/24 20.67 tonnes CO₂e

- Gas used in building
- Water use in building (mains) and waste disposal
- Train
- Electricity use in building
- Car
- Paper waste sent for recycling

