

Comhairle nan Leabhraichean (The Gaelic Books Council) Environmental Policy and Plan

Environmental Policy

This document comprises:

- Environmental policy, reviewed and approval by the Board of Trustees on 30 June 2021.
- Environmental action plan for 2021-22 (to be reviewed and updated annually).

Policy Overview

Comhairle nan Leabhraichean (the Gaelic Books Council) is the lead organisation for Gaelic writing and publishing in Scotland. The GBC is committed to reducing waste, saving energy and limiting carbon emissions. As a recipient of Scottish Government funding through Creative Scotland and Bòrd na Gàidhlig, the GBC aims to uphold the values of Scotland's National Performance Framework, including the sustainable development goals encompassed by the statement:

“We value, enjoy, protect and enhance our environment”¹.

This current policy sets out the organisation's commitments in broad terms, and the action plan (below) sets out specific targets for 2021-22 and subsequent years. In drawing up this policy and plan, we have tried to identify the areas of our activity that could have a negative impact on the environment and ways in which we can lessen that impact, and we will seek to monitor our use of energy and other resources, and aim to reduce wasteful activity and amend our working practices as appropriate and practicable.

Monitoring and reporting

The GBC undertakes to monitor its use of energy and resources and to report regularly to Creative Carbon Scotland, as part of its regular funding agreement with Creative Scotland. The Shop Manager and Finance Officer is currently responsible for reporting to Creative Carbon Scotland.

Adhering to the policy

The GBC board of trustees undertakes to ensure that all staff, board members, temporary appointees, interns, etc. are aware of the policy and of their responsibility to contribute wherever practicable to the aims of the action plan, and to ensure that appropriate systems are in place for monitoring and reporting. The GBC staff undertake to make the publishers, writers and other artists we work with aware of our environmental policy and to encourage them to uphold its aims when working with us. The GBC also endeavours, where possible, to procure goods and services from suppliers that have a stated commitment to upholding appropriate environmental standards.

Review

This version of the plan and policy was reviewed and approved on 30 June 2021. It will be reviewed annually and revised as necessary.

¹ nationalperformance.gov.scot

Environmental action plan 2021-22

Area of activity	Overview	Environmental impact	Mitigation	Specific goals for 2021-22
<p>Running costs for premises</p>	<p>GBC rents 5 business units in Mansfield Street, Glasgow, from Partick Works. These comprise a shop, office, boardroom and two stock rooms.</p>	<p>Use of electricity for heating and lighting. The shop and office are lit and heated during working hours. Other rooms are used occasionally.</p>	<p>We heat and light the boardroom only when in use. The stock rooms are heated minimally, and accessed only occasionally, and therefore use little energy. Radiators are programmed to ensure efficient use of energy.</p>	<ul style="list-style-type: none"> • We will monitor our energy use in 2021-22 and assess options for reduction of energy use in subsequent years. • We will monitor the use of utilities and consumables in the GBC office and shop. • We will switch to energy saving lightbulbs as current bulbs fail. • We will ask Partick Works to consider installing double glazing.
<p>Office equipment, computers, etc.</p>	<p>GBC has five desktop computers, four laptops, a shredder, a laminator, a projector and seven desktop telephones. We rent a photocopier, franking machine and credit card reader.</p> <p>We also have a Sennheiser simultaneous translation system, which is charged in preparation for</p>	<p>Use of electricity for running this equipment.</p> <p>End-of-life replacement and disposal of equipment.</p>	<p>We select efficient models when replacing equipment, and endeavour to get the longest possible use out of functioning equipment, replacing only when obsolete.</p> <p>We have old equipment disposed of by our recycling company (Sumo) in accordance with environmental standards.</p>	<p>When renewing our energy contract we will seek a supplier that offers a tariff based on supplying electricity from sustainable sources. The current contract runs until August 2022.</p>

	occasional use (once or twice a month).			
Catering, cleaning, washrooms, etc.	<p>GBC has a small kitchen area used for tea making and by the office cleaner, with a kettle and a microwave. We also have a water cooler supplied by AquAid.</p> <p>GBC has the use of toilets and common areas maintained by Partick Works. The cleaning of these areas is not the responsibility of GBC.</p>	Use of water, cleaning supplies, electricity, etc.	<p>We purchase recycled/recyclable paper towels and refuse bags.</p> <p>We purchase hand soap, washing-up liquid, etc from Clarity https://clarityproducts.org/pages/about-us, which sources its materials from the UK and upholds environmental standards.</p>	When the current stock of plastic AquAid cups runs out they will not be replaced. Reusable glassware will be used instead.
Paper, packaging and printing	<p>GBC uses approx. 25-30 reams of paper per annum.</p> <p>GBC distributes books packaged in cardboard / envelopes (on average, 60+ packages per month)</p> <p>GBC rents a multifunction copier/scanner from Ricoh.</p>	Impact on forests. Impact on landfill.	<p>We buy PEFC-certified (Programme for the Endorsement of Forest Certification) copy paper, and Jiffy Green padded envelopes, made with sustainable paper outer sleeves and 100% shredded paper cushioning, and which are 100% recyclable – unlike bubble-lined bags.</p> <p>Publishers are encouraged to use sustainably sourced paper in producing books supported by GBC. This information is included on our website among the information for publishers.</p>	<p>We cannot aim to reduce the number of padded envelopes while we aim also to increase online book sales. However, we can aim to monitor and reduce our use of copy paper, and to avoid printing unnecessary copies of documents where electronic versions will suffice. In 2021-22 we will monitor the number of reams of paper used (in 2020-21 we used 25) and aim to reduce this if possible.</p> <p>When the current lease on the photocopier ends, we will investigate green options for subsequent photocopier contracts.</p>

			Where possible, we also re-use packaging in which we have received items.	We have established a corporate grove with Trees for Life, and undertake to plant one tree for every book published with GBC's support. Click here [link] to learn more about "Coille nan Leabhraichean" (The Book Grove).
Waste	GBC receives books and other items packaged in various ways, including significant amounts of cardboard. GBC generates a modest amount of non-recyclable waste (approx. 1 bag per week).	Impact on landfill.	GBC's waste is uplifted by Sumo Recycling, which regularly takes our mixed recyclables and general waste, and also takes special items as required (e.g. electronic equipment).	Aim to maintain number of general waste bags at 52 per year (i.e. 1 per week). Aim to maintain the number of recyclable waste bags at around 78 per year (i.e. 1.5 per week). In 2020-21 we produced only 68 bags of recyclable waste, but it should be noted that less waste was produced during lockdown, as less activity was taking place on the premises.
Travel	GBC staff and board members travel to meetings within Scotland, and occasionally outwith Scotland GBC supports writers to attend literary events within Scotland, and occasionally outwith Scotland	Carbon emissions from transport.	We undertake, where possible, to use public transport (but see below re COVID-19). However, it is not always possible to carry out our work without the use of private vehicles, particularly in remote or rural areas such as the Highlands and Islands, so some use of private cars is inevitable. Air travel is also sometimes the most efficient way to travel between the mainland and the Western Isles. NB: While COVID-19 remains a risk to public health, staff are advised to avoid using public transport and to use their own vehicles if this is safer	We use www.claimexpenses.com to monitor the GBC's travel by various modes of transport. Claimexpenses.com includes a carbon off-setting scheme. We will monitor the number of flights taken in connection with GBC's work and the number of miles travelled in private vehicles, and will assess options for reducing these in subsequent years. We will join the Scottish Government's cycle-to-work scheme, to encourage staff to travel to work by bicycle. https://www.cyclescheme.co.uk/employers

			and more appropriate, but to limit these journeys and to work at home if possible.	
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