

Local Democracy and Boundary Commission for Wales

Environmental Policy

The functions of the Local Democracy and Boundary Commission for Wales (LDBCW) are set out in the Local Government (Democracy) (Wales) Act 2013. Its role is to keep under review all local government areas in Wales, and the electoral arrangements for the principal areas, and to make such proposals to the Welsh Government as seem desirable in the interests of effective and convenient local government.

The main environmental impacts of the business relate to production of paper reports and business travel. The Commission is a small organisation which operates solely from the ground floor of an office building. In recognising these impacts, **through demonstration of continual environmental improvement** and a **commitment to pollution prevention**, LDBCW will:

- Comply with the requirements of all relevant legislation and other requirements for the protection of the environment and have regard for associated guidance notes;
- reduce paper usage through the increased use of ICT to secure 'paperless' Commission meetings and related business where possible;
- use 100% recycled A4 paper in office printers/photocopiers whenever possible; obsolete documents and old newspapers to be recycled where possible; printing contractors to use 50% recycled card and 100% FSC Accredited paper in production of LDBCW publications;
- where possible, encourage contractors to adopt environmentally responsible policies;
- minimise, recover and recycle waste wherever possible, storing and disposing of all waste appropriately;
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable;
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable;
- monitor the use of utilities and impact of travel on the Commission's carbon footprint;
- ensure staff members are made aware of the environmental impacts relating to their employment;
- integrate the consideration of environmental concerns and impacts identified from the Improvement Plan into all of our decision making and activities;
- promote environmental awareness among our employees about issues that may affect their work and through training and good practice, encouraging them to work in an environmentally responsible manner;
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of;
- purchase and use environmentally responsible products accordingly;
- communicate our environmental commitment to clients, customers and the public and encourage them to support it;
- strive to continually improve our environmental performance and minimise the social impact and damage of our activities by periodically reviewing our environmental policy in light of our current and planned future commitments; and,
- Where problems or non-conformances with requirements are identified, responsibilities will be allocated and corrective actions undertaken, in accordance with Section E of the Green Dragon Standard 2016

This Policy will be subject to annual review, will be communicated to staff and made available to all interested parties.

Signed by Chief Executive:



Date signed: 29/8/19

Next review date: Aug 2020



Comisïwn Ffinaïau a
Democratiaeth Leol
Cymru

Local Democracy and
Boundary Commission,
For Wales