AiB

SUSTAINABILITY REPORT

2014 - 2015
1. **Introduction**

Welcome to the annual Sustainability Report by Accountant in Bankruptcy (AiB).

AiB is committed to promoting environmental awareness and reducing the negative impact it has on the environment. In last years Sustainability Report 2013-14 objectives and targets were set to monitor AiB’s environmental performance, during 2014-15 the Agency has continued to monitor usage and working practices.

There has been a reduction in our water usage, however, the figures for energy consumption, waste going to landfill, paper purchased and carbon emissions have increased.

We will continue to review our work practices, and liaise with our colleagues at Resource Efficient Scotland and Sustainable Network Scotland to improve wherever possible.

Maintaining and developing our environmental management system is an ongoing process and we aim to improve our performance throughout 2015-16. Targets have been set for the reporting year and the Agency has a firm commitment to reducing the negative impact of our activities on the environment. As such we will monitor our environmental performance and report annually on sustainability activity.

Further information about our environmental management policies can be found on our website [http://www.aib.gov.uk/guidance/information-management/freedom-information/publication-scheme/classes-information-1](http://www.aib.gov.uk/guidance/information-management/freedom-information/publication-scheme/classes-information-1)

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**Facilities Management**

May 2015
2. About Accountant in Bankruptcy

Our Role and Purpose

2.1 Who we are

Accountant in Bankruptcy (AiB) is an Executive Agency of the Scottish Government under the terms of the Scotland Act 1998. The Agency operates independently and impartially while remaining directly accountable to Scottish Ministers. The Chief Executive, who is also The Accountant in Bankruptcy (The Accountant), is an Independent Statutory Officer and an officer of the court appointed under section 1 of the Bankruptcy (Scotland) Act 1985, as amended.

2.2 What we do

The Agency's mission is to ensure access to fair and just processes of debt relief and debt management for the people of Scotland, which takes account of the rights and interests of those involved.

We will achieve our mission through the following key functions, whilst recognising our unique statutory role:

- Supporting Ministers to develop and refine policy
- Supervising the insolvency process
- Providing statutory information on our public registers
- Delivering, with stakeholders, a range of options for individuals seeking debt relief and debt management
- Achieving best value services for customers

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 Government's purpose is delivered through seven Purpose Targets, supported by five Strategic Objectives with 16 National Outcomes as the clear and consistent set of priorities across government and its agencies. Together with 50 National Indicators and targets, activity and contributions are directed towards the single overarching purpose. The National Performance Framework demonstrates the Scottish Government’s route to achievement of its purpose.

AiB contributes to the following outcomes:

- We live in a Scotland that is the most attractive place for doing business in Europe (Outcome 1)
- We realise our full economic potential with more and better employment opportunities for our people (Outcome 2)
- We have tackled the significant inequalities in Scottish society (Outcome 7)
- We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others (Outcome 11)
- We reduce the local and global environmental impact of our consumption and production (Outcome 14)
- Our public services are high quality, continually improving, efficient and responsive to local people’s needs (Outcome 15)
Further information about the Agency can be found on our website: www.aib.gov.uk

3. Environmental Policy Statement

Accountant in Bankruptcy (AiB) is an Executive Agency of the Scottish Government with responsibility for administering the process of personal bankruptcy, administering the Debt Arrangement Scheme, and recording corporate insolvencies in Scotland.

The Agency has continually gathered information to monitor and enhance our environment management system. We have set appropriate targets to lessen our effect on the environment.

We can impact the environment in a number of ways and aim to minimise any potentially harmful effects which our business may cause. We are committed to continuous improvements in our environmental performance and ability to reduce pollution.

We will therefore, as a minimum:

1) Meet, and where appropriate, exceed the requirements of legislation and codes of practice.

2) Continue to develop and operate environmentally sound waste management procedures to reduce the amount of material sent to landfill sites.

3) Continue to recycle materials wherever possible and promote the use of recycling, particularly with materials such as paper, newspapers, magazines, toner cartridges and aluminium.

4) Promote a purchasing policy with suppliers which will give preference to those products which have been recycled and which will cause least harm to the environment.

5) Reduce the amount of energy we consume by continuing to use energy saving measures and by following recognised guidelines and codes of practice in our property management.

6) Pursue efficient water management by influencing water usage, monitoring consumption and promoting water conservation.

7) Increase the awareness of environmental responsibilities among staff and ensure they have the knowledge and resources to minimise the environmental impact of their work.

We will implement these policies through a co-ordinated environmental management system which will enable us to monitor our progress and publish a performance report on an annual basis.
4. Aims, Objectives and Targets

4.1 Aims

The aims of the AiB Environmental Management System (EMS) are to:

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<tr>
<td>1.</td>
<td>Reduce the negative impact the Agency has on the environment.</td>
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<td>2.</td>
<td>Comply with environmental legislation.</td>
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<td>3.</td>
<td>Produce and publish an annual Sustainability Report.</td>
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4.2 Objectives

The Agency has identified a number of high level objectives to enable us to meet the aims of the EMS. These are:

- Reduce carbon emissions
- Minimise energy use by using energy efficiently
- Improve water efficiency by reducing amount of effluent water discharged
- Minimise waste going to landfill by reduction, re-use and recycling methods
- Reduce the amount of paper used
- Minimise atmospheric emissions by promoting the use of more sustainable methods of transport to and from the office
- Increase the use of sustainable products by ensuring that environmental responsibility is a factor in purchasing decisions
- Improve our biodiversity

4.3 Performance against 2013-14 targets

Maintain carbon emissions within + or – 5% of the 2013-14 level.

The Agency is committed to reducing the impact on the environment caused by vehicle emissions and promoting the use of more sustainable methods of travel.

AiB participates in the Scottish Government Carbon Emissions Scheme whereby a mandatory £1 levy is charged when a car is booked through Arnold Clark. These are collected by Arnold Clark on an annual basis and returned to SG Carbon levy pot for donation to an environmental cause.

Our carbon emission figure is a product of the energy used, from our supplier EDF, and the carbon emission figure for our car hire, provided by Arnold Clark. In future years we plan to add train and flight information into the calculation to ensure we are capturing the full carbon impact of the business.

Progress made: Our carbon emissions rose from 213 tonnes in 2013/14 to 254 tonnes in 2014/15, an increase of 19.2%. This increase is due to a rise in the amount of energy used in the office, the increased use of hire cars and the mileage for each hire rising due to the increased commitment for staff to attend stakeholder and training events around the country during the past year.

Status: Target not met.
Maintain energy consumption within + or – 5% of the 2013-14 level.

The Climate Change (Scotland) Act 2009 introduced a statutory target to reduce Scotland’s greenhouse gas emissions by 43% by 2020 and 80% by 2050. AiB continues to take appropriate steps to contribute towards this aim by minimising its energy use and recording carbon emissions.

The Agency is committed to reducing the amount of energy consumed within the office by promoting energy efficiency to all staff.

**Progress made:** Overall total energy consumption increased from 416,236 KWh in 2013/14 to 469,025 KWh in 2014/15 representing a 12.68% increase. This can be attributed to the new, higher power, servers required for our new systems BASYS and ASTRA. We have also experienced issues with our air conditioning systems which have required us to hire stand-alone heaters.

We have recently installed a motion sensor at the rear door of the foyer which will allow us to switch off the foyer lights at night but still provide light for on-call staff called into the office. This should have a positive effect on energy consumption over the coming year.

**Status:** Target not met.
Maintain water consumption within + or – 5% of the 2013-14 level.

**Progress made:** Total water consumption decreased from 685m$^3$ in 2013/14 to 464m$^3$ in 2014-15 a substantial decrease of 32.3%. This information has been collated from our supplier, Business Stream's, billing.

Part of the decrease in water consumption could be attributed to the increase in staff using the gym facilities after work. This leads us to believe staff have been showering at home rather than using the office facilities.

**Status:** Target not met.
Maintain volume of waste going to landfill within + or – 5% of the 2013-14 level.

Progress made: Total volume of waste being sent to landfill increased by 4.6%, from 1.35kg in 2013/14 to 1.42Kg in 2014/15. This figure is provided by our waste management company, Mitie.

We will continue to monitor the amount of waste going to landfill to ensure the figure, which is remarkably low for an organisation this size, does not continue to rise significantly.

During 2015/16 we plan to renew and increase the size of our recycling bins to encourage further recycling from staff

Status: Target met.

Reduce the paper used by 33% in 2020 from 2011-12 baseline level.

Progress made: Paper consumption increased by 6.3% from 402 boxes per year in 2013/14 to 429 boxes in 2014/15, however from the 2011/12 baseline figure we have actually decreased consumption by 18.6%.

The rise, this year, can be attributed to the increased printing needs for stakeholder and training sessions connected to the new Bankruptcy Act and our new internet based case management systems.

With the new BASYS and ASTRA on-line services we expect that the paper consumption figure will decrease in the coming year.

Status: Target date not arrived.
Travel

Status: The current travel plan is available on our website (http://www.aib.gov.uk/aib-travel-plan-2013-2015), this will be reviewed initially in September 2015 then on an on-going basis.

5. Biodiversity

Status: A biodiversity action plan has been developed with the help of the Business Environment Partnership and is taken forward by the Environmental Steering Group.

The Agency has a historic biodiversity action plan which sets out actions and measures to improve and conserve biodiversity in and around our site. Following the new intake of staff the Environmental Steering group is to be reconstituted and will look at developing and adapting the current plan.

Members of the Environmental Steering Group participate in the annual ‘Kilwinning Spring Clean’. AiB have purchased litter picking equipment to enable staff volunteers from throughout the office to carry out this activity.

6. Procurement

AiB promotes a purchasing policy with suppliers which gives preference to those products which have been recycled and which will cause least harm to the environment.

We seek to follow the principles of the Scottish Government procurement policy. Wherever practicable we will purchase environmentally preferable goods and services thereby encouraging manufacturers, suppliers and contractors to develop and implement environmental managements.
7. **Summary & Conclusion**

Unfortunately three of the five targets for 2014/15 have been not been met and one of the target dates has not yet been reached.

As previously stated the increase in the Carbon emissions can be attributed to a rise in the amount of energy used in the office, the increased use of hire cars and the mileage for each hire rising due to the increased commitment for staff to attend stakeholder and training events around the country during the past year.

The rise in energy consumption can be attributed to the new, higher power, servers required for our new systems BASYS and ASTRA, and issues with our air conditioning systems requiring us to hire and use stand-alone heaters. However it is anticipated that the new motion sensors for the foyer lights will have a positive effect on energy consumption over the coming year.

Although the water consumption figure is out with the agreed target of maintaining a 5% variance of the 2013/14 usage and the target has not been met, the significant 32.3% drop should be viewed as a success rather than a failure for AiB. A suggestion would be to amend the wording of this target going forward.

The target for waste going to landfill has been met, although we will continue to monitor the amount of waste going to landfill to ensure the figure does not continue to rise. The extremely low volume of waste currently going to landfill is fantastic especially for an office this size. The new larger recycling bins that we are planning to procure during 2015/2016 should encourage even more recycling from staff.

The target date for the reduction in paper consumption has not yet arrived. Even though we have seen a slight increase in usage this year, overall we have reduced our consumption by 18.6% from the 2011/2012 baseline figure. As already stated we anticipate the usage to continue to drop with the introduction of our new online case management systems encouraging increased electronic communication.