



Scottish Public Bodies Climate Change Reporting 2015/16



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About this report

This report presents high-level analysis of the information contained in the Public Bodies Climate Change Reports for the period 2015/16.

Public Bodies Climate Change Reporting is a national annual mandatory reporting process for those public sector bodies in Scotland categorised as 'major players'. The reports detail compliance with the climate change duties that came into force in 2011, under the Climate Change (Scotland) Act 2009.

The standardised reporting template contains six 'required' sections that must be completed, and one optional 'recommended' section. This Analysis Report follows the same format.

As well as providing a summary of key findings for each section of the reporting template, the report also makes recommendations that will support the public sector and improve the overall standard of reporting.

The analysis and data contained in this report, while subject to a quality assurance process, is based on the information submitted by public bodies and can present a picture of only the reported data and activities.

About us

Public Bodies Climate Change Reporting is managed and coordinated on behalf of the Scottish Government by the Sustainable Scotland Network (SSN) team at the environmental charity Keep Scotland Beautiful (KSB).

Supported by the Scottish Government, SSN is a national network for public sector professionals working on sustainable development and climate change.

SSN works with the 150 public sector organisations in Scotland which have been identified as 'major players'. The major players include Scotland's 32 local authorities, 25 colleges, 19 universities, 14 regional NHS boards, five Special NHS Boards, seven Regional Transport Partnerships and many other bodies including Scottish Water, Scottish Natural Heritage, the Scottish Environment Protection Agency and Historic Environment Scotland. SSN currently has over 650 individual members from across the public sector.

The purpose of the SSN is to:

- Improve public sector performance on sustainability and climate change
- Allow members to share information and good practice
- Provide information and support on relevant policy areas

SSN also supports compliance with Scottish Government legislation, in particular the Public Bodies Climate Change Duties under the Climate Change (Scotland) Act 2009.

The work of SSN is guided by the SSN Steering Group which is made up of 14 SSN members from across the public sector, and representatives from the Scottish Government and Keep Scotland Beautiful. The Convention of Scottish Local Authorities (COSLA) is represented as an observer on the Steering Group.

Supported by the
Scottish Government



Background to Public Bodies Climate Change Reporting

Prior to Public Bodies Climate Change Reporting, Scottish public bodies reported on their climate change activities through participation in a number of different voluntary arrangements.



In June 2015, following a period of consultation, the Scottish Government invited public bodies who appeared on the major players list to voluntarily submit a Climate Change Report using a new standardised template. The successful trial saw 110 public bodies submit Climate Change Reports for the period 2014/15.

It was the intention of the Scottish Government that this trial would pave the way for a transition to mandatory climate change reporting for major players in 2016. This was confirmed by the passing of a Statutory Order to this effect in November 2015.

The first mandatory cycle of reporting therefore covers the period 2015/16. Public bodies were required to submit a report covering that period by 30 November 2016, and 145 reports were accepted for analysis.

Pre-2015

Public bodies participated in different voluntary climate change reporting processes, including:

- Scotland's Climate Change Declaration (SCCD)
- Universities and Colleges Climate Commitment for Scotland (UCCCfS)
- NHS Estate Asset Management Project
- Scottish Government Public Sector Sustainability Reporting

2015

February

Scottish Government opens consultation on the introduction of mandatory public sector climate change reporting.

2015

June

Public bodies categorised as 'major players' by the Scottish Government were invited to participate in a trial year of climate change reporting using a new standardised template.

2015

November

110 public bodies submitted Climate Change Reports in the trial year.

2015

November

A Statutory Order makes submission of an annual Climate Change Report mandatory for all public sector bodies classified by the Scottish Government as 'major players'.

150 major player public bodies were required to report data for the period 2015/16 by 30 November 2016, using the new standardised online reporting platform.

2016

November

145 Public Bodies Climate Change Reports were accepted for analysis.

The benefits of climate change reporting

Standardised reporting is central to public bodies optimising climate change action.

Supports compliance

Annual reporting supports compliance with the duties on public bodies set out in the Climate Change (Scotland) Act 2009.

Improves data collection

All key public sector climate change data is brought together in one place, in a standardised format. Transparency of data is improved.

Tracks progress

Annual disclosure and monitoring of emissions, targets and action builds a national picture of progress, and shows how the public sector is contributing to key national climate change policies.

Raises profile

Annual reporting raises the profile of climate change internally with public sector leaders and senior managers.

Showcases action

Annual reporting identifies and consolidates existing good practice and innovation. Public sector ambition and commitment to climate change action is highlighted.

Informs improvement

Better monitoring and evaluation leads to better targeting of support and resources. Data and good practice arising from reports can be shared via learning networks, strengthening collaboration and partnership working.



Section 1

Profile of the Reporting Bodies

Public bodies reporting in 2016

Local Authorities • Aberdeen City Council • Aberdeenshire Council • Angus Council • Argyll and Bute Council • Clackmannanshire Council • Dumfries and Galloway Council • Dundee City Council • East Ayrshire Council • East Dunbartonshire Council • East Lothian Council • East Renfrewshire Council • City of Edinburgh Council • Comhairle nan Eilean Siar • Falkirk Council • Fife Council • Glasgow City Council • Highland Council • Inverclyde Council • Midlothian Council • Moray Council • North Ayrshire Council • North Lanarkshire Council • Orkney Islands Council • Perth and Kinross Council • Renfrewshire Council • Scottish Borders Council • Shetland Islands Council • South Ayrshire Council • South Lanarkshire Council • Stirling Council • West Dunbartonshire Council • West Lothian Council • **Transport Partnerships** • SPT (Strathclyde Partnership for Transport) • HITRANS (Highlands and Islands Transport Partnership) • Nestrans (North-East of Scotland Transport Partnership) • SEStran (South-East of Scotland Transport Partnership) • SWestrans (South-West of Scotland Transport Partnership) • Tactran (Tayside and Central Scotland Transport Partnership) • ZetTrans (Shetland Transport Partnership) • **National Health Service** • NHS National Services Scotland • The Scottish Ambulance Service Board • The State Hospitals Board for Scotland • The National Waiting Times Centre Board • NHS Ayrshire & Arran • NHS Borders • NHS Dumfries & Galloway • NHS Fife • NHS Forth Valley • NHS Grampian • NHS Greater Glasgow & Clyde • NHS Highland • NHS Lanarkshire • NHS Lothian • NHS Orkney • NHS Shetland • NHS Tayside • NHS Western Isles • **Educational Institutions** • Ayrshire College • Borders College • City of Glasgow College • Dumfries and Galloway College • Dundee and Angus College • Edinburgh College • Fife College • Forth Valley College • Glasgow Clyde College • Glasgow Kelvin College • New College Lanarkshire • Newbattle Abbey College • North East Scotland College • South Lanarkshire College • Scotland's Rural College (SRUC) • West College Scotland • West Lothian College • Inverness College UHI • Lews Castle College UHI • North Highland College UHI • Orkney College UHI • Perth College UHI • Sabhal Mòr Ostaig UHI • West Highland College UHI • Edinburgh Napier University • Glasgow Caledonian University • Glasgow School of Art • Heriot-Watt University • Queen Margaret University • The Royal Conservatoire of Scotland • Open University in Scotland • Robert Gordon University • University of Aberdeen • University of Glasgow • Abertay University • University of Dundee • University of Edinburgh • University of St Andrews • University of Stirling • University of Strathclyde • University of the Highlands and Islands • University of the West of Scotland • **National/regional bodies** • Disclosure Scotland • Education Scotland • National Records of Scotland • The Scottish Children's Reporter Administration • Student Awards Agency for Scotland • The Cairngorms National Park Authority • Care Inspectorate • Highlands and Islands Enterprise • Historic Environment Scotland • The James Hutton Institute • The Loch Lomond and Trossachs National Park Authority • The Moredun Research Institute • The National Galleries of Scotland • The National Library of Scotland • The National Museums of Scotland • The Office of the Scottish Charity Regulator • Registers of Scotland • The Royal Botanic Garden Edinburgh • Scottish Enterprise • The Scottish Environment Protection Agency • Scottish Funding Council • The Scottish Legal Aid Board • Scottish Natural Heritage • The Scottish Parliament • The Scottish Police Authority • Scottish Prison Service • The Scottish Public Services Ombudsman • The Scottish Qualifications Authority • The Scottish Social Services Council • Skills Development Scotland • sportscotland • Visit Scotland • The Registrar General of Births, Deaths and Marriages for Scotland • Audit Scotland • Revenue Scotland • Food Standards Scotland • Scottish Public Pensions Agency • Transport Scotland • The Scottish Courts and Tribunals Service • The Scottish Housing Regulator • Scottish Canals • Scottish Water • The Crofting Commission • The Scottish Fire and Rescue Service



Public body major players are diverse in nature and function, with variable operational, regulatory, executive or advisory functions and have varying sizes of estate.

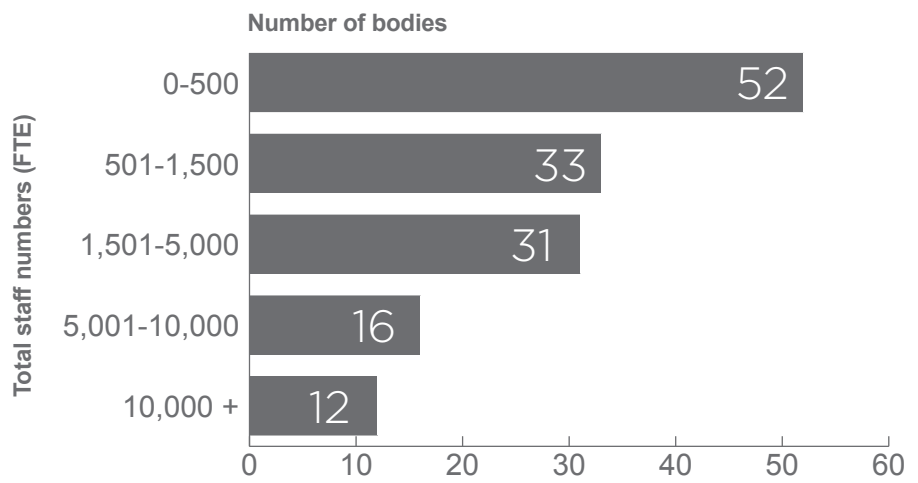
Public bodies reporting by sub-sector

Sub-sector	Number of reports received	Sub-sector %
Local authorities	32	100%
Educational institutions	42	95.5%
National Health Service	18	94.7%
National/regional bodies	46	95.8%
Transport partnerships	7	100%
Total	145	n/a

There is considerable variance of staff numbers across the public bodies.

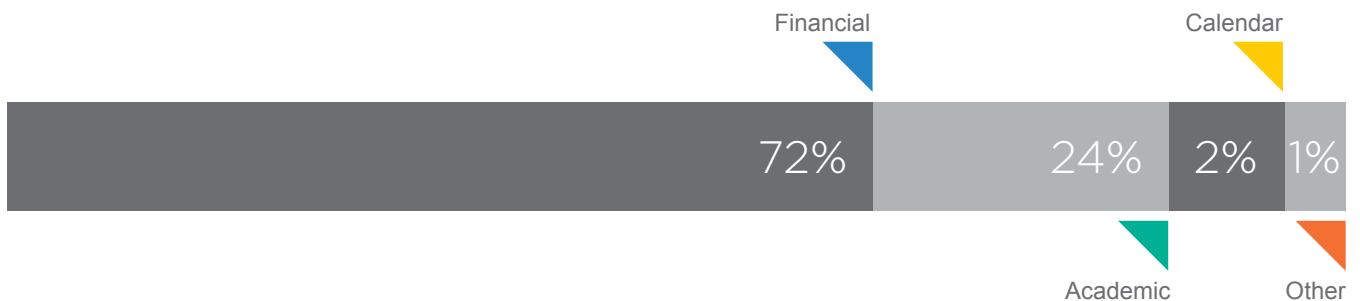
458,769

Total number of full time equivalent staff represented by the Climate Change Reports (circa 8.5% of Scotland's population)



Reporting year

There is some variability in the years used by public bodies for their Climate Change Reports. Most bodies use the standard financial year (1 April - 31 March), while most universities and colleges use academic year timeframes.



In accordance with UK Government reporting guidance, different sets of emission factors were applied depending on the administration period reported. This meant that those reporting using the academic year timeframes used emission factors one year ahead of the others, as UK Government emission factors are published in June each year. Fluctuations in emission factors from one year to another need to be factored in when analysing and comparing public body Climate Change Reports.

Performance metrics

Floor area is the most popular metric that public bodies are using to assess their climate change performance over time.



Other metrics used by public bodies included: turnover (£); kgCO₂e per £ of budget; carbon emissions per full time equivalent staff; number of operational buildings; hospital heated volume in units of 100m³.

Section 1: Profile of reporting bodies recommendations

Sharing good practice to build capacity

- Drawing on information provided in this section, it would be useful to benchmark performance between bodies of similar size and function, to inform and support the sharing of good practice on reporting and climate action.

Section 2

Governance, management and strategy

The Climate Change Report asks public bodies to outline how they address climate change within their governance, management and strategy structures and processes. It also asks for evidence of how climate change is embedded as a responsibility throughout the public body.



Public bodies are taking steps to manage and embed climate change action in their organisations.

111 bodies (77% of reporting bodies) provided information on how climate change action is being embedded throughout their organisations. Responses varied in the level of detail provided. Some reports only provided high-level outlines of internal policies or strategies. However, some reports provided useful examples of actions being undertaken on the ground. These actions range from carbon champions, greening funds where staff influence the allocation and carbon assessments undertaken at project planning stages. Some of the common actions undertaken are outlined below.

49	Working groups or mechanisms to involve staff or other stakeholders including through Community Planning Partnerships
47	Awareness raising activity with staff and / or students including events such as Earth Hour
25	Plans / policies with climate change considerations to be addressed
19	Specific service / department responsibility for actions including carbon targets
19	Green Champions / Networks
8	Induction / Appraisal Process / Job Descriptions and contracts specifying low carbon principals to be followed
7	E-learning Module / similar available to all staff

Examples of work to embed climate change within the public sector

Aberdeenshire Council The council has approved the development of a carbon budget approach for the 2017/18 financial year. This will further embed climate change throughout all services by placing responsibility for reductions to all service directors.

Dumfries and Galloway College The college has recently created a Sustainability Working Group which has members from across the college, from curriculum and support, and students. The aim of the Group is not only to address carbon management from an Estates perspective, but also to focus on embedding education for sustainable development in the curriculum and to work with the wider campus partners to address sustainability and climate change on as wide a basis as possible.

The Scottish Parliament An employee led initiative called Real Action on Carbon Emissions (RACE) has grown from engaged employees seeking fast action on climate change. This acts as a catalyst for change amongst the employee base and senior management to drive forward initiatives and gain support and quick decision making within the normal governance and management structure.

The University of Edinburgh conducted an extensive programme of review from 2015/2016, to reconsider its approach to climate change mitigation and adaptation. The review resulted in identification of approaches to measure emissions, international best practice in the university sector, the business cases for renewables and best practice in carbon reporting. Lessons learned and recommendations from best practice informed development of the new Climate Change Strategy 2016-26.

Highland Council In 2015/16, leadership on climate change was demonstrated by the Council's climate change team and through its Carbon CLEVER initiative, which sets area-wide carbon emissions targets, and provides a framework for coordinating collaborative action on climate change issues across the Highlands.

Highlands and Islands Enterprise have a carbon champion in each of their offices who takes responsibility for communicating and providing feedback to their own office, which aids buy in and implementation across the organisation.

NHS Lanarkshire have a well embedded Sustainable Development Action Plan which has a range of projects and initiatives designed to ensure the Board meets the published targets.

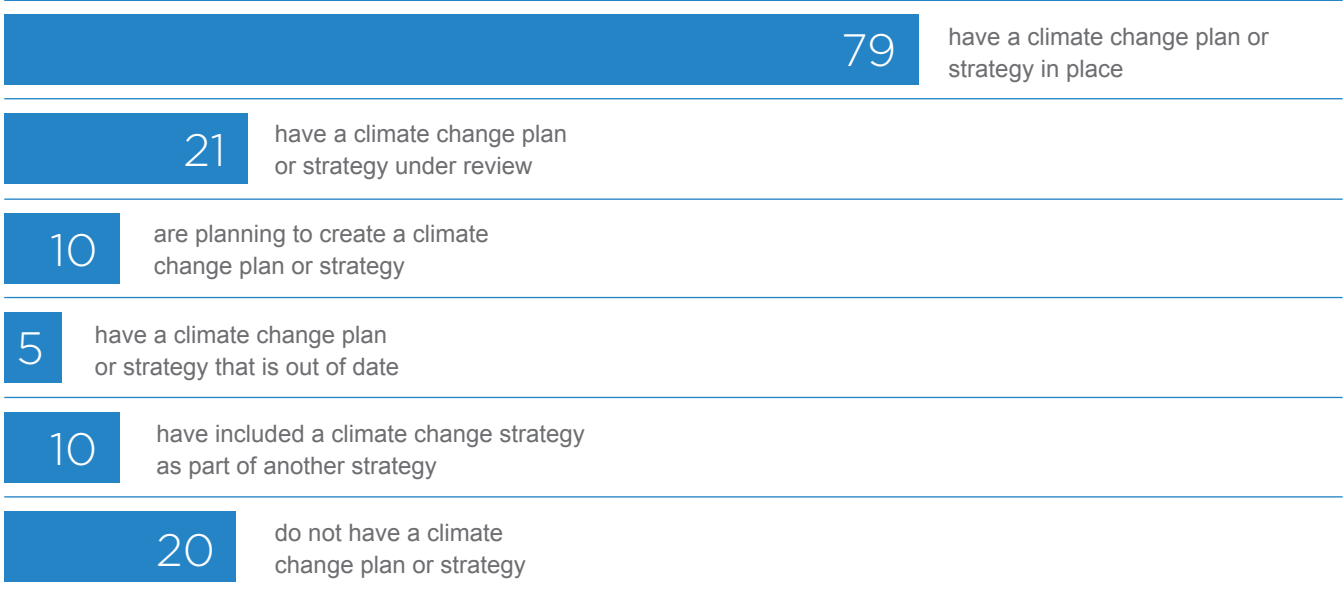
Dundee City Council A new Integrated Impact Assessment tool will be launched to incorporate climate change mitigation and adaptation impacts into the committee reporting process.

Fife Council To boost uptake of the electric vehicles (EV) in the pool car fleet, it is cheaper for services to hire an EV than a conventional pool car.

Specific climate change plans and strategies

88 bodies (61%) have specific climate change mitigation and/or adaptation objectives in their corporate plans or similar

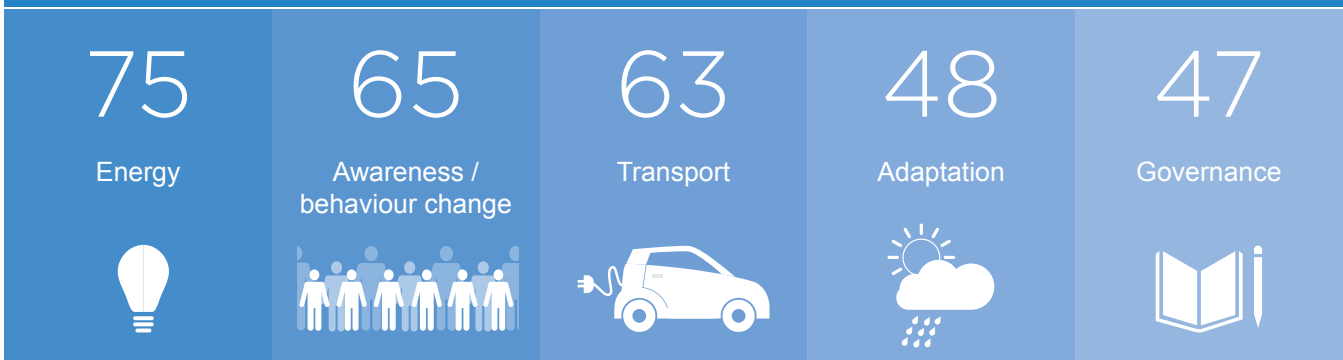
The majority of bodies have a dedicated overarching climate change plan or strategy:



Specific plan or strategy	Policy Area	Reported as embedded into another overarching document
12	Adaptation	71
13	Business travel	105
18	Staff travel	92
16	Fleet transport	73
19	Energy efficiency	119
40	Information and communication technology	40
3	Sustainable / renewable heat	81
38	Waste management	77
10	Waste and sewerage	82
57	Land use	42
57*	Other	

*Examples of others include Procurement (16); Open Space / Conservation (10); Housing (4).

Public bodies' top five priorities for climate change governance, management and strategy for the year ahead



Aberdeenshire Council plan to publish a North East of Scotland and Aberdeenshire Sustainable Energy Action Plan (NESSEAP and SEAP) and establish governance arrangements with appropriate level of status and authority to oversee plan implementation.

NHS Ayrshire and Arran plan to establish impacts of climate change on health and adaptation requirements.

SWestrans plan to refresh and re-focus the climate change strategy to include specific performance metrics

University of Stirling A sustainable travel working group will develop ways to encourage and enable staff & students to use greener methods of travel to commute to the university as well as reducing or using greener methods for travel for business or study.

Highlands and Islands Enterprise The main priority for the organisation in the year ahead is to produce a refreshed carbon management plan for a further 5-year period. This will include gathering accurate and precise data from the new Inverness office, to capture an overall picture of emissions as a result of premises changes, and provide a transferable baseline in which to set future targets against.

56 public bodies have used either the Climate Change Assessment Tool (CCAT) or equivalent tool such as the Good Corporate Citizenship Tool or Life Tool to self assess their capability programme.

Behaviour Change and the ISM Framework

While awareness raising/behaviour change is identified as the second highest priority, very little reference is made in the Climate Change Reports to the use of the Scottish Government's ISM¹ (Individual, Social, Material) behaviour change framework. ISM is a robust and flexible framework that can be used to develop, implement and evaluate climate change policies and projects, and their influence on behaviour change. SSN can provide support to public bodies on using ISM in their climate change work.

¹Making sustainable change happen requires changes in behaviours and decision-making. ISM (Individual, Social and Material) is the Scottish Government's preferred method for understanding and addressing barriers to behaviour change. It provides a holistic approach for involving stakeholders in the co-design and delivery of projects, programmes and strategies for ensuring effective action on climate change that takes account of material and social contexts, not leaving change to individuals alone.

Section 2: Governance, management and Strategy **recommendations**

Focussed support to address gaps in performance

- Direct support and training should be offered to those public bodies who do not have a climate change plan or strategy in place, and who need to embed climate change into governance and management structures.

Sharing good practice to build capacity

- There is a need to share good practice on effective governance, management and strategy, including how this relates to the setting and monitoring of climate change targets and relevant projects. More is needed to promote good practice on climate change decision-making, including how this influences finance and investment decisions on projects to meet climate change targets and objectives.
- SSN to produce a register, logging where each public body currently has a project, plan or policy, and logging what they are planning to work on going forward. This will aid the sharing of best practice and resources.

Making better use of existing tools

- Public bodies should make more use of the CCAT Tool to assess their performance and to identify improvement objectives.
- Public bodies should make better use of the ISM framework¹ to help integrate climate change into governance and management structures and drive more coordinated action on climate change.

Clearly linking governance and management to projects and targets

- Many reports would be improved by providing clarity on how governance, management and strategy relates to the setting and monitoring of targets and objectives.
- Reports should aim to explain how governance, management and strategy tracks progress and influences decisions-making to keep projects and initiatives on-track to meet targets and objectives, including how finance and investment decisions are taken to maintain action on climate change.


Section 3

Corporate emissions,
targets and projects

Corporate emissions

This section of the reporting process asks for information on the greenhouse gas (GHG) emissions that the reporting organisations produce through carrying out their functions. When collated, this information provides an approximate overview of the emissions identified by the reporting bodies as being within their boundaries.

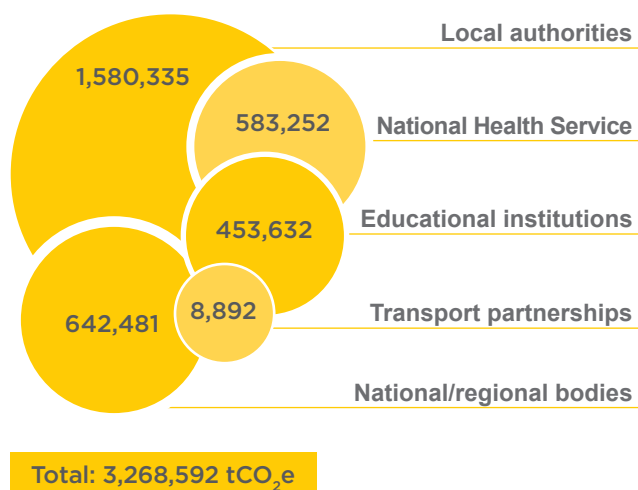
Please note, all the analysis below is based on data as reported by public bodies. Some scrutiny of this data did take place however, in general it was left in its original and submitted form.



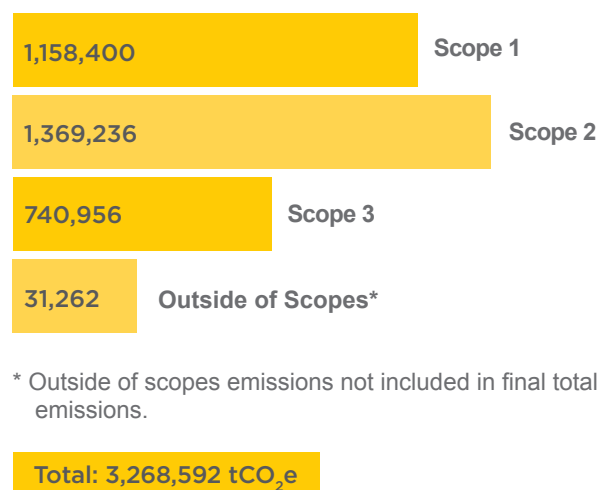
Total reported emissions from the 145 public bodies who completed reports for the 2015/16 reporting year were

3,268,592 tCO₂e

Total corporate emissions reported by sector 2015/16 (tCO₂e)



Total corporate emissions reported by scope* 2015/16 (tCO₂e)



The bubble chart shows that the majority of emissions are from the 32 local authorities. The NHS and educational institutions are fairly even in terms of emissions, with the transport partnerships representing a significantly smaller source of emissions.

Understanding Emissions Scopes

Scope 1 – These emissions occur from sources that are owned or controlled by the organisation.

Scope 2 – accounts for GHG emissions from the generation of purchased electricity (or steam) consumed by the organisation.

Scope 3 – These emissions are a consequence of the activities of the organisation, but occur from sources not owned or controlled by the organisation. Some examples of Scope 3 activities are the use of hire cars or sending waste to landfill

Emissions by scope and sub-sector

Scope	Local authorities	National Health Service	Educational institutions	Transport partnerships	National/regional bodies
Scope 1	565,576	291,756	167,671	602	132,794
Scope 2	615,908	251,255	171,957	6,868	323,248
Scope 3	398,850	40,241	114,004	1,422	186,439
Outside of Scopes*	13,670	7,987	7,476	-	2,129
Total	1,580,335	583,252	453,632	8,892	642,481

* Outside of scopes emissions not included in final total emissions.

Scope 2 emissions (purchased electricity) make up the majority, narrowly surpassing Scope 1 emissions. Scope 3 emissions make up less of the overall emissions account. This is to be expected as Scope 3 emissions are more challenging to monitor and quantify, and standardised, professional methodologies for accounting for some Scope 3 emissions are still under development.

Emissions by source (tCO₂e)

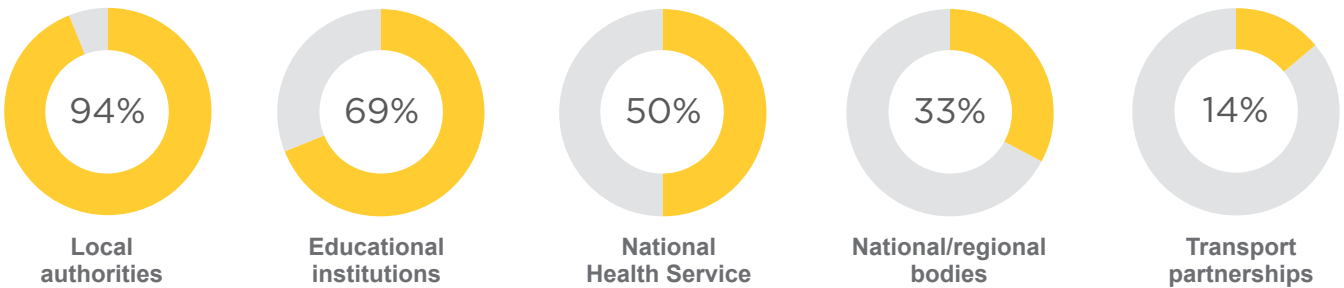
1,550,894	Electricity
843,615	Natural gas
314,737	Waste
207,559	Transport fuel
136,532	Travel
133,536	Other heating fuel
47,772	Process
31,262	*Outside of scopes
18,193	Commuting
13,655	Water and sewerage
832	Renewables
647	Other
620	Refrigerants

* Outside of scopes emissions not included in final total emissions.

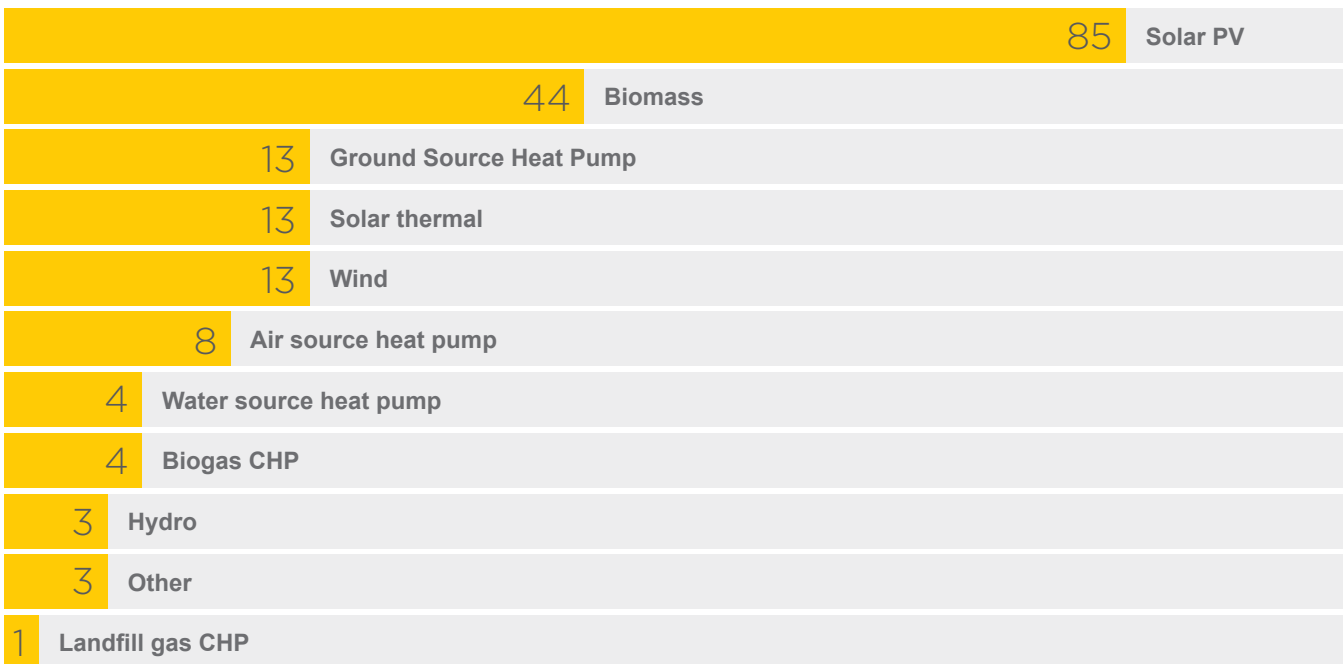
Renewables

105 out of 145 bodies (72%) reported some form of renewable installation, with 94% of local authorities having at least one installation.

Percentage of bodies with renewable installations (by sector)



Number of renewable installations by type



The energy generated from renewable installations was **82 GWh** of renewable electricity and almost **139 GWh** of renewable heat. This amounts to almost **66,000 tCO₂e** in abated emissions attributable to renewable installations in 2015/16.

Biofuels

Biofuels (biomass, biogas, bio blended fuel) are an established source of low carbon energy. Looking at the use of these in isolation, it was found that **51%** of all reporting organisations utilise some form of biofuel. Over **90%** of local authorities reported using at least one type of biofuel throughout 2015/16.

Projects

Climate change mitigation projects implemented in 2015/16 should have resulted in carbon savings in the region of 91,000 tCO₂e in the reporting year.

Project emissions savings by sector (tCO₂e)



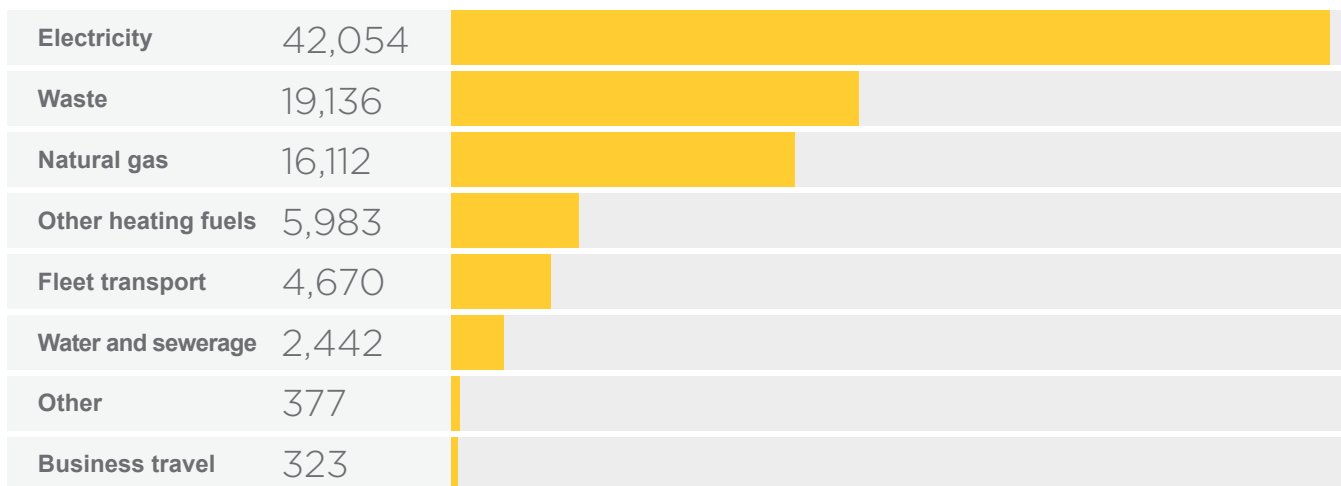
As the largest source of emissions, local authorities are doing the most to reduce emissions through projects, particularly from waste projects.

However as a percentage of total sub-sector emissions, it is the education sector that is saving the most through mitigation projects. This sector is also achieving most savings via electricity projects, largely due to the high number of solar PV installations.

In the NHS sector, good work is being done in the form of converting oil-fuelled boilers to more efficient gas fuelled boilers, as well as lighting upgrades within estates.

In the National/regional bodies sector, lighting upgrades were also common, as well as projects reducing air conditioning in offices, reduce business flights and setting emission limits (gCO₂/km) for new fleet vehicles.

Project emissions savings by source (tCO₂e)



The table below describes some of the common projects in each of the categories.

Category	Common projects
Electricity	<ul style="list-style-type: none"> ■ LED lighting ■ Lighting - internal, external and street lighting ■ Photovoltaic (PV) panels ■ Building Management Systems including timing controls, ventilation controls, voltage optimisation, gas Combined Heat and Power, variable speed drives, IT solutions (virtual servers, thin client PCs)
Waste	<ul style="list-style-type: none"> ■ Diversion of waste to landfill through improved separation and material capture of municipal waste and separate collections for food waste ■ Reduced printing projects
Natural gas	<ul style="list-style-type: none"> ■ Building insulation and upgrades (roof, walls, pipes and windows etc.) ■ Building Management System including boiler replacements, heating protocol changes, steam system replacements
Other heating fuel	<ul style="list-style-type: none"> ■ Replacement fuel boilers (oil to gas or oil to biomass)
Fleet transport	<ul style="list-style-type: none"> ■ Fleet replacement programs ■ Electric vehicle roll outs ■ Reduction in idling time ■ Driver training
Water and sewerage	<ul style="list-style-type: none"> ■ Repairing water leaks and pipe upgrades
Travel	<ul style="list-style-type: none"> ■ Bike to work schemes ■ Increased availability of pool cars and electric vehicle charging points ■ Awareness campaigns and travel policies

Most project savings come from electricity, with waste and natural gas savings also featuring highly. Examples of good practice vary from LED lighting and solar PV, installations of several biomass boilers, implementation of a council wide glass collection scheme, and the introduction of a fleet replacement programme aimed at reducing transport emissions.

Savings through business travel amounted to the lowest number of carbon mitigation projects reported.

It is worth noting that only 17% of projects reported actual savings data, with the vast majority providing estimated savings. Looking in more detail, less than 10% of local authority projects included actual CO₂e savings data. The NHS sector performed best in this respect, with over 50% of projects reported having actual savings data available.

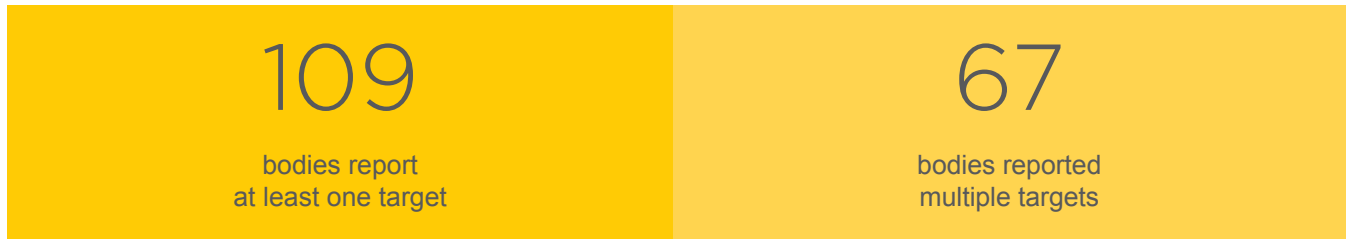
Reporting action on behaviour change

28 bodies (19%) identified one or more projects as having a behaviour change dimension. Of those, only four mentioned behaviour change as part of climate change governance or actions embedded within their organisation although many organisations have identified behaviour change as a key corporate priority.

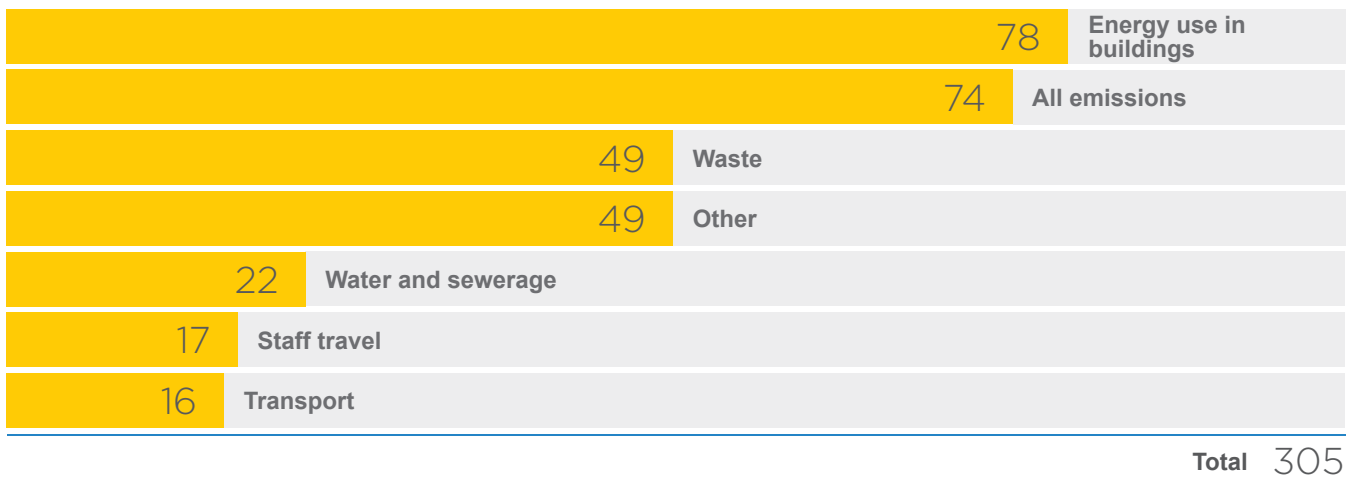
There was very little reference to the ISM Framework, with only one organisation reporting that they implement ISM when undertaking a carbon reduction project. This indicates that either ISM is being under-utilised within the public sector, or that its use is not being fully reported within the Climate Change Reports.

Emission reduction targets

A wide range of targets are being used to drive public sector climate action



Level of target types used within the public sector



75% of targets relate to specific policy areas, with 25% being more general targets to reduce 'all emissions'. Of the 75%, energy use in buildings is most popular, with transport being the area least addressed.

Section 3: Corporate emissions, targets and projects **recommendations**

Improving reported data

- There is a need for continuous improvement on data reporting in line with the GHG Protocol² key principles of: relevance, completeness, consistency, transparency, and accuracy.
- More attention is needed to ensure that emissions are reported accurately by scope.
- Specific work should be taken forward to improve the reporting of biomass, biofuels and renewables.
- The reporting of projects and targets needs to be improved. Capacity in the public sector needs to be developed to undertake better project level carbon assessment and reporting, and to set, monitor and report progress against more consistent and robust targets. Information on targets and projects needs to be better aligned with information on governance and management.

Focused support to address gaps in performance

- There is a need to improve reporting of data on emissions from waste, especially outwith local authorities. This includes the need to gather data specifically on corporate waste.
- More attention needs to be given to transport related emissions. This source of emissions requires more attention both at target, and project level and in ensuring that activity and fuel use data is captured and reported.
- In line with developments internationally, there is a need to develop work to better address Scope 3 emissions, most notably on key aspects such as business travel, supply chain and procurement impacts, etc.

Sharing good practice to build capacity

- More should be done to use the climate change reports to identify examples of good practice and to share these across the network to support learning and improvement. This would include work on:
 - Good quality data reporting
 - Examples of good practice in setting and monitoring targets
 - Integrating consideration of behaviour change and how to report this effectively
 - Project or policy theme examples that can be shared across SSN

Making better use of existing tools

- Some public bodies should be making more use of the tools that have been developed to support reporting and climate action. These include the:
 - SSN guidance on reporting, including related training videos
 - Climate Change Assessment Tool
 - ISM (Individual, Social, Material) Behaviours Framework
 - Carbon Project and Footprint Register Tool
 - Adaptation Scotland's Five Steps to Climate Adaptation guidance

Clearly linking governance and management to projects and targets

- More should be done to improve the setting of corporate emission reduction targets, and to develop and maintain project registers that are adequate for meeting targets.
- More should be done to demonstrate a clearer link between targets and projects and corporate governance and management structures and processes. This should more clearly demonstrate how management and governance arrangements track progress and make decisions based on project delivery and performance information.
- Reports could be improved if organisations communicated more clearly whether they are on track or not to meet their targets, and how they plan to respond if progress is not on track.

²The Greenhouse Gas Protocol. A Corporate Accounting and Reporting Standard (Revised Edition). World Resources Institute and World Business Council for Sustainable Development, March 2004. ISBN 1-56973-568-9

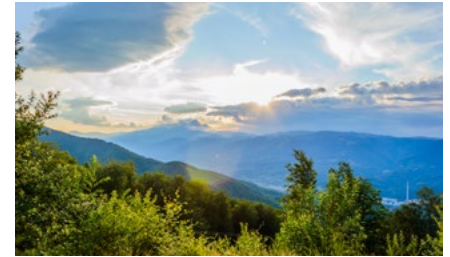
Section 4

Adaptation



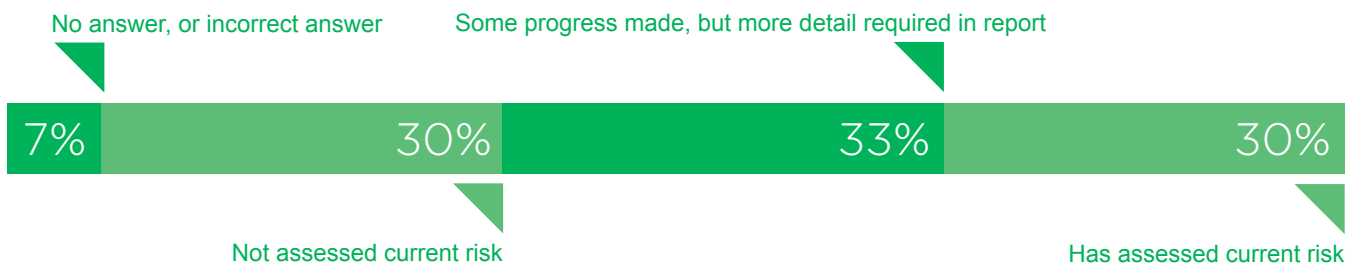
Global climate is changing and this is impacting how we live and work in Scotland. We are already experiencing increases in autumn and winter rainfall, increased heavy rainfall, sea level rise and long term increases in temperatures across all seasons. These changes are impacting all areas of life and will pose an increasing challenge in the future.

Taking early action to assess current and future climate risks and adapt to the impacts of a changing climate will safeguard public sector assets, infrastructure, services, communities and business continuity.



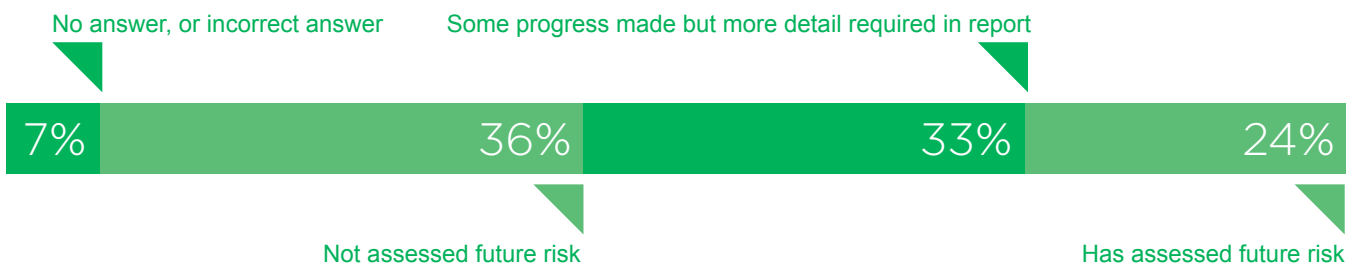
Assessing current climate risks

63% of public bodies have undertaken work to assess current climate risk.



Assessing future climate risks

57% of public bodies report progress in assessing future climate risk.



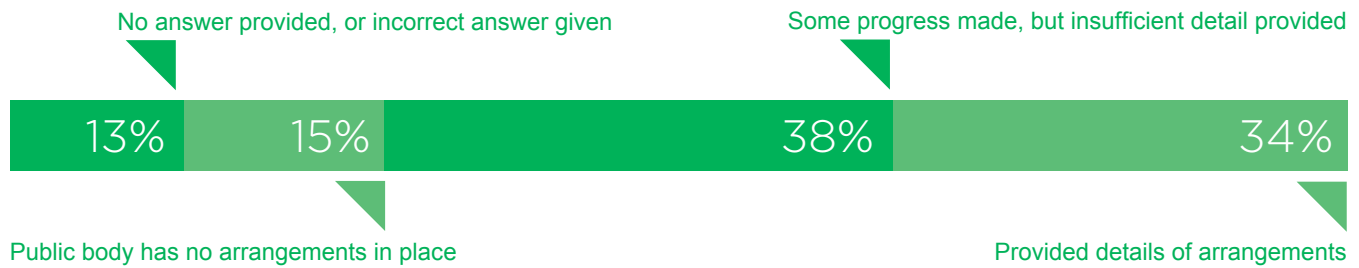
Examples of risk assessments include:

- 15 public bodies have completed a Local Climate Impacts Profile (LCLIP)
- 22 public bodies have conducted further specialist risk assessments, for example Strategic Flood Risk Assessments and Estates Risk Assessments.

The largest number of public bodies that had not assessed current or future climate risks were in the education sector, notably further education colleges.

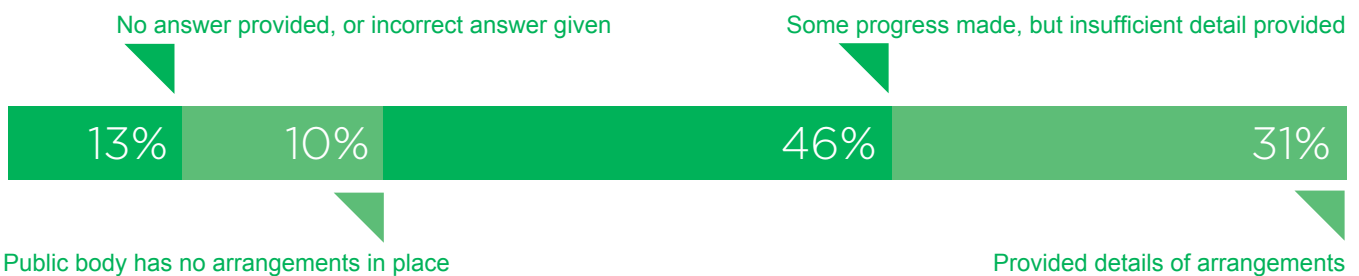
Arrangements for reviewing current and future climate risks

72% of public bodies provided information on arrangements for reviewing their climate risks.



Managing climate-related risks

77% of public bodies are making some progress in putting arrangements in place to manage climate-related risks.



Examples of the type of arrangements detailed include:

- Establishing a risk management committee/board.
- Incorporating adaptation risk into corporate risk registers;.
- Including adaptation within existing climate change strategies or sustainable development action plans.

Adaptation actions reported by public bodies

Public bodies provided the following information on their actions to adapt to climate change, and their efforts to raise awareness of climate change adaptation with staff and the wider community.



There was a wide range of actions detailed within this question including:

- Flood prevention works.
- Treatment of invasive non-native species.
- Soil erosion prevention projects.
- Inclusion of green infrastructure in building design.

More public bodies reported adaptation actions than had reported assessing current and future climate risk. This may infer that, for many, taking action on climate change rather than assessing risk is their focus.

Examples of reported adaptation actions

Fife Council: Woodland Planting

Fife Council have a target to plant a minimum of 10ha of woodland per year for the next 10 years planting a species mix expected to cope and protect against potential future climate change.

University of Strathclyde: John Anderson Campus

The University is developing plans for a range of adaptation solutions as part of a major infrastructure upgrade at the John Anderson Campus as part of the 'Heart of Campus' works.

Skills Development Scotland

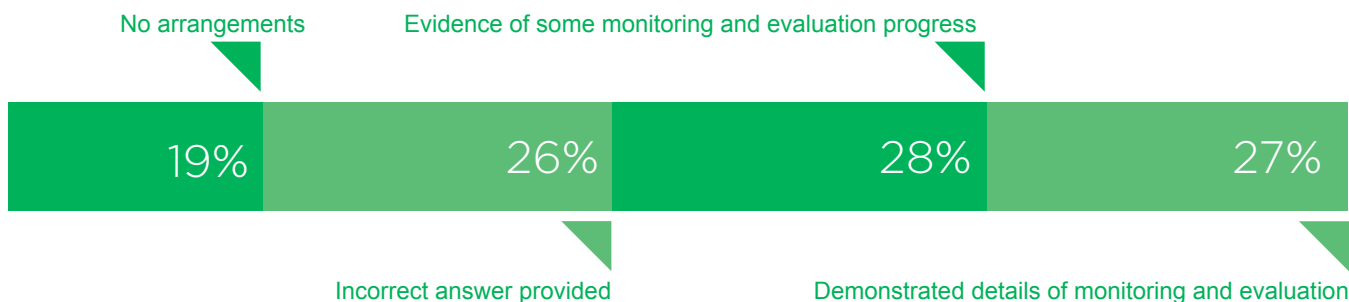
Adverse Weather and Disruption to Transport Policy to explain what to do if you can't get to work and gives advice on alternative working arrangements.

Scottish Fire and Rescue Service

Has procured Flood First Responder PPE pods to be located within 66 community fire and rescue stations with plans to increase to 100 Responder Stations.

The impact of adaptation actions

Based on reported information, public bodies were weaker on monitoring and evaluating the impact of current adaptation actions.



Key insights

- The standard of reporting on adaptation has improved from the 2014/15 submissions, and this should be commended.
- Many of the public bodies that provided an incorrect response provided climate change mitigation details.
- Public bodies are making some progress on putting in place arrangements to manage climate change risks.
- It is encouraging to see the wide range of actions currently underway to manage climate risk in the public sector.
- Seven public bodies not identified as a delivery agency within the Scottish Climate Change Adaptation Programme (SCCAP) included additional information on their progress against SCCAP objectives.
- There are some public bodies that are still in the early stages of addressing adaptation concerns within their organisations.

Section 4: Adaptation recommendations

Improving reported data

- SSN will work with public bodies and enhance guidance documents to improve the standard of information submitted on adaptation actions in Climate Change Reports.
- Further collaboration is required between SSN, Adaptation Scotland, the Scottish Government and the listed accountable public bodies within Scotland's Climate Change Adaptation Programme (SCCAP), to reduce duplication for public bodies who report as part of SCCAP.

Focussed support to address gaps in performance

- SSN and Adaptation Scotland should collaborate to use the information in the reports to better target the public bodies most in need of support. Efforts should be focussed on those bodies who have not assessed current or future climate change risks and are at the earlier stages of climate change adaptation work.

Clearly linking governance and management to projects and targets

- More should be done to improve the setting of corporate adaptation objectives, and to develop project and policy registers that are adequate for meeting objectives.
- More should be done to demonstrate a clearer link between objectives, policies and projects, and corporate governance and management structures and processes. This should more clearly demonstrate how management and governance arrangements of adaptation track progress and make decisions based on performance information.

Section 5

Procurement

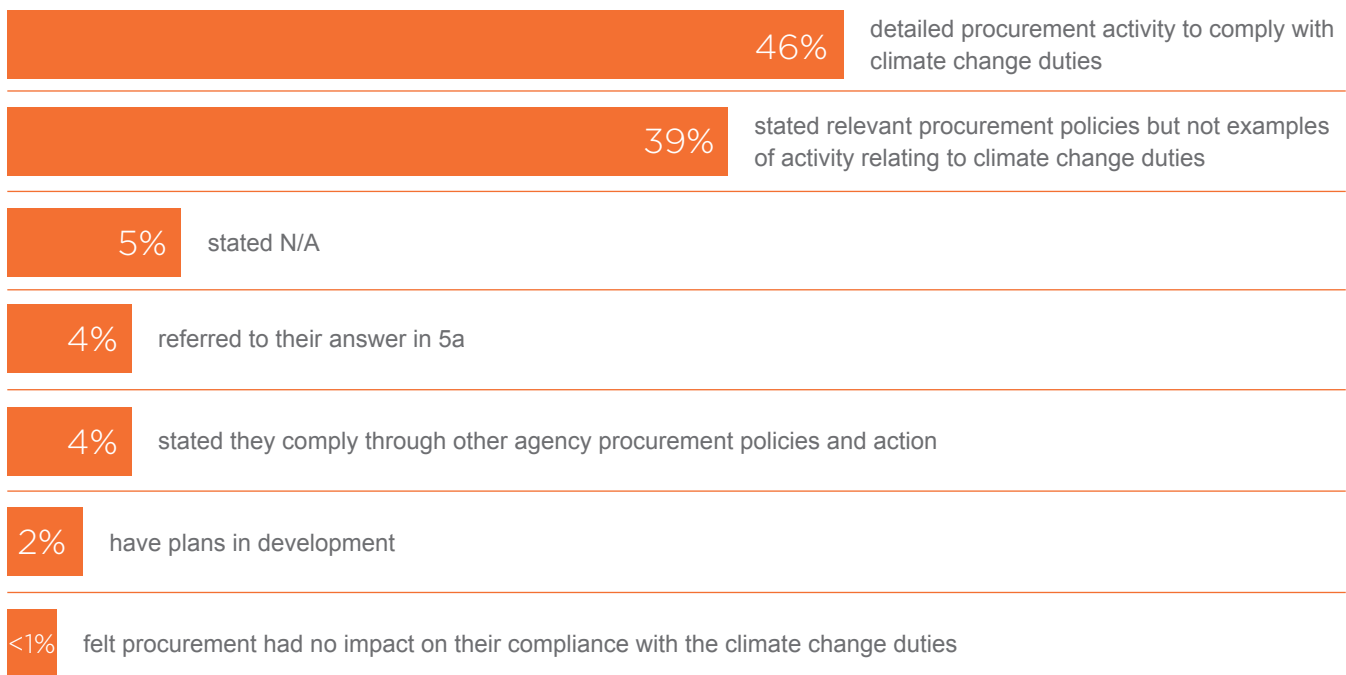
The Scottish public sector spends around £11 billion a year³ on the purchasing of goods and services. Under the Climate Change (Scotland) Act 2009 and the Procurement Reform (Scotland) Act 2014, public sector procurement is expected to contribute to the achievement of Scotland’s climate change targets and support climate change adaptation.

Public bodies with a procurement strategy or policy and information on how these contribute to the climate change duties (% out of 143 responses)



24% of the 104 bodies who have a procurement policy in place specifically reference how these policies have contributed to compliance with the climate change duties.

Public bodies reporting procurement activity that specifically contributes to their climate change duties (%)



³<http://www.gov.scot/Topics/Government/Procurement/10yearsProcurementReformAinslie>.

Examples of Reported Procurement Policies and Actions

West Lothian Council sustainability policies include sustainable building standards for council controlled buildings; corporate procurement – through the provision of contracts for low carbon and renewable energy solutions to support the delivery of council services.

Perth and Kinross Council The Tayside Procurement Consortium Sustainable Procurement Policy was introduced to support the Tayside Councils to broadly comply with their climate change duties.

South Lanarkshire Council e-Invoicing has been introduced in May 2016 to a number of high transactional suppliers who submit over 250 invoices per year, this will reduce paper invoices by approx. 30,000.

Edinburgh Napier University use the APUC draft tender document which includes a question for bidders on compliance with the Climate Change (Scotland) Act 2009.

Inverness College bought seven low carbon vehicles (four Peugeot 308s and three Ford transit minibuses) to replace existing models. It is anticipated that this will save the college £2,310 and 4.3 tonnes CO2 annually.

University of Dundee are part of a large procurement consortia to share resources through re-use of furniture, stationary and other goods. This is operated through the Warpit web portal. In the last 2 years they have saved over £102,000 and over 60 tonnes of carbon.

The National Museums of Scotland Procurement of new chiller plant downsized existing plant by 30% and further reduced running cost.

Procurement of new lighting controls ensures lighting only has to be switched on when required.

Procurement of a ground source heat pump system has enabled two hangers at National Museum of Flight to be heated using geothermal.

City of Glasgow College A food waste station was procured and installed which has resulted in an 80% reduction in food waste by removing water from food content before disposal.

Key insights

- In line with the Procurement Reform (Scotland) Act, many organisations have re-drafted their Procurement Strategies, with 88% of reporting bodies either having a strategy in place, in development or covered by another body.
- The reports contain many examples of sustainable procurement practices, particularly from local authorities and the education sector. These examples provide good quality information on procurement policies and actions that could be shared.
- Further work is needed to articulate how procurement specifically addresses climate change. Few bodies were able to provide specific data examples of how procurement policies or initiatives had contributed to compliance with the climate change duties, especially accounting for the influence of procurement on emissions reduction or climate change adaptation outcomes.

Section 5: Procurement **recommendations**

Improving reported data

- Public bodies should seek to better articulate the specific climate change relevant objectives and impacts of their procurement activities. A more direct link to climate change project registers and project funding would be useful, as would the articulation of how procurement is specifically contributing to the reduction of emissions or adapting to a changing climate.

Focussed support to address gaps in performance

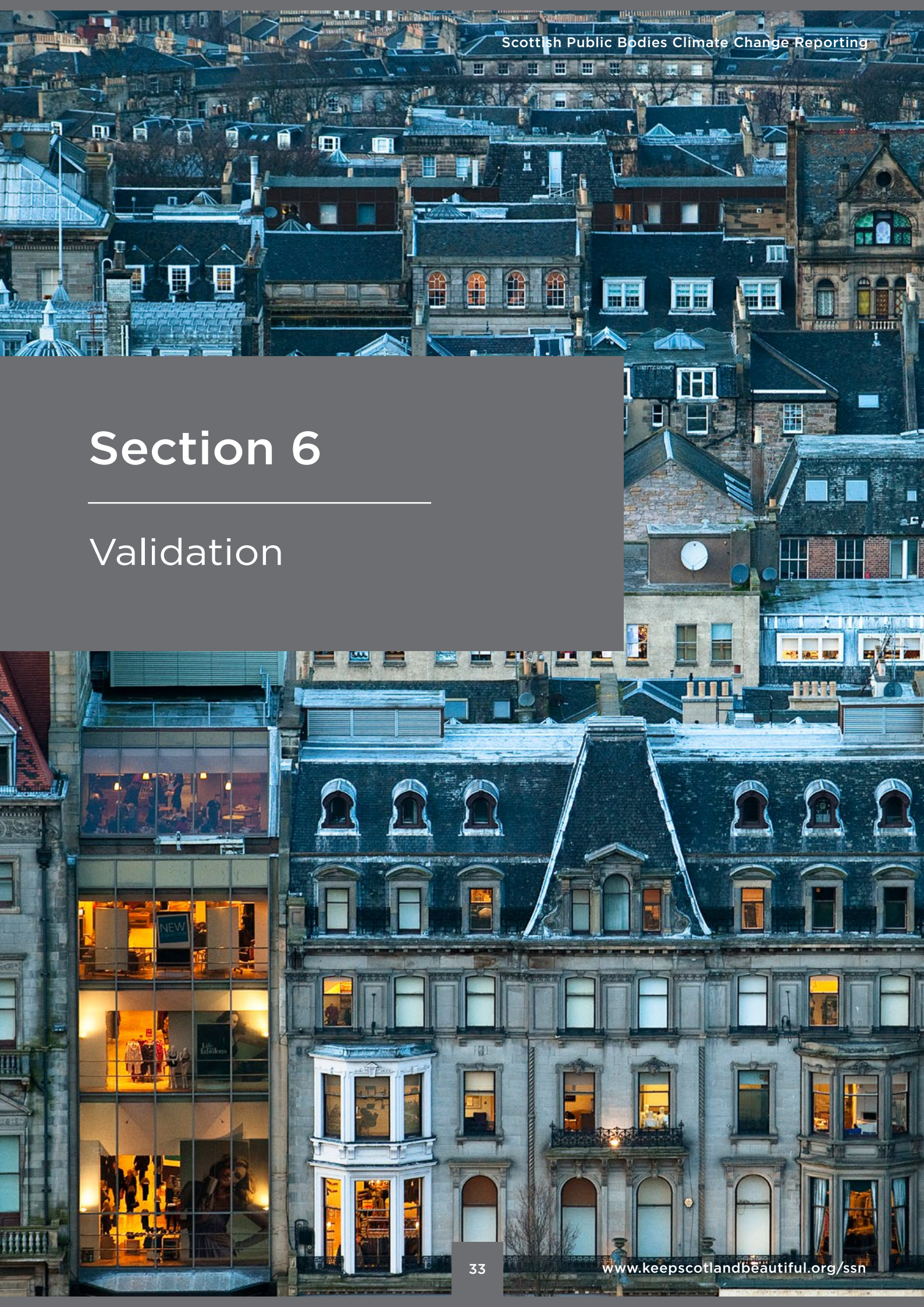
- More is needed to address gaps in understanding, methods and data availability for specifically assessing the climate change implications and opportunities of procurement. This work relates to the need for more support in addressing Scope 3 emissions noted in Section 3 of this report. This will require the gathering of good practice examples and evolving professional standards, the development of guidance and support tools, and support to improve reporting. This will require the collaboration of key stakeholders with expertise in climate change data, public sector climate action, and public procurement.

Sharing good practice to build capacity

- More should be done to promote and enable learning from examples of good procurement practice contained in the climate change reports. Opportunities for collaborative procurement and for mainstreaming innovative procurement examples should be explored, involving all relevant stakeholders from climate change and procurement areas of expertise.

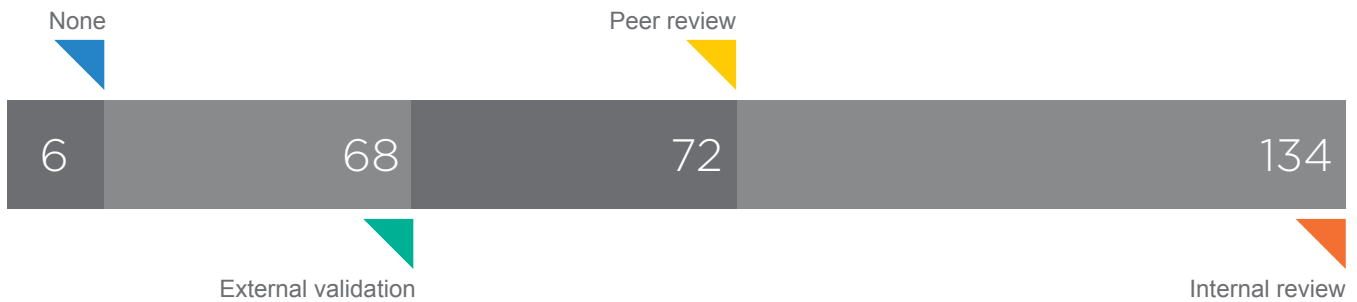
Section 6

Validation



Validation can include internal, peer-to-peer and external review. While acknowledging that the Climate Change Reports cover a wide range of activity, and that some data is already validated through existing statutory processes, public bodies are encouraged to expand the scope of validation of their reports.

Validation processes carried out by public bodies



- Internal validation was high across the public sector, usually involving senior management sign off or approval.
- Out of the 68 bodies, only 5 public bodies noted that they have had their full report externally validated.
- The majority of public bodies had their corporate emissions data validated for other purposes, such as CRC-Energy Efficiency Scheme obligations or as part of ISO accreditation.
- Some bodies reported barriers to undertaking validation. Barriers included lack of resources for internal review and lack of funds available to carry out external validation.

Section 6: Validation **recommendations**

Focussed support to address gaps in performance

- Build up a map of existing external validation which is adequate, and work to develop effective peer to peer and external validation approaches on other areas. Improve the quality and scope of validation across the reports, while avoiding duplication of validation already in place.
- SSN to explore options to provide cost effective support for peer-to-peer external validation support for public bodies.

Sharing good practice to build capacity

- SSN to provide a ‘match making’ service to assist those who do not have a peer review process in place to match with bodies with similar estates / functions.

Section 7

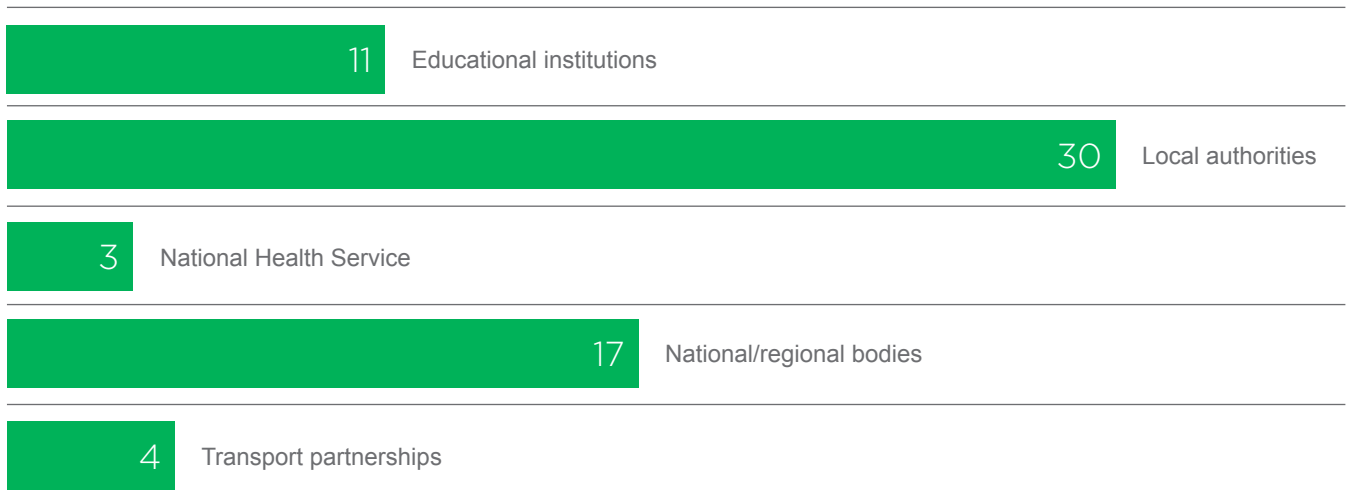
Recommended Reporting: Reporting on Wider Influence

The public sector’s wider influence on climate change

The public sector has a critical wider influence role to play, beyond their own corporate boundaries. This role includes both demonstrating leadership and commitment on climate change action, and enabling and influencing Scotland’s people, organisations and communities to reduce their impact on climate change and to adapt to a changing climate.

The non-mandatory wider influence reporting template was provided to allow public bodies to report a range of activities relevant to Scotland’s action on climate change and sustainable development.

Number and type of public body that completed recommended reporting (65)



Local authority use of DECC/BEIS Emission Datasets (out of 29 reporting organisations)

The Department for Business, Energy & Industrial Strategy (BEIS), formerly Department for Energy and Climate Change (DECC), produce UK local authority and regional estimates of carbon dioxide emissions from 2005 onwards. These estimates are intended as a resource to help those working on local or regional indicators and inventories as part of their efforts to reduce carbon dioxide emissions.

Local authorities can use either the full dataset or subset dataset to set targets and track progress. The full dataset includes all the emissions that occur within the boundaries of each local authority; however, the dataset of emissions within the subset dataset excludes certain emissions that local authorities have considered unable to directly influence e.g. emissions from motorways and large industrial installations.

29 local authorities provided details of the dataset they use for setting emission reduction targets and/or tracking emission reduction progress as follows:



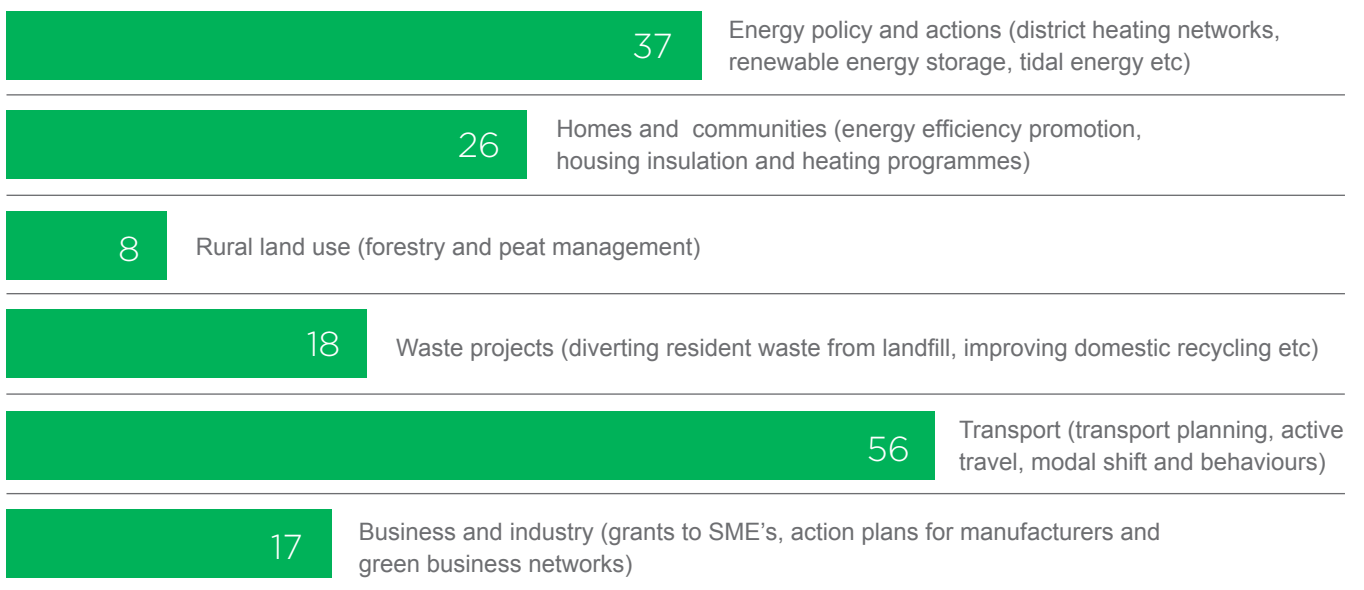
Targets to reduce emissions (total overall emissions of sector)

Public bodies were then asked to provide details on any emission reduction targets. The different sectors had the following number of targets:



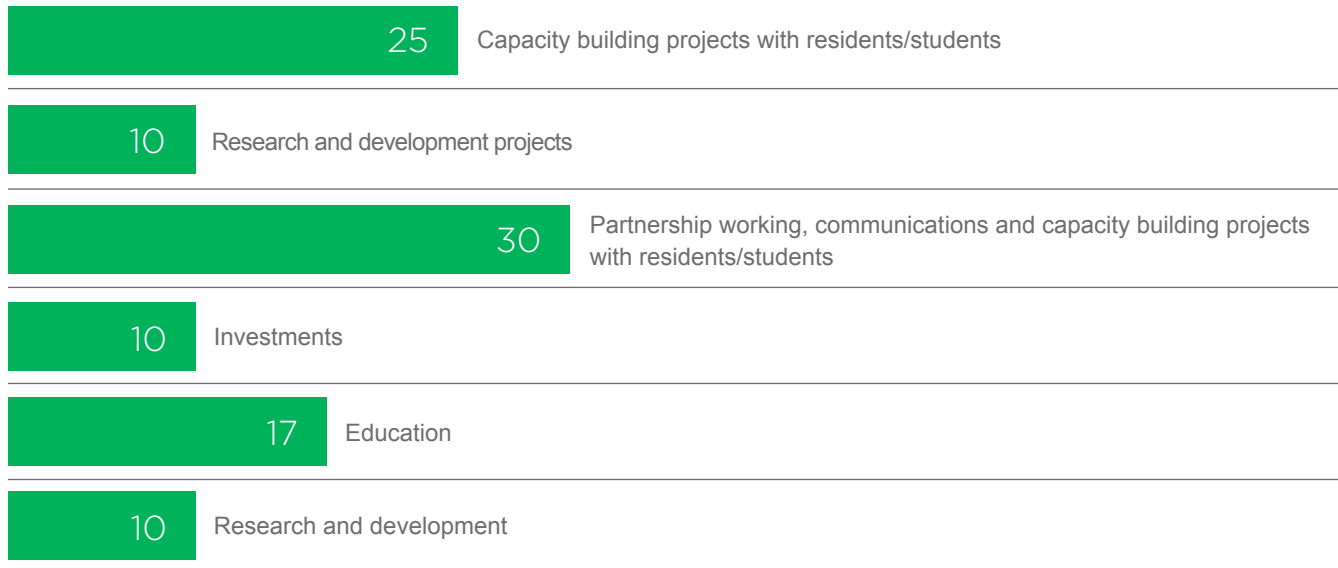
The targets detailed included overall emission targets, specific targets to increase renewable energy capacity or reduce emissions from the energy sector, transport targets to increase active travel, and waste targets to promote household waste reduction and increase recycling rates.

A summary of policies and actions detailed by public sector bodies to meet emission reduction targets



Partnership working, communications and capacity building

Public bodies were asked to provide details on partnership working, communications and capacity building projects. This question is asked to demonstrate links between different public bodies and further work to build capacity with residents/students and the wider community.



Examples of some of the Partnership Working, Communication and Capacity Building projects detailed include:

Inverclyde Council provide energy and climate change lessons in primary schools.

Scottish Borders Council worked with Dundee University, local businesses and the community councils to deliver an extensive programme of community awareness and consultation events in the Scottish Borders were held to increase community awareness of climate change.

Edinburgh College lead a community growing project to supervise food growing with community groups, students and staff.

Aberdeen City Council lead Powering Aberdeen - a Sustainable Energy Action Plan - designed to reduce emissions and find alternative sources of energy across the city. It covers many topics from transport to energy demand management and involves public, private and third sector partner organisations.

Nestrans, Aberdeenshire Council, Aberdeen City Council, NHS Grampian, the James Hutton Institute, the University of Aberdeen, Robert Gordon University and North East Scotland College all work together as part of the North East Scotland Climate Change Partnership.

Scottish Enterprise lead the Scottish Energy Laboratory project to provide a resource to support collaboration and testing of energy technologies.

North Lanarkshire Council support the Phoenix Futures Partnership Project. The project is designed to improve the employability of residents and enhance the network of greenspace and woodland for local communities.

Other notable activity provided in reports

Public bodies were asked to provide further information on relevant projects not included elsewhere in the reporting template.

21	Food and Drink (Food for Life standard, community growing, and local food strategies)
18	Water (water research projects, reducing blockages in drains and sewers, water use campaigns)
56	Biodiversity (habitat restoration, peatland projects, woodland management)
10	Resource Use (donations of furniture to other public bodies and charities, advice to businesses and community to reduce resource use)
5	Procurement

Examples of other notable activity provided in the report

Scottish Canals Canal and North Greenway project to improve green spaces around the Forth and Clyde Canal by creating a local nature reserve and integrating innovative water management solutions.

SNH lead the 4 year EcoCo Life project to enrich and connect wildlife habitats throughout the Central Scotland Green Network, improving the quality of the water environment and providing social and economic benefits throughout the region.

Scottish Environment Protection Agency
12 of their offices have wildflower meadows or semi-natural habitats on their grounds to enrich biodiversity.

Key insights

- It is encouraging that 65 public bodies submitted data on their wider influence, up from 31 in the previous 'trial' year.
- More could be done to support and encourage all Regional Transport Partnerships and National Health Service bodies to report on their wider influence activities.
- Submitted reports contained many blank sections, which suggests the need to simplify and streamline the reporting template.
- Alignment of the wider influence section with the forthcoming Scottish Government Climate Change Plan and related policies will be important.
- Better reporting of wider influence projects could help with the monitoring of Climate Change Plan activity across the public sector.
- There was a high level of biodiversity projects reported, particularly by local authorities.

Section 7: Reporting on wider influence recommendations

Improving reported data

- The structure of the wider influence section should be updated to align with the new Climate Change Plan when published.
- SSN to work with key stakeholders in the Regional Transport Partnerships and National Health Service to increase involvement in reporting wider influence activities.
- SSN to work with biodiversity stakeholders to provide improved guidance and direction on biodiversity reporting.

Focused support to address gaps in performance

- SSN to work with key stakeholders to simplify and streamline wider-influence reporting, and to develop advice and guidance on how public bodies can most efficiently complete the reporting template.
- More guidance and advice should be provided on how best to set targets and report project data so that these provide better quantitative data on emissions reduction and progress towards targets.

Sharing good practice to build capacity

- SSN to collate and promote good practice projects to encourage more public bodies to report their own wider influence activities.

Clearly linking governance and management to projects and targets

- SSN to provide guidance and advice to help simplify the setting and reporting of emission reduction targets
- SSN to work with its Steering Group and partners in the education sector (Environmental Association for Universities and Colleges-Scotland) and the NHS (NHS National Services Scotland) to develop guidance and advice on project-level carbon assessment and reporting.

Recommendations

As part of the continuous improvement of the reporting process, the following recommendations have been proposed. These recommendations have been based on analysis of the submitted reports as well as feedback from SSN members. We look forward to working with key partners and stakeholders in delivering these going forward.

Section 1: Profile of reporting bodies recommendations

Sharing good practice to build capacity

- Drawing on information provided in this section, it would be useful to benchmark performance between bodies of similar size and function, to inform and support the sharing of good practice on reporting and climate action.

Section 2: Governance, management and Strategy recommendations

Focussed support to address gaps in performance

- Direct support and training should be offered to those public bodies who do not have a climate change plan or strategy in place, and who need to embed climate change into governance and management structures.

Sharing good practice to build capacity

- There is a need to share good practice on effective governance, management and strategy, including how this relates to the setting and monitoring of climate change targets and relevant projects. More is needed to promote good practice on climate change decision-making, including how this influences finance and investment decisions on projects to meet climate change targets and objectives.
- SSN to produce a register, logging where each public body currently has a project, plan or policy, and logging what they are planning to work on going forward. This will aid the sharing of best practice and resources.

Making better use of existing tools

- Public bodies should make more use of the CCAT Tool to assess their performance and to identify improvement objectives.
- Public bodies should make better use of the ISM framework¹ to help integrate climate change into governance and management structures and drive more coordinated action on climate change.

Clearly linking governance and management to projects and targets

- Many reports would be improved by providing clarity on how governance, management and strategy relates to the setting and monitoring of targets and objectives.
- Reports should aim to explain how governance, management and strategy tracks progress and influences decisions-making to keep projects and initiatives on-track to meet targets and objectives, including how finance and investment decisions are taken to maintain action on climate change.

Section 3: Corporate emissions, targets and projects **recommendations**

Improving reported data

- There is a need for continuous improvement on data reporting in line with the GHG Protocol key principles of: relevance, completeness, consistency, transparency, and accuracy.
- More attention is needed to ensure that emissions are reported accurately by scope.
- Specific work should be taken forward to improve the reporting of biomass, biofuels and renewables.
- The reporting of projects and targets needs to be improved. Capacity in the public sector needs to be developed to undertake better project level carbon assessment and reporting, and to set, monitor and report progress against more consistent and robust targets. Information on targets and projects needs to be better aligned with information on governance and management.

Focussed support to address gaps in performance

- There is a need to improve reporting of data on emissions from waste, especially outwith local authorities. This includes the need to gather data specifically on corporate waste.
- More attention needs to be given to transport related emissions. This source of emissions requires more attention both at target, and project level and in ensuring that activity and fuel use data is captured and reported.
- In line with developments internationally, there is a need to develop work to better address Scope 3 emissions, most notably on key aspects such as business travel, supply chain and procurement impacts, etc.

Sharing good practice to build capacity

- More should be done to use the climate change reports to identify examples of good practice and to share these across the network to support learning and improvement. This would include work on:
 - Good quality data reporting
 - Examples of good practice in setting and monitoring targets
 - Integrating consideration of behaviour change and how to report this effectively
 - Project or policy theme examples that can be shared across SSN

Making better use of existing tools

- Some public bodies should be making more use of the tools that have been developed to support reporting and climate action. These include the:
 - SSN guidance on reporting, including related training videos
 - Climate Change Assessment Tool
 - ISM (Individual, Social, Material) Behaviours Framework
 - Carbon Project and Footprint Register Tool
 - Adaptation Scotland's Five Steps to Climate Adaptation guidance

Clearly linking governance and management to projects and targets

- More should be done to improve the setting of corporate emission reduction targets, and to develop and maintain project registers that are adequate for meeting targets.
- More should be done to demonstrate a clearer link between targets and projects and corporate governance and management structures and processes. This should more clearly demonstrate how management and governance arrangements track progress and make decisions based on project delivery and performance information.
- Reports could be improved if organisations communicated more clearly whether they are on track or not to meet their targets, and how they plan to respond if progress is not on track.

Section 4: Adaptation recommendations

Improving reported data

- SSN will work with public bodies and enhance guidance documents to improve the standard of information submitted on adaptation actions in Climate Change Reports.
- Further collaboration is required between SSN, Adaptation Scotland, the Scottish Government and the listed accountable public bodies within Scotland's Climate Change Adaptation Programme (SCCAP), to reduce duplication for public bodies who report as part of SCCAP.

Focused support to address gaps in performance

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Section 5: Procurement recommendations

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- Public bodies should seek to better articulate the specific climate change relevant objectives and impacts of their procurement activities. A more direct link to climate change project registers and project funding would be useful, as would the articulation of how procurement is specifically contributing to the reduction of emissions or adapting to a changing climate.

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Sharing good practice to build capacity

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Section 6: Validation recommendations

Focused Support to Address Gaps in Performance

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Sharing Good Practice to Build Capacity

- SSN to provide a 'match making' service to assist those who do not have a peer review process in place to match with bodies with similar estates / functions.

Section 7: Reporting on wider influence recommendations

Improving reported data

- The structure of the wider influence section should be updated to align with the new Climate Change Plan when published.
- SSN to work with key stakeholders in the Regional Transport partnerships and National Health Service to increase involvement in reporting wider influence activities.
- SSN to work with biodiversity stakeholders to provide improved guidance and direction on biodiversity reporting.

Focused support to address gaps in performance

- SSN to work with key stakeholders to simplify and streamline wider-influence reporting, and to develop advice and guidance on how public bodies can most efficiently complete the reporting template.
- More guidance and advice should be provided on how best to set targets and report project data so that these provide better quantitative data on emissions reduction and progress towards targets.

Sharing good practice to build capacity

- SSN to collate and promote good practice projects to encourage more public bodies to report their own wider influence activities.

Clearly linking governance and management to projects and targets

- SSN to provide guidance and advice to help simplify the setting and reporting of emission reduction targets
- SSN to work with its Steering Group and partners in the education sector (Environmental Association for Universities and Colleges-Scotland) and the NHS (NHS National Services Scotland) to develop guidance and advice on project-level carbon assessment and reporting.



Keep Scotland Beautiful is the charity that enables action on sustainable development by working with organisations and communities to change behaviour to reduce carbon emissions and environmental impact. It's part of our work to make Scotland clean, green and more sustainable.



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