



## **Environmental Policy and Plan**

### **Environmental Policy**

This document comprises:

- Environmental policy, approved by the Board of Trustees on 28 June 2022 – page 1
- Environmental action plan for 2022-23 (to be reviewed and updated annually) – pages 2-5

### **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”<sup>1</sup>.

The current policy (page 1) sets out the organisation's commitments in broad terms, and the action plan (pages 2-5) sets out specific targets for 2022-23 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 originally approved by the Board of Directors on 24 June 2020. It was reviewed and amended on 30 June 2021, and this current version, with amendments to the plan for 2022-23, was approved by the board at its meeting on 28 June 2022. It will be reviewed annually and revised as necessary.

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<sup>1</sup> nationalperformance.gov.scot

### Environmental action plan 2022-23

Area of activity	Overview	Environmental impact	Mitigation	Specific goals for 2022-23
<b>Running costs for premises</b>	GBC rents 5 business units in Mansfield Street, Glasgow, from Partick Works. These comprise a shop, office, boardroom and two stock rooms.	Use of electricity for heating and lighting. The shop and office are lit and heated during working hours. Other rooms are used occasionally.	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. More efficient LED lights have been installed in the stock rooms to replace broken fittings.	<ul style="list-style-type: none"> <li>• We will monitor our energy use in 2022-23 and assess options for reduction of energy use in subsequent years.</li> <li>• We will monitor the use of utilities and consumables in the GBC office and shop.</li> <li>• We will switch to energy saving lightbulbs/LEDs as current bulbs fail.</li> <li>• We will ask Partick Works to consider installing double glazing.</li> </ul>
<b>Office equipment, computers, etc.</b>	<p>GBC has five desktop computers, four laptops, a shredder, a laminator, a projector, a camera, a light box and seven desktop telephones. We lease a photocopier, franking machine and credit card reader.</p> <p>We also have a Sennheiser simultaneous translation system, which is charged in</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>	Our current energy contract with Total Gas and Power runs until August 2022. From September 2022 until August 2025, our electricity will be supplied by SSE, which has a commitment to sustainability and investment in technologies to achieve net zero by 2050: <a href="#">Sustainability   SSE</a>

	preparation for occasional use (once or twice a month).			
<b>Catering, cleaning, washrooms, etc.</b>	<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 <a href="https://clarityproducts.org/pages/about-us">https://clarityproducts.org/pages/about-us</a>, 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.
<b>Paper, packaging and printing</b>	<p>In 2021-22, GBC used 30 reams of paper.</p> <p>GBC distributes books packaged in cardboard / envelopes (on average, 60+ packages per month)</p> <p>GBC rents a multifunction copier/ printer/scanner from Digital Data Group.</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 plastic 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</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 adopt a “digital first” approach, to avoid printing unnecessary copies of documents where electronic versions will suffice. In 2022-23 we will once again monitor the number of reams of paper used and aim to reduce this in subsequent years.

			<p>website among the information for publishers.</p> <p>Where possible, we also re-use packaging in which we have received items.</p> <p>The new multifunction copier/printer/scanner (leased April 2022) makes more efficient use of ink than the previous model did.</p>	<p>We have established a “corporate grove” with Trees for Life, which supports sustainable forestry in the Highlands. GBC donates money to have one tree planted in this grove – named “Coille nan Leabhraichean” (The Book Grove) – a for every book published with GBC grant support. To date we have planted 60 trees – 22 for 2020-21 and 38 for 2021-22 – and members of the public may also donate to have trees planted in our grove.</p>
<b>Waste</b>	<p>GBC receives books and other items packaged in various ways, including significant amounts of cardboard.</p> <p>GBC generates a modest amount of non-recyclable waste (approx. 1 bag per week).</p>	Impact on landfill.	<p>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).</p>	<p>Aim to maintain number of general waste bags at 52 per year (i.e. 1 per week), and the number of recyclable waste bags at around 78 per year (i.e. 1.5 per week), or to reduce these figures if possible.</p>
<b>Travel</b>	<p>GBC staff and board members travel to meetings within Scotland, and occasionally outwith Scotland</p> <p>GBC supports writers to attend literary events within Scotland, and</p>	Carbon emissions from transport.	<p>We undertake, where possible, to use public transport, but it is not always possible to carry out our work without the use of private vehicles, particularly in 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.</p>	<p>We use <a href="http://www.claimexpenses.com">www.claimexpenses.com</a> to monitor the GBC’s travel by various modes of transport. Claimexpenses.com includes a carbon off-setting scheme.</p> <p>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.</p>

	occasionally outwith Scotland		NB: If COVID-19 should again become a risk to public health, staff will be advised to avoid using public transport and to use their own vehicles if this is safer and more appropriate, but to limit these journeys and to work at home if possible.	Now that Covid restrictions are lifted and more “in person” meetings and events are taking place, it is likely that our travel will increase in 2022-23, but this will be monitored through Claim Expenses.
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