



Forestry Commission Scotland  
Coimisean na Coilltearachd Alba

# Annual Sustainability Report

Financial Year 2014/15



# Annual Sustainability Report 2014-15

## OVERVIEW

2014-15 has seen further improvement in Forestry Commission Scotland's (FCS) Environmental Management System (EMS) and drive to minimise the impact of our activities. In line with FCS's Public Bodies Duties, annual targets continue to be applied in key areas such as reducing emissions resulting from travel and energy use, and minimising the organisations water consumption and waste generation.

The purpose of this report is to summarise FCS's environmental performance during 2014/15 in line with Scottish Government guidance<sup>1</sup>.

## Our Environmental Management System (EMS) & Governance

Building on from our Business Sustainability work in 2013/14, there has been a noticeable development in staff awareness over the past year. This is due in part to the increase of internal audits and support visits, across the Forest Districts and Conservancies. Staff are more appreciative of the aspects and impacts of our EMS due to these visits.

The internal audit plan is now firmly in place with a rolling programme of audits for the coming year. Cost centres can also request an informal review, checking performance and where improvements can be made. Over the last year, eight internal audits and three informal visits were completed as well as two LRQA audits at several locations.

## Support for staff

An FC Scotland Business Sustainability intranet site has been developed; more user friendly and maintained by a designated member of staff. The website provides up-to-date relevant information for staff across Scotland. Due to the Business Sustainability support roles being well-defined, staff know who to contact in relation to a specific question.

A Business Sustainability Enquiries mail box has been set up and has been well received by staff, as they know where to direct their query to, knowing that it will be dealt with by knowledgeable staff. Business Sustainability workshops have been held over the past year; ensuring staff have a greater understanding of the subject and know who to ask for assistance.

<sup>1</sup>Public Sector Sustainability Reporting – Guidance on the Preparation of Annual Sustainability Reports 2011-12. (Scottish Government, January 2012).



## ISO14001 Certification



The independent certification of our EMS by Lloyds Register Quality Assurance (LRQA) is a key part of our environmental policy and, alongside the certification of the national forest estate under the UK Woodland Assurance Scheme, means FCS is able to demonstrate that all its business operations are run on a sustainable footing.

LRQA maintained their own ongoing audit and assessment programme throughout the year to ensure all our activities continue to meet the benchmark ISO14001 international environmental management standard.

In 2014, LRQA assessed Forestry Commission England and Scotland independently for the first time and FC Scotland retained its ISO 14001 accreditation.

## Environmental Performance Monitoring & Reporting

FCS has improved the accuracy of recording vital environmental data. Monthly reports are issued to Forest Districts and Conservancies for monitoring by experienced staff, ensuring any discrepancies are actioned. These reports give a detailed breakdown of the data input to the Business Sustainability database by staff at a range of locations across the National Forest Estate. Discrepancies are highlighted and designated staff, in FC Scotland National Office and FE Scotland Head Office ensure any discrepancies are followed up. Staff input quarterly, in line with the financial year, which ensures more accurate reports are generated.





The accuracy of these figures was made possible by the issue of standard bins to the main Forest District and Conservancy offices. Several outstations and more remote offices are now requesting standard bins to assist them in the accurate recording of their waste.




There has been a marked increase in local Business Sustainability teams getting advice from the BS Co-ordinator. This will enhance the understanding of Business Sustainability knowledge and proliferate across the organisation



Further details of our performance are given in tables 1 & appendix 1 below.

**Table 1: Summary of Our Performance**

Area	Performance in 2014/15	Status
<b>Energy</b>	Emissions from energy use have been reduced by an average of 22% compared with 2010/11	
<b>Waste</b>	More accurate waste recording has shown an increase in waste generated in 2014/15. As a result we will re-establish the base line using the 14/15 outturn.	
<b>Transport &amp; Travel</b>	Emissions from travel have been reduced by 3% for 2014/15	
<b>Water</b>	There has been a marked increase in our efforts at reducing consumption, against forecast, and interrogating sites relating to the installation of water meters.	

-  Target met
-  2014 - 15 to act as baseline
-  Target not met



## **ACTIONS TAKEN DURING 2014-2015 TO IMPROVE SUSTAINABILITY**

### **Environmental protection and waste management**

We have surveyed the condition of our 126 Septic tanks and introduced a framework for Septic Tank emptying and monitoring. If not properly maintained and emptied these septic tanks are a significant environmental hazard. The framework has also reduced the number of tanker miles driven by better timing the emptying, both in terms of when it is required and combining the site visits into one journey

### **Energy Efficiency and carbon reduction**

We have carried out energy efficiency surveys across the range of the FC building types and are using the findings to benchmark our buildings against best practice and prioritise improvement spending. (Copy of example report attached)

Our MES workshops are one of our biggest energy users and we have built an extension to our Cairnbaan workshop to the current standards of energy efficiency. We have also insulated the offices there. We have re-roofed and re-clad Aberfoyle workshop thereby greatly improving its insulation levels. MES have started a programme of installing LED lights in workshop areas with two complete to date. We are continuing to improve the insulation levels in our offices and Oban office was completed this year.

### **Water efficiency**

We are engaging with Business Stream to review the water supplies to our sites, both in terms of infrastructure and metering. This has also resulted in a £17k saving on our water bill.

### **Measuring, Monitoring and Management Information**

FCS has continued to make improvements to the accuracy and availability of key environmental management data to cost centres.

Alongside monitoring travel emissions and energy use, new reporting and metering systems for waste and water management are enabling more reliable information to be reported on waste generation and water consumption.

Water meters were installed at a number of new sites and we have been collating better information on our water usage.

Work has continued in 2014-15 on the better use of Automatic Meter Readers (AMR's) ensuring that they are installed where possible.



## Waste and Recycling

The standardising of recycling procedures within FCS has made recording more accurate and ensures that information collated is now comparable across the organisation.

A new waste segregation system was put in place within our office at Greystone Park, Dumfries. This resulted in a significant reduction in the number of refuse collections that were required, generating a saving of approximately 50% on our associated costs.

Other offices have come up with local ideas such as implementing food waste bins where possible and have implemented "no glass" policies in offices where glass is not collected routinely.

Aerosol cans, used across the Forest Districts for tree marking, require to be disposed of responsibly. These cans are now being collected on a regular basis from two collection points, Dunkeld and Ae, ensuring they are disposed with in accordance to guidelines.

## Reducing travel emissions

In 2014/15 FCS managers have continued to make the CO<sub>2</sub> and other emissions a key part of the decision making process when deciding on replacement vehicles.

An electric car has now been introduced for use on staff journeys between Cairnbaan and the Whitegates office.

In addition to considering our vehicles, further video conferencing facilities have been installed and are used with increasing frequency.



**Appendix 1: Summary of Performance**

Area	Actual Performance 2013-14	Target
<b>GHG emissions (Scope 1, 2 &amp; 3 Emissions)</b>	<b>3579 tonnes Co<sub>2</sub><sup>4</sup></b> [2,116t Co <sub>2</sub> travel + 1463 t Co <sub>2</sub> energy use]	--
<b>CRC related expenditure</b>	<b>£20k</b>	--
<b>Total travel emissions</b>	<b>2,116 tonnes Co<sub>2</sub></b>	Average 2% per year reduction from 2010. Target Met ✓
<b>Total travel expenditure</b>	<b>£3,330k</b>	--
<b>Total energy consumption</b>	<b>3,469 M kWh</b>	Average 28% reduction from 2010 Target Met ✓
<b>Total energy expenditure</b>	<b>£310k</b>	--
<b>Total waste tonnage</b>	<b>Estimated<sup>1</sup> at 547 tonnes</b> [Includes construction waste]	Due to significant changes in waste recording, 2013/14 will act as the baseline year for future reporting
<b>Office waste recycling</b>	<b>33% recycling rate<sup>1</sup></b>	--
<b>Total waste expenditure</b>	<b>Estimated at £110k</b>	--
<b>Water consumption</b>	<b>Total estimated<sup>3</sup> at 88k m<sup>3</sup></b>	5.5m <sup>3</sup> per person per yr in our key office buildings by 2020
<b>Water expenditure</b>	<b>Estimated<sup>3</sup> at £50k</b>	--

Notes: <sup>1</sup> 2013-14 will now act as the baseline year as a result of the introduction of new metering and reporting systems during the year.

<sup>3</sup> Estimated due to continuing meter installation programme

<sup>4</sup> Co<sub>2</sub> estimates based upon revised energy use kWh/co<sub>2</sub> conversion factors published by DEFRA for use from 2013-14.



**Appendix 2: Core Sustainability Information 2014-15**

Greenhouse Gas Emissions & Energy		2011/12	2012/13	2013/14	2014/15
<b>Non Financial Indicators (tonnes Co2e)</b>	Total Gross Emissions	4184	4066	3847	<b>3579</b>
	Total Net Emissions	4184	4066	3847	<b>3579</b>
	Gross Emissions Scope 1	1929	1766	1934	<b>1800</b>
	Gross Emissions Scope 2 & 3. (indirect impacts)	1840 +415	1882 +418	1451 462	<b>1779</b>
<b>Related energy consumption (kWh)</b>	Electricity non-renewable	2,948k	2,916k	n/a	<b>n/a</b>
	Electricity Renewable	328k <sup>1</sup>	324k <sup>1</sup>	3,279k <sup>2</sup>	<b>2694k</b>
	Gas	362k	477k	491k	<b>440k</b>
	LPG	11k	-	132k	<b>161k</b>
	Other (Gas Oil)	1,170k	1,118k	1,098k	<b>174k</b>
<b>Financial indicators (£k)</b>	Expenditure on Energy	395k	498k	385k	<b>276k</b>
	CRC license Expenditure	n/a	n/a	n/a	<b>n/a</b>
	Expenditure on business travel – official travel & fleet costs	3,966	3,809	3,532	<b>3,330</b>

Notes: <sup>1</sup>based on the average % of renewable electricity supplied

<sup>2</sup>based on 100 % Green Energy from EDF Energy supplier under Scottish Gov't supply contract.





Waste		2011/12	2012/13	2013/14	2014/15	
<b>Non Financial Indicators (tonnes)</b>	Total volume of waste (not incl. construction)	1298 <sup>1</sup>	1735 <sup>2</sup>	325	<b>534</b>	
	Hazardous/ Special waste	Total	29 <sup>1</sup>	44 <sup>2</sup>	5.5	<b>9.68</b>
		Non-Hazardous waste	Landfill	560 <sup>1</sup>	747 <sup>2</sup>	260
	Re-used /Recycled		686 <sup>1</sup>	914 <sup>2</sup>	144	<b>172</b>
	Incinerated /energy from waste		23 <sup>1</sup>	30 <sup>2</sup>	4	<b>2</b>
<b>Financial indicators (£k)</b>	Total waste disposal cost		88 <sup>1</sup>	172 <sup>2</sup>	73.4	<b>108</b>
	Hazardous/special waste disposal cost		*	20 <sup>2</sup>	3.5	<b>4</b>
	Non- Hazardous Waste – total disposal cost	Landfill	*	92 <sup>2</sup>	45.5	<b>56</b>
		Reused /recycled	*	52 <sup>2</sup>	25	<b>46</b>
		Incinerated /energy from waste	*	8 <sup>2</sup>	1	<b>3</b>

<sup>1</sup>Estimated in 2011-12 due to the introduction of new metering and reporting systems during the year.

<sup>2</sup>Estimated due to continuing development of waste monitoring systems.

\*absorbed in total waste figure. Disaggregation of costs for individual waste streams to be reported from 2012-13.

Water		2011/12	2012/13	2013/14	2014/15
<b>Non Financial Indicators (m<sup>3</sup>)</b>	Supplied	105,000 <sup>1</sup>	90,000 <sup>3</sup>	90,000 <sup>3</sup>	<b>88,000<sup>3</sup></b>
	Disposed	*	*	*	<b>*</b>
<b>Financial indicators (£k)</b>	Water supply costs	59 <sup>2</sup>	88 <sup>2</sup>	51 <sup>2</sup>	<b>50<sup>2</sup></b>

<sup>1</sup>Estimated in 2011-12 due to the introduction of new metering and reporting systems during the year.

<sup>2</sup>Cost of supplies to key buildings only. <sup>3</sup>Estimated due to continuing water meter installation programme.

\* unknown.