



# VisitScotland Environmental Performance Report

2007-08



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# 1. INTRODUCTION

Welcome to the 1st annual Environmental Performance Report by VisitScotland

VisitScotland is committed to ensuring that our natural and built environment, upon which tourism within Scotland is so dependent, is safeguarded for future generations to enjoy.

We are also committed to continuing to improve our environmental performance, minimising our environmental impact and making resource efficiency a core requirement of all our operations.

We have set aims, objectives and targets to improve our environmental performance. Sound environmental practices and performance is a key objective within VisitScotland's corporate and business plans.

This report reports progress made by VisitScotland against the targets set out in our first environmental policy. In many

cases the first step was to monitor performance and set baselines against which future performance can be measured. This has been achieved.

Details are provided for the following environmental areas for the financial year 2007-08:

- Energy
- Water
- Waste
- Business Travel
- Procurement
- Biodiversity

VisitScotland will continually monitor environmental performance and review objectives and targets as necessary, taking action, where appropriate and necessary. The next annual Environmental Performance Report will provide details of progress made against the 2008-09 targets.

## 2. ABOUT VISITSCOTLAND

### 2.1 VisitScotland's Purpose

VisitScotland's core purpose relates closely to the industry growth ambition to maximise the economic benefit of tourism to Scotland. This goes beyond the industry growth agenda, and all VisitScotland's work will drive towards maximising the potential of the tourism industry.

### 2.2 VisitScotland's Vision

To contribute significantly to the advancement of Scottish tourism by giving it a real presence in the global marketplace and benefiting the whole of Scotland.

One team for tourism working in partnership to exceed visitor expectations.

### 2.3 VisitScotland's Priorities

To attract visitors to Scotland  
To engage with partners within the industry  
To add value to the visitor experience

VisitScotland's core objectives are to:

1. attract visitors by building a successful Scottish tourism brand,
2. engage and work in partnership with the tourism industry,
3. enhance the visitor experience,
4. provide strategic direction to the industry,
5. manage our business efficiently and effectively.

### 2.4 VisitScotland and Sustainable Tourism

Scotland's Tourism Framework for Change challenges public agencies and businesses to establish Scotland as Europe's most sustainable - economically, environmentally and socially - destination by 2015.

VisitScotland has a key role to play in meeting this challenge. Using information and influence and leading by example and encouragement, the Sustainable Tourism Unit in VisitScotland will help drive Scotland's tourism industry towards greater environmental, economic and social sustainability.

The Sustainable Tourism Unit drafted VisitScotland Sustainable Tourism Strategy was adopted by the VisitScotland Board in May 2008 and formalises and details the organisation's approach to the sustainable development of tourism in Scotland.

### 2.5 VisitScotland Restructure: Putting Our Customers First

As set out in the Scottish Government's September 2007 ministerial announcement, VisitScotland's local activities have been organised around six regions (aligned to Highland and Islands Enterprise and Scottish Enterprise regions) and three island areas.

Each region includes several local offices. The crucial local dimension of Scotland's tourism industry will be given equal status and local areas will continue to benefit from being aligned with national marketing campaigns.

Over a hundred Tourist Information Centres are operated across Scotland, ranging from those open every day of the year to those on a seasonal basis.

Our new simplified regional structure became effective from 1 April 2008. These changes are designed to make it easier for businesses to engage with us and to access advice that will help grow their business.

## 3. VISITSCOTLAND'S ENVIRONMENTAL POLICY

VisitScotland will incorporate the principles set out in this environmental policy into its day to day operations developing appropriate procedures for day to day operations as well as annual targets. The annual targets and action plan will be reviewed quarterly, the targets will be reported annually and appropriate action considered and implemented.

### Our own organisation

#### Energy

VisitScotland will monitor and manage its consumption and use of energy. We will work to reduce the consumption of energy and to reduce our contribution to emissions of gases and other pollutants which are believed to contribute to climate change.

#### Water

We will work to reduce the consumption of water within our buildings and reduce discharges.

#### Waste

VisitScotland will work to reduce the volume of waste within its buildings and estate, by wherever possible - reducing consumption, repairing, re-using, recycling - all materials used in within its buildings and estates both in daily operations and in construction and other projects.

#### Business Travel

VisitScotland will monitor and work to reduce its contribution to environmental emissions from travel undertaken for business purposes.

#### Procurement

VisitScotland will purchase goods and services to minimise adverse environmental effects. VisitScotland will seek to undertake sustainable procurement actions that comply with EC regulatory requirements and UK Government policy on public procurement and its requirement to provide best

value. VisitScotland will use local suppliers where appropriate and will encourage its suppliers to commit to improving environmental performance.

#### Biodiversity

VisitScotland will seek to enhance the biodiversity value of its estate.

#### Other

Where possible VisitScotland will monitor and manage its consumption and use of other resources and materials used within its estate, working to minimise our reliance on non-renewable resources and to avoid use of any hazardous substances.

#### Our staff

We recognise the responsibility staff has in contributing to good environmental management. VisitScotland will seek to harness and channel the enthusiasm and interest shown by staff and will provide appropriate information and support to ensure that all staff exercise their environmental responsibility.

#### Our visitors

VisitScotland will encourage our visitors to cherish our environment so that it can be appreciated by future generations. We will seek to raise awareness amongst our visitors of the impacts that tourism can have and what they can do to reduce their impacts.

#### Our business partners

VisitScotland will promote environmental good practice to its business partners, encouraging a shared responsibility to protecting the environment that brings so many of our visitors.

We are committed to continuing to improve our environmental performance, minimising our environmental impact and making resource efficiency a core requirement of all our operations.

## 4. VISITSCOTLAND'S ENVIRONMENTAL TARGETS 2007-08

VisitScotland's Environmental Policy was approved by the Board in September 2006. To support our efforts to improve our environmental performance we developed targets for our organisation.

Systems to measure performance were set up, as was a self-assessed audit to develop site specific action plans to improve environmental performance. Until the measurements and self-assessments were completed it was not possible to give specific targets for all of the areas below.

**For this reason, much of our first year activity has been to establish baseline figures for the financial year 1 Apr 2007 to 31 Mar 2008.**

The targets will be reviewed annually. Key actions will be identified and implemented to drive organisational change. When the targets have been met new ones will be set to ensure continuous improvement. Targets in new areas will be added as appropriate. The headings below reflect the headings in the Environmental Policy.

### 4.1 VisitScotland and CO<sub>2</sub> (appendix 2)

TARGET	<ul style="list-style-type: none"> <li>a) To establish VisitScotland's carbon footprint by March 2008.</li> <li>b) To carry out a feasibility study and develop a realistic plan by March 2008 that will progress VisitScotland to become carbon neutral by a date to be defined in the plan.</li> </ul>
BASELINE	VisitScotland's carbon footprint will be measured between 1st Jan 07 and 31 Dec 07
Progress at SEPTEMBER 2008	<ul style="list-style-type: none"> <li>a) All relevant available data collated and VisitScotland's annual CO<sub>2</sub> emissions estimated (see appendix 2).</li> <li>b) The feasibility study and draft plan have been awaiting the VS CO<sub>2</sub> emissions information. The study and draft plan will now be progressed</li> </ul>
PERFORMANCE	<ul style="list-style-type: none"> <li>a) Target met</li> <li>b) Delayed while baseline established, but back on course, due for completion Nov 2008.</li> </ul>

NOTES	<p>Energy use at 49 of a possible 119 VisitScotland sites was recorded during 2007-08.</p> <p>Our carbon footprint could not be estimated until all travel and energy data had been gathered. This has delayed the feasibility study and draft plan, which can now progress, to be completed by Nov 2008.</p>
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#### 4.2 VisitScotland Participation in the Green Tourism Business Scheme

TARGET	<p>Target (proportion of VisitScotland sites to be participating in Green Tourism Business Scheme (GTBS) by March 2008) will be agreed by March 2007.</p>
BASELINE	<p>7 main offices and 14 Tourist Information Centres (TIC) in the scheme in 2006</p>
Progress at SEPTEMBER 2008	<p>By September 2008, out of a total of 119 VisitScotland sites, just under a third (36) had joined GTBS.</p> <p>A target has been set for all of VS local and main offices (not TICs) to be in GTBS by March 2011.</p> <p>The VS Environmental Working Group is working with VS Visitor Services to agree a target for TICs joining GTBS.</p>
PERFORMANCE	<p>A target for all VS sites joining the GTBS is yet to be agreed, but will be in place by Nov 2008 (see below).</p>
NOTES	<p>VisitScotland is currently conducting a re-evaluation of Tourist Information Centres. Once the results of this categorisation process are known, in Autumn 2008, we will be able to set a target for VisitScotland sites in GTBS.</p>

### 4.3 Energy (appendices 1 and 2)

TARGET	To reduce energy consumption and energy-related CO <sub>2</sub> emissions by 7% from 2007 to 2011.
BASELINE	Energy consumption and energy-related CO <sub>2</sub> emissions measured between 1st April 2007 and 31 March 2008 in VisitScotland sites where we have access to meters will become the baseline.
Progress at SEPTEMBER 2008	<p>From April 2007 to Mar 2008, at sites where monitoring was possible, VisitScotland used (see appendix 1);</p> <p>5,545,136 kilowatt hours of electricity and, 1,775,491 kilowatt hours of gas.</p> <p>This consumption generated an estimated 3,482 tonnes of CO<sub>2</sub> (see appendix 2).</p>
PERFORMANCE	Baseline set
NOTES	The information here records energy use and energy-related CO <sub>2</sub> emissions at 49 out of a possible total of 119 VisitScotland sites. Energy use (and consequently energy-related CO <sub>2</sub> emissions) at the other sites has not been recorded (these are often sites shared with other organisations or businesses).

#### 4.4 Water (appendix 1)

TARGET	7.7m <sup>3</sup> water usage per person by March 2009 for all VisitScotland offices with meters.
BASELINE	The water usage measured between 1st Jan 2007 and 31 Dec 2007 for offices with meters will become the baseline.
Progress at SEPTEMBER 2008	1,073 cubic metres of water used (at 8 VS sites) between April 2007 and March 2008 (see appendix 1).  This equates to 17 m <sup>3</sup> per head.
PERFORMANCE	Baseline set
NOTES	Water use figures are available for 8 of VisitScotland's 119 sites. Apparent very high water use at a number of VS sites is currently being investigated.

#### 4.5 Waste (appendix 1)

TARGET	10% reduction in non-recycled waste produced by VisitScotland in the two years from April 2008 to March 2010
BASELINE	The waste measured between 1st Apr 07 and 31 Mar 08 will become the baseline.
Progress at SEPTEMBER 2008	926,929 litres of waste sent to landfill from VisitScotland sites between 1st Apr 07 and 31 Mar 08 (see appendix 1).
PERFORMANCE	Baseline set
NOTES	The information here records waste sent to landfill by 47 out of a possible total of 119 VisitScotland sites. Waste sent to landfill by other sites has not been recorded. These are often sites shared with other organisations or businesses.

#### 4.6 Business Travel (appendix 3)

TARGET	<p>a) Start to measure public transport trips and mileage from hire cars by Apr 2007. (Business miles in staff own cars already measured)</p> <p>b) Put in place target for proportion of business miles covered by public transport by Apr 2008.</p> <p>c) Reduce business car miles from April 08 to Mar 2011 by 4%.</p>		
BASELINE	The transport measured between 1st Apr 07 and 31 Mar 08 will become the baseline.		
Progress at SEPTEMBER 2008	<p>a) Car, rail, ferry and air travel distances are now recorded. Baseline established.</p> <p>Distances travelled by bus and taxi are not recorded although the number and cost of trips is recorded.</p> <p>2,429,751 miles total recorded business travel, April 2007 to Mar 2008.</p>		
	car	1,184,964 miles	48.8%
	ferry	4,960 miles	0.2%
	air	957,454 miles	39.4%
	rail	282,373 miles	11.6%
	b) a target for the proportion of business miles covered by public transport has been agreed.		
PERFORMANCE	<p>a) Target met, baseline established</p> <p>b) A target of 15% of VS business travel to be made by train or bus by 2011 has now been set.</p> <p>c) With the baseline set we can now work towards reducing business car miles travelled.</p>		
NOTES	Distances travelled by bus and taxi are not yet recorded. We will work towards a simple calculation for bus and taxi mileage based on average costs.		

#### 4.7 Procurement

<p>TARGET</p>	<p>Increase percentage of electricity on the Scottish Executive (now Government) contract and therefore on green energy tariffs to 100% by March 08.</p>
<p>BASELINE</p>	<p>In 2006 no electricity used by VisitScotland was on green energy tariffs.</p>
<p>Progress at OCTOBER 2008</p>	<p>All VS sites which had been existing Scottish Power customers as of March 2007 (39) started receiving electricity from renewable sources from March 2008.</p> <p>The remaining sites, which are new to Scottish Power, (54) transferred to a contract receiving electricity from renewable sources from October 2008</p>
<p>PERFORMANCE</p>	<p>Target met</p>
<p>NOTES</p>	<p>There is significant demand for electricity from renewable sources and supply was initially restricted to current customers.</p>

#### 4.8 Biodiversity

TARGET	Increase the number of proactive initiatives to promote diversity throughout VisitScotland. Number or percentage target to be agreed by Mar 2007.
BASELINE	The baseline will be taken from the self-assessment reports for non-seasonal sites, due to be completed by end February 2007.
Progress at SEPTEMBER 2008	Of the 60 sites responding to the VS environmental self-assessment in 2007, 23 already supported wildlife initiatives (bird feeders, collection boxes for wildlife charities etc).  A target has been set to double the number of VS sites supporting biodiversity by March 2009.
PERFORMANCE	A target has been set for proactive initiatives supporting biodiversity.
Notes	

#### 4.9 Our business partners

TARGET	<ul style="list-style-type: none"> <li>a) New entry level GTBS scheme developed by March 2007.</li> <li>b) 15% of VisitScotland's Quality Assurance (QA) scheme participants participating also in GTBS by December 2008.</li> <li>c) 30% of QA participants participating also in GTBS by 2010</li> <li>d) All QA participants participating also in GTBS by 2015</li> </ul>
BASELINE	In 2006 6.85% of QA participants were also in GTBS
Progress at SEPTEMBER 2008	<ul style="list-style-type: none"> <li>a) 'Going Green' – entry level GTBS – has been developed and launched</li> <li>b) 815 QA participants (total 8975) are also in GTBS</li> </ul>
PERFORMANCE	<ul style="list-style-type: none"> <li>a) Target met</li> <li>b) Just over 9% of QA participants were in GTBS at July 2008</li> </ul>
NOTES	<p>A bid for ERDF funding support for the promotion and development of Going Green delayed the launch of the initiative. The bid was successful and Going Green was launched in August 2008.</p> <p>VisitScotland continues to monitor progress against these GTBS targets, reporting on that progress to the Tourism Framework for Change Monitoring Group.</p>

## 5. ADDITIONAL INFORMATION

### 5.1 VisitScotland Print review

Every year VisitScotland prints more than 12 million items - brochures, leaflets etc. As part of a review of all our print in 2006/07, we stated our aim to reduce the environmental impact of that printing. As a result, the VisitScotland Print Strategy review set the following 'green' challenges:

- avoidance of waste and the unnecessary pulping unused stock etc.,
- ensuring our suppliers conform to industry best practice and environmental standards,
- conforming to government policies for sustainable waste management by the use of approved environmentally friendly materials.

We continue to implement those recommendations and, accordingly, currently:

1. marketing teams are encouraged to consider alternative formats for delivering information – such as websites or on-line brochures,
2. brochure print runs are based on analysis of previous use and planned marketing activity in order to avoid waste,
3. working with the Scottish Government's print procurement agency we ensure that all of the printers we use conform to appropriate environmental accreditation schemes,

4. we use paper with a minimum 50% recycled content for all of our publications and instruct third party agencies to do the same on our behalf,
5. all of our copier paper, purchased by our facilities team, is 100% recycled content,
6. all laminates and varnishes we use are aqueous-based so our publications can be further recycled,
7. we print "on-territory" where viable and co-ordinate bulk shipment of our overseas guides with VisitEngland and VisitWales to reduce CO<sub>2</sub> emissions.

### 5.2 Strategic Environmental Assessment

The production of our 2007-10 corporate plan was, for the first time, subject to a Strategic Environmental Assessment (SEA) in line with the Environmental Assessment Act (Scotland) 2005. The overall aim of SEA is to provide for a high level of protection of the environment and to contribute to the integration of environmental consideration into the preparation and adoption of plans and programmes with a view to promoting sustainable development. The issues raised during the SEA process and the associated consultation are explained in the detailed SEA Adoption Statement available on [www.visitscotland.org](http://www.visitscotland.org)

Sandy Dear,  
VisitScotland Sustainable Tourism Manager  
Sept 2008

## APPENDIX 1 - VISITSCOTLAND WASTE, ENERGY AND WATER USE 2007/08

April 2007 - March 2008

Network Offices	Seasonal	Property	Total Electric -	Gas - KWH	Water - m3	Waste - Litres
Aberdeen	All Year Round	Aberdeen	98080	0	0	7800
Aberdeen	All Year Round	Aberdeen LO	0	0	0	0
Perth	All Year Round	Aberfeldy	4894	0	0	0
Stirling	All Year Round	Aberfoyle	0	0	0	0
Glasgow	All Year Round	Abington	0	0	0	0
Aberdeen	seasonal	Alford	0	0	0	0
Stirling	All Year Round	Alva	66473	133807	258	56490
Fife	seasonal	Anstruther	145808	0	0	825
Dundee	All Year Round	Arbroath	90566	0	0	9360
Highlands	All Year Round	Aviemore	79701	0	0	2250
Prestwick	All Year Round	Ayr	0	0	0	0
Aberdeen	All Year Round	Ballater	53059	0	0	2100
Stirling	seasonal	Balloch	57988	0	0	1331.25
Aberdeen	All Year Round	Banchory	27344	609032	8	3600
Aberdeen	seasonal	Banchory	0	0	0	0
Aberdeen	seasonal	Banff	30940	0	0	2616
Glasgow	seasonal	Biggar	40342	0	0	2600
Perth	All Year Round	Blairgowrie	10701	0	0	2160
Stirling	seasonal	Bo'ness	0	0	0	0
Stirling	All Year Round	Bowmore	0	0	0	0
Aberdeen	All Year Round	Braemar	55139	0	0	4050
Prestwick	All Year Round	Brodick	0	0	0	0
Stirling	All Year Round	Callander	0	59501	34	22770
Stirling	All Year Round	Campbeltown	11530	0	0	7280
Dumfries	seasonal	Castle Douglas	0	0	0	0
Outer Hebrides	seasonal	Castlebay	0	0	0	0
Stirling	All Year Round	Craignure	0	0	0	0
Fife	seasonal	Crail		0	0	0
Aberdeen	seasonal	Crathie	0	0	0	3600
Perth	All Year Round	Crieff	0	0	0	0
Highlands	All Year Round	Drumnadrochit		0	0	0
Aberdeen	seasonal	Dufftown	75499	0	0	25080
Stirling	seasonal	Dumbarton	229018	0	0	45500
Dumfries	All Year Round	Dumfries	68303	146840	370	32250
Edinburgh	seasonal	Dunbar	0	0	0	0
Dundee	All Year Round	Dundee	753381	0	0	15600
Fife	All Year Round	Dunfermline	0	0	0	0
Perth	All Year Round	Dunkeld	15667	0	0	1520
Stirling	All Year Round	Dunoon	0	0	0	0
Highlands	All Year Round	Dunvegan	0	0	0	0
Highlands	All Year Round	Durness	33217	0	0	2700
Edinburgh	All Year Round	Edinburgh	0	0	0	0
Edinburgh	All Year Round	Edinburgh		0	0	0
Edinburgh	All Year Round	Edinburgh (Ocean Point)	124818	0	0	287625
Edinburgh	All Year Round	Edinburgh Airport	0	0	0	0
Aberdeen	All Year Round	Elgin	16014	0	12	7500
Borders	seasonal	Eyemouth	0	0	0	0

Stirling	All Year Round	Falkirk	0	0	0	0
Aberdeen	seasonal	Forres	0	0	0	0
Highlands	All Year Round	Fort Augustus	0	0	0	0
Highlands	All Year Round	Fort William	86475	0	169	0
Aberdeen	seasonal	Fraserburgh	0	0	0	0
Highlands	All Year Round	Gairloch	0	0	0	0
Dumfries	seasonal	Gatehouse of Fleet	0	0	0	0
Glasgow	All Year Round	Glasgow	165438	0	0	74160
Highlands	seasonal	Grantown on Spey	533882	0	0	0
Dumfries	All Year Round	Gretna	234823	0	0	0
Borders	seasonal	Hawick	0	0	0	0
Stirling	seasonal	Helensburgh	39654	0	0	956.25
Aberdeen	seasonal	Huntly	705974	0	0	3840
Stirling	All Year Round	Inveraray	21600	0	0	4248
Highlands	All Year Round	Inverness	76025	0	73	79860
Inverness	All Year Round	Inverness (Thistle House)	20522	89549	0	79860
Aberdeen	All Year Round	Inverurie	53389	213652	0	9480
Borders	All Year Round	Jedburgh	0	0	0	0
Highlands	All Year Round	John o'Groats	0	0	0	0
Borders	All Year Round	Kelso	0	0	0	0
Stirling	seasonal	Killin	0	0	0	0
Perth	seasonal	Kinross	0	0	0	0
Fife	All Year Round	Kirkcaldy	9138	0	0	2880
Dumfries	seasonal	Kirkcudbright	0	0	0	1820
Orkney	All Year Round	Kirkwall NO & TIC	0	0	0	0
Orkney	All Year Round	Kirkwall store	0	0	0	0
Highlands	All Year Round	Kyle of Lochalsh	0	0	0	0
Glasgow	seasonal	Lanark	31600	0	0	2610
Shetland	All Year Round	Lerwick	24106	0	0	24900
Edinburgh	All Year Round	Linlithgow	0	0	0	0
Outer Hebrides	seasonal	Lochboisdale	0	0	0	0
Stirling	seasonal	Lochgilphead	0	0	0	6000
Highlands	seasonal	Lochinver	0	0	0	
Outer Hebrides	seasonal	Lochmaddy	0	0	0	0
Fife	All Year Round	Markinch	0	0	0	0
Borders	All Year Round	Melrose	0	0	0	0
Dumfries	seasonal	Moffat	99049	0	0	2625
Dumfries	seasonal	Newton Stewart	0	0	0	0
Edinburgh	seasonal	Newtongrange	0	0	0	0
Edinburgh	All Year Round	North Berwick	0	0	0	0
Highlands	seasonal	North Kessock	0	0	0	0
Stirling	All Year Round	NPGC	0	0	0	0
Stirling	All Year Round	Oban	0	0	0	0
Glasgow	All Year Round	Paisley	8623.8	142539	0	4160
Borders	All Year Round	Peebles	11030	0	0	15
Perth	All Year Round	Perth Mill proper (admin office and TIC)	75587	0	0	0
Perth	All Year Round	Perth mill shop	75587	0	149	12480
Perth	All Year Round	Pitlochry	9872	35963	0	1040
Highlands	All Year Round	Portree	896765	0	0	0
Prestwick	All Year Round	Prestwick	16340	41034	0	6900

Stirling	All Year Round	Rothesay	105532	173465	0	0
Borders	seasonal	Selkirk	0	0	0	0
Borders	All Year Round	Selkirk NO	22932	130110	0	12800
Dumfries	All Year Round	Southwaite	18618	0	0	9375
Fife	All Year Round	St Andrews	24640	0	0	10912.5
Stirling	All Year Round	Stirling (Dumbarton Road)	70058	0	0	14040
Stirling	All Year Round	Stirling (Pirnhall)	0	0	0	0
Aberdeen	seasonal	Stonehaven	0	0	0	0
Outer Hebrides	All Year Round	Stornoway	19394	0	0	13440
Outer Hebrides	All Year Round	Stornoway	0	0	0	0
Outer Hebrides	All Year Round	Stornoway	0	0	0	
Dumfries	All Year Round	Stranraer	0	0	0	1920
Highlands	All Year Round	Strathpeffer	0	0	0	0
Highlands	All Year Round	Strathpeffer	0	0	0	0
Orkney	All Year Round	Stromness	0	0	0	0
Highlands	seasonal	Strontian	0	0	0	0
Outer Hebrides	seasonal	Tarbert (Harris)	0	0	0	0
Stirling	seasonal	Tarbert (Loch Fyne)	0	0	0	0
Stirling	seasonal	Tarbet (Loch Lomond)	0	0	0	0
Highlands	seasonal	Thurso	0	0	0	0
Stirling	seasonal	Tobermory	0	0	0	0
Aberdeen	seasonal	Tomintoul	0	0	0	0
Stirling	seasonal	Tyndrum	0	0	0	0
Highlands	All Year Round	Ullapool	0	0	0	0
Highlands	seasonal	Wick	0	0	0	0

## Summary

		Total Number of Records	Total Amount Used
Total Possible Sites	119.0		
Electricity	Kilowatt Hours	49	5545136
Gas	Kilowatt Hours	11	1775491
Water	Cubic Metres	8	1073
Waste	Litres	47	926929

## Water Figures Per Head

Network Offices	Seasonal	Property	Water - m3	Number of Employees at each site	Water Per Head -m3
Stirling	All Year Round	Alva	258	5	52
Aberdeen	All Year Round	Banchory	8	2	4
Stirling	All Year Round	Callander	34	5	7
Dumfries	All Year Round	Dumfries	370	15	25
Aberdeen	All Year Round	Elgin	12	4	3
Highlands	All Year Round	Fort William	169	6	28
Highlands	All Year Round	Inverness	73	5	15
Perth	All Year Round	Perth mill shop	149	21	7
		<b>Total</b>	<b>1073</b>	<b>63</b>	<b>17</b>

## APPENDIX 2 - VISITSCOTLAND CO<sub>2</sub> EMISSIONS FROM ENERGY USE AND BUSINESS TRAVEL 2007-08

### Energy use 2007-08

Type of energy	Units used	CO <sub>2</sub>
Electricity	5,545,136 kwh	3,116 tonnes
Gas	1,775,491 kwh	366 tonnes
<b>Total</b>		<b>3,482 tonnes</b>

n.b. energy use at 49 of a possible 119 VisitScotland sites was recorded during 2007- 08, other sites are shared or sub-let and energy use cannot yet be recorded or managed.

### Business travel 2007-08

Type of travel	Units travelled	CO <sub>2</sub>
Car Travel	1,184,964 miles	390 tonnes
Ferry Travel	4,960 miles	1 tonnes
Short haul air travel	584,459 miles	63 tonnes
Long haul air travel	372,995 miles	45 tonnes
Rail travel	282,373 miles	27 tonnes
<b>Total</b>	<b>2,429,751 miles</b>	<b>526 tonnes</b>

Total CO <sub>2</sub> emissions from energy use and business travel	<b>4,008 tonnes</b>
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All figures converted using 2008 Guidelines to DEFRA's Greenhouse Gas Conversion Factors

## APPENDIX 3 - VISITSCOTLAND STAFF BUSINESS TRAVEL 2007/08

MONTH	CAR		FLIGHTS			TRAIN		FERRY	
	Trips	Distance	Trips	Short Haul	Long Haul	Trips	Distance	Trips	Distance
	No.	Miles	No.	Kms	Kms	No.	Kms	No.	Kms
April	847	31,070	4	1,484	8,200	15	1,963	10	10
May	2,004	94,772	58	74,606	79,024	184	30,489	46	747
June	2,360	112,608	56	83,316	0	195	29,844	62	770
July	2,429	121,590	86	73,326	44,547	230	49,622	42	915
August	1,875	96,560	53	78,430	46,766	175	33,825	42	973
September	2,003	90,083	53	57,683	46,001	139	22,796	27	667
October	2,464	109,487	77	89,327	0	184	36,308	24	582
November	1,739	96,202	55	46,939	55,622	246	39,813	21	1,205
December	1,783	91,772	66	81,616	81,774	249	42,212	28	847
January	984	56,069	65	76,238	53,438	165	37,722	12	414
February	1,851	94,626	83	86,075	60,802	173	39,937	15	249
March	3,737	190,125	129	191,555	124,104	525	89,904	49	603
<b>Total</b>	<b>24,076</b>	<b>1,184,964</b>	<b>785</b>	<b>940,596</b>	<b>600,278</b>	<b>2,480</b>	<b>454,435</b>	<b>378</b>	<b>7,982</b>
		1,184,964 miles		584,459 miles	372,995 miles		282,373 miles		4960 miles