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# Creative Scotland's Environment Action Plan

**April 2018 – March 2021**



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Please consider the environment before printing.

# 1. Foreword

As set out in our Environment Policy, Creative Scotland, like all Government bodies in Scotland, has a statutory requirement under the **Climate Change (Scotland) Act 2009**, to act:

- *In the way best calculated to contribute to delivery of the Act's emissions reduction targets; and*
- *In a way that it considers most sustainable.*

As a public body, Creative Scotland is required to develop and implement an environment policy and to report against this annually.

We also need to be able to demonstrate how we as an organisation and the organisations we support, contribute to an environmentally aware and sustainable Scotland.

There are three main ways that Creative Scotland can, and will, act sustainably and promote sustainable action and behaviour that will, in turn, contribute to a sustainable Scotland and help address the climate change issues that face us all globally. These are:

- **Mitigation:** improving environmental sustainability through our funding, through our operations and through effective carbon management.
- **Adaptation:** changing the way we work and the work of the sectors we support, to respond to climate change.
- **Sustainability:** increase awareness and influence behaviour change through and through our advocacy and through the work of the arts, screen and creative industries.

This Environment Action Plan sets out in detail what Creative Scotland does already to deliver the above and what we intend to do in the future.

## 2. Background: Mitigation, Adaptation and Sustainability

Creative Scotland supports the arts, screen and creative industries across all parts of Scotland on behalf of everyone who lives, works or visits here.

We enable people and organisations to work in and experience the arts, screen and creative industries in Scotland, and we distribute funding from the Scottish Government and The National Lottery.

Like all public bodies in Scotland, Creative Scotland is required under the Climate Change (Scotland) Act 2009<sup>1</sup> to contribute to the delivery of the Act's emissions reduction targets and to act in a way that we consider most sustainable.

Further guidance was published in 2011 by the Scottish Government setting out three broad duties for public bodies “*to contribute to climate change mitigation and to climate change adaptation, and to act sustainably.*”

These are:

- **Mitigation:** “*the implementation of policies and actions to reduce greenhouse gas emissions or, where possible, enhance carbon storage.*”
- **Adaptation:** “*the adjustment in economic, social or natural systems in response to actual or expected climatic change, to limit harmful consequences and exploit beneficial opportunities.*”
- **Act sustainably:** “*ensuring that in reaching properly balanced decisions, the full range of social, economic and environmental aspects are fully taken into account alongside the impact on greenhouse gas emissions, and that these aspects are viewed over the short and long term... ‘Sustainable development’ is here defined as ‘development that aims to allow everyone to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations.’*<sup>2</sup>

The first of these duties is clear: we must reduce greenhouse gas emissions caused by our work.

The second duty is equally clear in principle but considerably more challenging in practice. Adaptation requires an assessment of the future developments climate change may bring, and the risks they pose to our own operations and to the people and organisations that we support.

First order changes, such as sea level rise, extreme weather events, flooding, drought, etc. may be simple enough to comprehend, but the where, when and how of them is unpredictable. Still more unknowable are the endless chains of ‘knock-on’ effects, as infinitely complex and interconnected natural systems flex and shift in response to change.

Clearly, the range of potential risks to the sectors we work with will need to be monitored as we adapt to climate change.

<sup>1</sup> <http://www.gov.scot/Topics/Environment/climatechange/scotlands-action/climatechangeact>

<sup>2</sup> <http://www.gov.scot/Resource/Doc/340746/0113071.pdf> p3 and 10-11

The third duty goes beyond carbon emissions and climate change to require that sustainability is considered in all our work:

*"The third element of the duties places a requirement on public bodies to act in a way considered most sustainable. It is suggested that this element of the duties is about ensuring that in reaching properly balanced decisions, the full range of social, economic and environmental aspects are fully taken into account alongside the impact on greenhouse gas emissions, and that these aspects are viewed over the short and long term. It is recommended that public bodies equip themselves to be able to demonstrate how sustainability has been integrated into their decision-making processes, for example by devising procedures for sustainability proofing or assessing the sustainability of policy decisions and strategies".<sup>3</sup>*

This all-encompassing duty challenges us to think more deeply about our actions, decisions and policies, and their potential consequences in the longer term.

There are many aspects of our operations which impact on sustainability, for example, the disposal of plastics and other toxins, the procurement of office consumables, catering, and other services and, of course, travel.

However, it is clear that the third duty reaches beyond these material impacts and challenges us to consider our role at a more fundamental level.

Creative Scotland's core purpose is to support and develop a vibrant cultural sector, whose work aims to help us to see new things and to think differently. As set out in our Environment Connecting Theme, '*The arts, screen and creative industries influence the wider public through their communication of ideas, emotions and values,*' and we are keen to support these sectors to influence their audiences and others through their work.

This influencing role is seen by many as the unique and distinctive contribution that the arts, screen and creative industries can make to sustainability. We have reflected this in our Environmental Policy<sup>4</sup> and Connecting Theme<sup>5</sup>.

In the years to come, how we think about our 'environment' will shape what we do about it. The arts, screen and creative industries have a strong influence on social discourse, attitudes and actions, and can play a pivotal role as we face an uncertain and troubling future. Creative Scotland fully recognises the significance of that role and will reflect that in its work and ambitions. This plan aims to help us make significant progress towards the sustainability we all wish for.

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<sup>3</sup> <http://www.gov.scot/Resource/Doc/340746/0113071.pdf> p10-11

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<sup>4</sup> 'We will support the arts, screen and creative industries to help influence the wider public, through their work, in achieving the aims of the Act.' See: <http://www.creativescotland.com/resources/our-publications/policies/environment-policy>

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<sup>5</sup> 'The arts, screen and creative industries influence the wider public through their communication of ideas, emotions and values. Indeed, this influence is seen by many as the unique and distinctive contribution that these sectors make to addressing the troubling environmental changes taking place, and the risks we face. We are keen, then, to see how the arts, screen and creative industries use their influence, through the work they produce and present, through the way in which they operate and through their communication with their audiences, networks, and partners.' See: <http://www.creativescotland.com/what-we-do/the-10-year-plan/connecting-themes/environment>

## 3. What we have done so far

Since 2012 and the publication of our Environment Policy, Creative Scotland has undertaken a broad range of actions, as follows:

- Developed and published our **Environment Policy** in 2012, and embedded this into our 10-Year Plan (2014) as one of our four **Connecting Themes**.
- The Environment Connecting Theme has required all **Regularly Funded Organisations** (RFOs) to monitor and report their carbon emissions from April 2015.
- Applicants for three-year Regular Funding (2015-18) were required to articulate their approach to the environment, and RFOs report their emissions annually in the autumn as part of their annual returns. The Environment Connecting Theme guidance was strengthened and improved for the 2018-21 Regular Funding period.
- Since 2012, we have supported the development and activities of **Creative Carbon Scotland**, which works '*with artists and individuals, cultural and sustainability organisations, funders and policy makers... who together can alter perceptions and change society using the work they make and present, the way they operate and how they speak to the public.*' As part of its work, Creative Carbon Scotland supports RFOs (and other funded organisations) to develop their approaches to the environment, including monitoring and reporting.
- In our procurement of goods and services we have followed the sustainable procurement provisions of the **Procurement Reform (Scotland) Act** using the Scottish Government's **Sustainability Test**.
- Our ICT strategy, procurement and disposal follows the Scottish Government's Public Sector Green ICT Strategy, **Scotland's Digital Future** and the European **Waste Electrical and Electronic Equipment Regulations** (WEEE).
- In 2015, we established a Staff Green Team with representatives from all Directorates across the organisation.
- We completed the voluntary Climate Change Report for 2014/15, and are now reporting annually each November, as required by the Climate Change (Duties of Public Bodies: Reporting Requirements, Scotland) **Order 2015**. The **Sustainable Scotland Network** (a partnership of the Scottish Government, Keep Scotland Beautiful and public sector members) manage the reporting arrangements, and publish the reports [here](#).
- Our **Screen Funding Guidance** encourages producers to minimise environmental impacts (by using the **Albert carbon calculator** for example, or **British Standard 8909**) and to include related costs in their budgets.
- We support artists, organisations and projects which engage creatively with environmental issues, and in April 2017 we improved our grants systems to record projects supported through the Open Project Fund which address environmental themes.

Further details of some of these actions, their results and future developments, are given in Section 4. During 2017/18 we have focused on developing this plan, to help us take a fully comprehensive approach to sustainability over the coming three years.

**Note:** this plan covers the three-year period, April 2018 – March 2021, however, it will also be reviewed and updated annually as part of our environmental reporting.

## 4. Future action

The tables that follow set out the key actions that Creative Scotland will take, or continue to take, in order to fulfil our responsibilities in terms of climate change mitigation, adaptation and broader sustainability.

One key action which was launched in partnership with Creative Carbon Scotland at the Green Arts conference in Glasgow in October 2017 is the requirement for all Regularly Funded Organisations (RFOs) to develop carbon mitigation plans, in addition to their existing carbon reporting obligations.

Details on this initiative can be found [here](#).

### Mitigation - Funding

Current Practice	Areas for Development	Measures of Success	Timing
Emissions reporting required from all RFOs	Continue	All RFOs report accurately and emissions are reduced over time	As part of annual reporting
Creative Carbon Scotland working with RFOs and other organisations to assist in development of environmental plans	RFOs are required to develop and publish environmental plans	All RFOs have a functional and submitted environmental plan which increases sustainable behaviour across the network	By September 30 2018
Mitigation requirements do not apply to OPF and Targeted awards currently	Review both OPF and Targeted funding approach to environmental requirements for awardees – as part of funding review	Environmental responsibilities visible in all funding routes	By April 2019

## Mitigation - Travel

Current Practice	Areas for Development	Measures of Success	Timing
Business travel information collated and analysed in detail	Develop, agree and implement a refreshed travel policy with environmental sustainability at its heart	Creative Scotland emissions related to travel decrease over time	By Nov 2018, as part of annual reporting
Staff encouraged to utilise video conferencing for meetings rather than travel	Continue and expand (e.g. Skype training, etc.) as part of ICT strategy	Travel is reduced for non-essential meetings	Ongoing and as part of refreshed travel policy (see above)
Healthy working lives initiative encourages sustainable transport to and from work (walking and cycling)	Undertake survey of Staff commuting patterns  Pilot a cycle-to-work scheme for Staff  Schedule fuel efficient driving training for Staff	Staff feel positive about their sustainable behaviours, reducing emissions through commuting, increasing health and well-being and reducing sickness absence and improving morale	By April 2019

## Mitigation - Utilities

Current Practice	Areas for Development	Measures of Success	Timing
Some utilities usage is monitored and recorded but this is partial	Investigate more accurate recording of utilities at both offices with building services/landlords	Recording of utilities usage is more accurate	To be in place for 2019/20 financial year and subsequent reporting
ICT strategy move to cloud services reducing energy use through less hardware	Continue	Electricity usage continues to decrease	In line with ICT strategy timing 2018/19

## Mitigation - Waste

Current Practice	Areas for Development	Measures of Success	Timing
Waste minimisation and recycling is standard practice in Creative Scotland offices	<p>This will continue to be reviewed and enhanced.</p> <p>We will map the waste pipeline more accurately (what waste do we produce, where is it from and how can more be recycled)</p> <p>Staff training/guidance on recycling refreshed</p>	Creative Scotland offices produce less waste and staff better understand and utilise recycling facilities	Refreshed approach in place for 2019/20 financial year
ICT strategy encourages reduced printing	Continue	<p>Staff reduce their printing and continue to adapt behaviours</p> <p>Applies to environmentally responsible disposal of electronic equipment</p>	In line with ICT strategy 2018/19

## Mitigation - Procurement

Current Practice	Areas for Development	Measures of Success	Timing
We currently follow the sustainable procurement requirements as set by Scottish Government	We will conduct an environmental assessment of all our suppliers and review as necessary	Our suppliers are as environmentally sustainable as possible	Ongoing

## Adaptation

Current Practice	Areas for Development	Measures of Success	Timing
	We will undertake a first stage risk assessment to identify areas of Creative Scotland's work where environmental risk is high and recommend adaptations where possible and appropriate	We recognise where the environmental risks lie and Creative Scotland's work is seen to adapt to respond to these risks	Risk assessment and adaptation plan in place by April 2019

## Sustainability

<b>Current Practice</b>	<b>Areas for Development</b>	<b>Measures of Success</b>	<b>Timing</b>
We promote creative projects and organisations engaging with environmental themes	Amplify this area of work through our Comms channels and promote examples of good practice among funded organisations and projects	Sustainable practice in Scotland's arts, screen and creative industries is recognised and growing  More work is produced in Scotland with sustainability at its heart	Throughout 2018/19
We promote sustainable behaviour and practice to Staff through our internal communications and the work of the Green Team	We will develop regular, higher profile communications for Staff regarding sustainable practice across the sectors we support	More staff are aware of, and celebrate, work across the arts, screen and creative industries with sustainability at its heart	Ongoing

## 5. Governance, Management and Delivery

This Plan represents a commitment to strengthening Creative Scotland's approach to the environmental challenges before us, and to taking a more vigorous approach to our duties as a public body.

It requires the active engagement of Creative Scotland's Board, Committees, and Staff at all levels. A cross-departmental 'Green Team' was established in 2015, led by the Director of Communications, to develop our environmental work across all areas, including the research and development of this Plan.

The strategic approach articulated within this Plan will enable our Board and Committees to drive this work forward and oversee progress.

### ACTIONS (Governance, Management and Delivery)

- Governance and Accountability at Board level and a recommendation for a Board member to take on the role of Green champion (to be actioned in 2018/19).
- Environmental risks being incorporated into the Risk Register and discussed at Audit and Risk Committee (to be actioned in 2018/19).
- Continued support and development of the Green Team, which will report regularly to the Senior Leadership Team and thence to the Board.
- We will report environmental activities in our annual autumn reports, submit climate change reports to the Scottish Government annually in November, and submit an annual environmental report to our Board.
- We will provide role-appropriate professional development for staff (Green Team, Senior Leadership Team, all staff) and Board between April 2018 and March 2019.

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