



OSCR
Scottish Charity Regulator

Carbon Management Plan 2014-17



Foreword from David Robb, OSCR Chief Executive

In 2009 OSCR was one of the first organisations to be selected to participate in the Carbon Trust's Carbonlite Programme, committing ourselves to a 10% reduction in CO₂ by April 2014.

I am delighted to report that during 2011-14 we exceeded this reduction target by a considerable amount, with our CO₂ emissions reducing by 19% against our 2008-09 baseline, during the period.

We welcome the Scottish Government's commitment to environmental sustainability as set out in The Climate Change (Scotland) Act 2009, and as a publicly funded body are proud to contribute to the achievement of the National Performance outcome relating to reducing carbon emissions by 80% from 1990 levels, by 2050.

This 2014-17 Carbon Management Plan commits us to reduce our CO₂ emissions by a total of 25% against the 2008-09 baseline. We feel this is a stretching but achievable target given that we are a relatively small organisation occupying a building already accredited as Very Good under the Buildings Research Establishment Environmental Assessment Methodology; and that we have already implemented a number of operational and environmental changes which have contributed to the significant emission reductions to date.

This CMP reflects on the work which we have done to reduce emissions since 2008, and looking forward, sets out the work we plan to do to reduce our carbon emissions between now and April 2017. I look forward to being able to report positively on OSCR's performance at that time.



David Robb, Chief Executive

Foreword from Resource Efficient Scotland

Resource Efficient Scotland commends the commitment of the Scottish Charity Regulator (OSCR) to improving resource efficiency in their operations that is clearly demonstrated in this Carbon Management Plan.

There are clear business benefits of using fewer resources and in reducing carbon emissions and we look forward to working with the organisations in the implementation of the resource efficiency measures detailed in this plan.

This updated Carbon Management Plan details an ambitious target of reducing emissions by 25% which builds upon the significant reductions already achieved. It is clear that staff at all levels of the organisation are bought into improving environmental performance and helping to preserve resources for future generations.

The Scottish Charity Regulator provides an inspiring example of how a small organisation can have large impact and lead by example to others in the public sector.



Marissa Lippiatt

Head of Resource Efficient Scotland

1 Introduction

The purpose of this Carbon Management Plan (CMP) is to set out how we intend to reduce our CO₂ emissions over the three year period to April 2017. The plan confirms our reductions to date and provides an overview of those projects we have implemented over the past five years, and identifies those actions we plan to take over the three year plan period to reduce our CO₂ emissions by 25% by 2017. For consistency, and in line with recommended practice, we will continue to monitor and report on progress against the 2008-09 baseline against which we have previously measured and reported. As outlined in previous CMP's, 2008-09 was the first complete year for which accurate carbon usage figures were available for OSCR, and hence it's selection as the baseline.

Although we are a Scotland-wide regulator, OSCR is a relatively small organisation, operating from one office located on the second floor of Quadrant House, on Dundee's Riverside Drive. Quadrant House is a leased property and is shared between OSCR, the Care Inspectorate (CI) and the Scottish Social Services Council (SSSC). Heating, lighting, water, and waste collection are provided on a building-wide basis and are managed on a shared services basis by a facilities manager employed by the Care Inspectorate.

Our small size and consequently our relatively low carbon emissions, together with the shared services we use, mean that opportunities for emissions reductions are limited. Nevertheless, we are keen to demonstrate our commitment as a public body and to take action. Our energy usage figures are calculated using a percentage of the total building energy readings for the building. The percentage was originally calculated based on the 725 square metres of net internal area we occupy, and our hours of occupation, 7am to 7pm Monday to Friday.

Since 2013-14, however, reconfiguration of the former staff breakout area in Compass House, to create additional meeting space for the CI, has meant that our floor space has reduced, and hence the percentage used in our calculations has dropped from 32.2% to 28.14%. Realistically, this floorspace change has helped us achieve the 19% emission reduction recorded to date.

1.1 The Scottish Charity Regulator (OSCR): who we are

As Scottish Charity Regulator (OSCR) we are responsible for the registration and regulation of all of Scotland's 23,800 charities. These charities form a diverse group which are based in and operate throughout Scotland and include community groups, religious charities, schools, universities, museums, grant giving charities and major care providers.

We are a Non-Ministerial Department, established in 2006 by the Charities and Trustee Investment (Scotland) Act 2005. We operate independently of Ministerial influence or control and strategic direction is provided by our eight member board. Our 55 staff are civil servants, and we are funded annually through the Scottish Budget Act.

Our vision is of

Charities you can trust and that provide public benefit

And our strategic objectives during the 2014-17 life of this Carbon Management Plan are to:

- Help the public to have more confidence in charities
- Help charity trustees to understand and comply with their legal duties
- Keep registration and reporting straightforward
- Continually improve the way we operate and deliver services

1.2 Our performance to date

During 2011-14 we achieved a **19%** reduction in CO₂ emissions, **surpassing** our original target of a 10% reduction.

1.3 How we achieved this

Since 2009 we have implemented a number of projects and initiatives aimed at reducing our environmental impact as an organisation. These projects and initiatives are detailed below:

Initiatives

- We installed office-wide paper and cardboard recycling bins
- Office printers are centrally located, are defaulted to double-sided print and use 100% recycled paper
- We use Scottish Government centrally negotiated collaborative contracts when purchasing goods and services. Suppliers follow agreed good practice on sustainability, energy use and packaging
- We recycle all failed and obsolete electrical equipment through approved contractors, thereby reducing landfill use
- We encourage staff to use public transport for business travel wherever appropriate and available
- We use an Electronic Records and Data Management (ERDM) system which reduces the need for paper and storage
- We publish our documents electronically on our website, to reduce environmental impact and cost, keeping only very small stocks of selected documents available in hard copy.

OSCR standalone projects

- **We have introduced Video Conferencing** and encourage staff to reduce the amount of business travel they undertake
- **We Increased the temperature of our Communications Room by 2 degrees**, with no impact on the integrity of our IT operations
- **We removed our watercooler** and replaced it with a chilled mains system , reducing carbon emissions associated with the production and transportation of bottled water.
- **We applied glazing film** to our office windows . Our office is glazed on both sides to full room height, with one wall fully south facing and the other fully north facing. The application of heat reflective film on the south face reduces glare, while heat retentive film on the north face reduces heat loss. The film has enabled us to achieve a more consistent temperature throughout the office throughout the year, and also to reduce emissions.
- **We changed the specification of any cars we hire for business travel to Band A and Band B vehicles only.** Band A vehicles emit less than 100g/km CO₂ and Band B vehicles between 101g/km and 120g/km. This achieved a significant reduction in CO2 during 2010-11.
- **We launched OSCR Online** in June 2012. Our interactive online system allows charities to make changes to their charity's details and submit their completed forms online (thus reducing the impact on the environment through a reduction in paper consumption and carbon footprint incurred through the postal service). We are working towards a date of March 2016 for 100% sign-up to OSCR Online.

Joint projects

These were implemented in conjunction with the other tenants in Quadrant and Compass House (the Scottish Social Services Council (SSSC) and the Care Inspectorate (CI):

- **Adjustment of heating controls**, reducing energy consumption by optimising heat operating times and room temperatures.
- **Voltage optimisation** was implemented late in 2010-11 with the installation of a 280kVA voltage optimisation unit across Quadrant House and neighbouring Compass House.
- **Fine tuning of the Building Environmental Management System (BEMS)**, helped achieve optimisation in the two buildings to achieve cost and emissions savings.
- **Water consumption** reduced by 71% during 2012-13, mainly as a result of extensive repair work which was conducted to a leaking external water pipe at the end of 2011-12.

Plans for the future

We aim to have an environmentally aware workforce, actively working to reduce OSCR's environmental impact

What is in progress for the Plan period

We:

- have introduced **Recycling hubs** (plastic, aluminium & glass)
- are introducing **online e-Learning packages** for charities and OSCR staff - reducing paper consumption and CO₂ emissions through travel
- are actively **reducing paper consumption** at internally held meetings – by using laptops & data projectors to project papers being considered at meetings.
- are working towards **100% online submissions** through OSCR Online
- introduced a new **energy saving water boiler** in the staff kitchen
- introduced book swapping and a library for staff
- will actively **promote video conferencing** as the preferred means of communicating with external bodies and stakeholders - reducing CO₂ emissions from transport
- will encourage staff to switch off equipment when not in use, lights in offices that are not being used, and monitors when staff are away from desks.

2. Carbon Management Drivers

We are bound by the Climate Change Public Bodies Duties set out in Part 4 of the Climate Change Act (Scotland) 2009. These duties require that when exercising our functions we:

- contribute to carbon emissions reduction (climate change mitigation)
- contribute to climate change adaptation
- act sustainably

The Scottish Government's purpose is to focus government and public services on creating a more successful country with opportunities for all of Scotland to flourish, through increasing sustainable economic growth. The National Performance Framework sets out how the Scottish Government and other delivery partners will achieve and measure the purpose, and details 16 national outcomes and 50 national indicators. Our work as registrar and regulator of charities aligns to many of these objectives, and our work during the life of this CMP will contribute both directly and indirectly to the delivery of many of the national outcomes, most specifically to the following:

- We value and enjoy our built environment and protect it and enhance it for future generations.
- We reduce the local and global environmental impact of our consumption and production

Our Corporate Plan 2014-17 and our annual Business Plans commit us to continually improving the way in which we operate and deliver our services and to reducing our carbon emissions annually.

3. Emissions Baseline and Projections

Setting our baseline

The criteria used to establish our 2008-09 emissions baseline is set out below, together with information about what is and what is not within the scope of this CMP.

What we measured

Energy use

Our examination of available data identified electricity and gas use as the major source of our CO₂ emissions, accounting for some 89% in 2008-09. Our consumption of electricity and gas for that period was as follows:

- 103,385kWh electricity
- 83,207kWh gas.

Business Travel

Business travel by OSCR staff during 2008-09 represented a significant proportion of our emissions, at 11%. For that period, our CO₂ transport emissions were 8,444kg, broken down as follows:

- 2,999kg car travel
- 2,900kg air travel
- 2,516kg rail travel
- 29kg bus travel

Water use

OSCR's emissions from mains water use are limited. The precise figure for 2008-09 was 150kg, which represented only 0.02% of the total and for the purposes of the baseline was discounted.

Baseline emissions

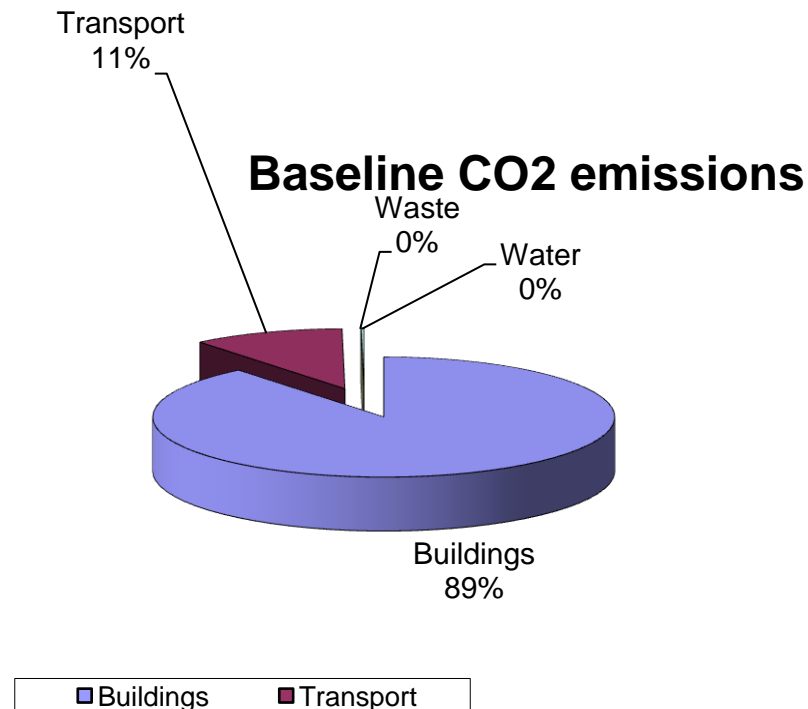
Our baseline emissions between 1 April 2008 and 31 March 2009 were 79 tonnes of CO₂, broken down as follows:

Description	Total	Buildings	Transport	Water
Baseline CO ₂ emissions (tonnes)	79	71	8	0
Baseline cost (£)	11,303	10,144	1,159	788

Baseline figure sources include:

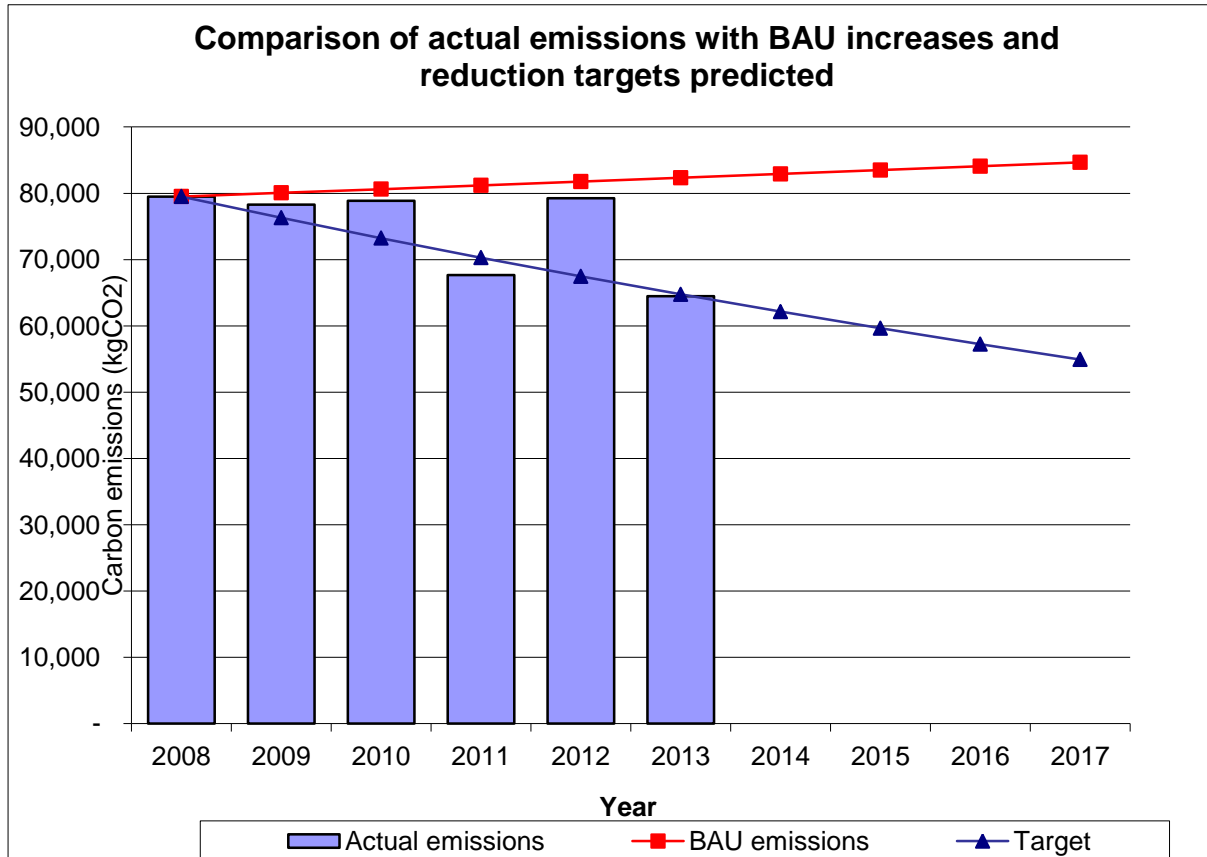
- electricity, gas & water bill readings
- staff travel and subsistence claims
- airline travel bookings.

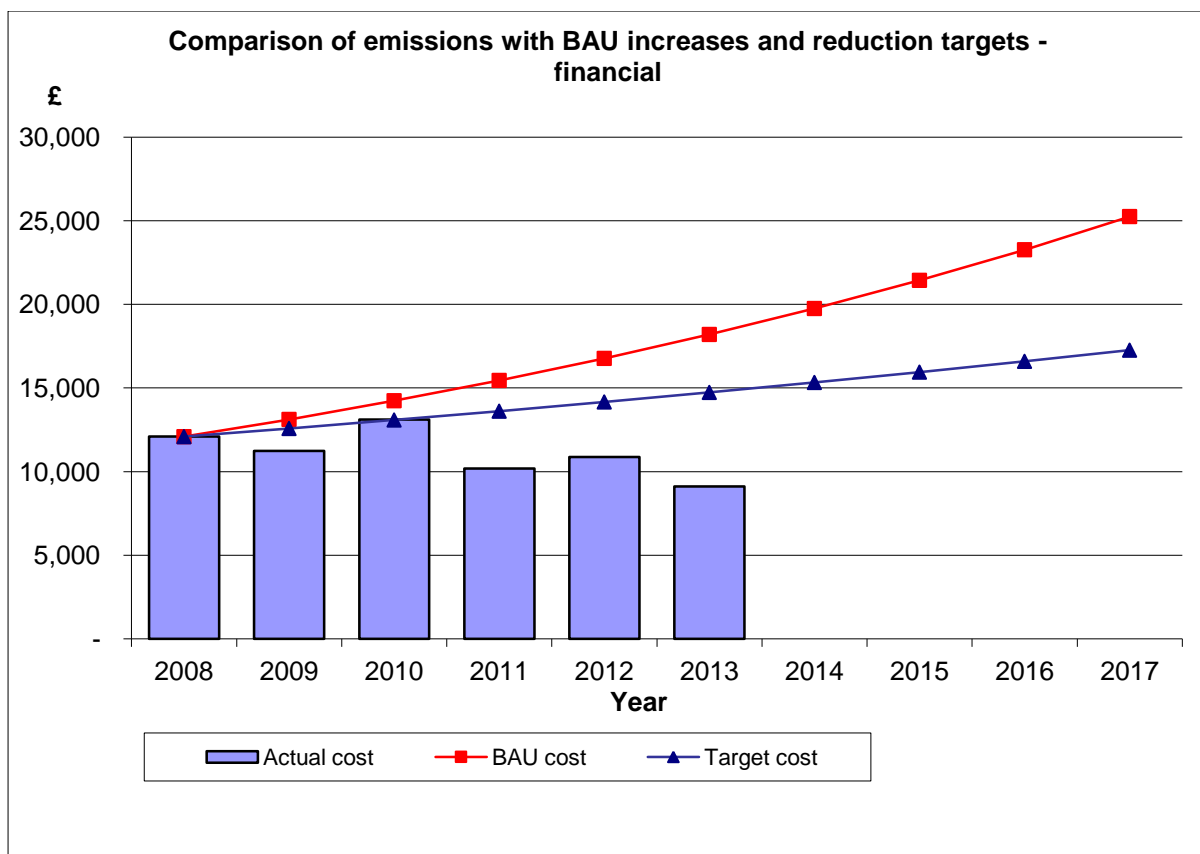
Summary of emission sources for baseline year 2008-09



Data projections

For illustration purposes, we have projected until 2017 to show the long term financial and environmental costs of taking no action against climate and environmental change.





Emission figures to date

Our energy usage since 2008-09 is noted below:

Date	Total	Buildings	Transport
2008-09	79,354	70,909	8,445
2009-10	78,166	70,351	7,815
2010-11	78,342	71,721	6,621
2011-12	67,390	59,680	7,710
2012-13	79,187	70,781	8,406
2013-14	65,308	53,641	10,667

Transport breakdown

Our transport distances and number of train journeys and flights taken since 2008-09 are noted in the table below:

Date	Car distance (miles)	No. of flights*	No. of train journeys*
2008-09	8883	30	378
2009-10	4103	50	526
2010-11	2564	36	547
2011-12	5789	22	496
2012-13	4084	38	433
2013-14	6429	49	617

*Outgoing and return journeys are counted as 2 flights/train journeys

The tables on pg 10 show that we have achieved a 14,046kg reduction in CO₂ against our 2008-09 baseline figure.

Our building emissions have reduced due in part to a change in our operating boundary within Quadrant House in 2013-14.

Unfortunately, our transport emissions have increased by 26% (from baseline figure) due to an increase in our engagement activities which has seen a rise in the number of across-Scotland activities we are participating in and an increase in air and rail travel (to London) associated with our role as joint Charities SORP-making body in the UK.

4. Carbon Management Project Register

Our location, building tenure, and the nature of our work mean that opportunities to reduce emissions are restricted. However, we are committed to doing all that we can to reduce our environmental impact and continually strive to identify actions and mechanisms which would impact positively on our operational and environmental efficiency.

During the 2014-17 Carbon Management Plan period we will concentrate our activities on reducing carbon emissions primarily from travel and transport. We have already installed Video Conferencing facilities and will actively promote the use of these wherever possible. We will also highlight the impact of travel to staff, and use internal communications to highlight the alternatives to face to face meetings which exist.

We will look to increase, develop and improve our online services and online interactions with our stakeholders.

We will also actively work to reduce our energy consumption through the introduction of good practice procedures i.e. switch monitors off when away from desk, switch lights off in offices which are unoccupied etc

5. Management of the CMP

The Climate Change (Scotland) Act 2009 is the key driver for our improved environmental and sustainability performance, and as a publicly funded body we have a responsibility to lead by example, and influence how Scotland performs in terms of reducing carbon emissions.

Overall responsibility for this Carbon Management Plan rests with OSCR's Head of Support Services (HoSS), however, all staff have a responsibility to carbon reduction and are committed to achieving the targets set out in this CMP.

One of our four corporate strategic aims is to "Continually improve the way we operate and deliver services" and a key milestone of OSCR's Business Plan 2014-15 states:

"monitor and lessen the impact of our business on the environment through producing and adhering to an updated Carbon Management Plan"

The Business Plan, including all other milestones, is tracked on a regular basis and is presented to OSCR's Senior Management Team (SMT) for consideration and comment on a 6 weekly basis.

We produce and publicise a yearly sustainability report as part of our public body reporting duties. The report provides information about our energy and water consumption, the emissions generated by this use, and our overall CO₂ output for the year.

6. Behavioural change

The key aims of this CMP, during 2014-17, are:

1. reduce the need for travel and promote the use of our videoconferencing equipment
2. encourage energy efficient behaviour in the work place among staff
3. improve our online interactions and services

An informal behavioural change programme will be developed in respect of points 1 and 2 above and progress will be tracked through meter readings, our environmental performance reporting requirements and our Business Plan.

In respect of point 3, work has already begun on developing, improving and increasing our online interactions with our stakeholders. This work is being tracked through our Business Plan.

The Business Planning & Learning Co-ordinator is actively engaged in providing information, tips and hints, guidance and reports to staff on climate change, sustainability and energy saving tips for the organisation and for home use. The primary means of doing this is through our intranet - Yammer - and through All Staff emails and notice board posters.