

Public Bodies Climate Change Duties 2017 Report: POPULATED EXAMPLES

SSN has compiled these example answers using content from the 2015-16 submitted reports. A range of public bodies' reports have been used and content has been anonymised as far as possible.



RECOMMENDED – WIDER INFLUENCE

EXAMPLE 1 - LOCAL AUTHORITY

Q1 Historic Emissions

Select the default target dataset

Full

Table 1a															
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments	
Full	DECC Sectors	Total Emissions	1241.8	1245.33	1223.8	1223.2	1095.8	1194.5	1071.2	1134.2	1090.4	940.42	ktCO2		
		Industry and Commercial	559.66	567.9	541.38	543.29	468.25	542.73	471.68	513.31	478.51	386	ktCO2		
		Domestic	436.21	431.7	429.45	433.62	387.24	412.51	364.77	391.07	385	323.1	ktCO2		
		Transport total	245.95	245.73	252.92	246.3	240.35	239.24	234.77	229.86	226.93	231.31	ktCO2		
		Per Capita	7.53	7.45	7.22	7.14	6.33	6.86	6.11	6.44	6.19	5.31	ICO2		
Other Sectors	Waste	LULUCF Net Emissions											ICO2e		
		Other (specify in 'Comments')												ktCO2	

Table 1b														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
Full	DECC Sectors	Total Emissions	1423.1	1422.6		1404.14	1397.2	1264.3	1361.3	1234.9	1297.5	1256.4	1099.8	ktCO2
		Industry and Commercial	568.46	576.34		550.72	551.28	476.29	550.35	479.69	520.27	487.21	389.86	ktCO2
		Domestic	436.21	431.7		429.45	433.62	387.24	412.51	364.77	391.07	385	323.1	ktCO2
		Transport total	418.45	414.54		423.97	412.27	400.78	398.46	390.44	386.16	384.16	386.87	ktCO2
		Per Capita	8.85	8.71		8.47	8.32	7.46	7.96	7.17	7.49	7.24	6.31	ICO2
Other Sectors	Waste	LULUCF Net Emissions	36.46	33.35		31.27	28.92	27.16	24.89	22.24	20.9	19.32	17.82	ktCO2
		Other (specify in 'Comments')												

Q2a – Targets

Please detail your wider influence targets

Sector	Action Type	Description	Type of Target (units)	Baseline	Start year	Target	Target / Saving in latest year measured	Latest	Comments
Overall Reduction Target	Other (please specify in comments)	Tonnes of CO2 emissions per capita for the District (% reduction)	Per capita (TCO2/per)		8.4 2010		2 2020	12.5 2014	

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

Public Body X's vision for tackling climate change, set out within our Climate Change Strategy, is - "A resource efficient, low carbon organisation working in partnership with and supporting the community to mitigate the worst effects of climate change and create a resilient and more sustainable future.

Outcome 2 of the Climate Change Strategy is "A Resource Wide Region". The organisation's aim is to continue to monitor emissions across the Region and work with partners and local communities to implement a range of measures which promote the efficient use of energy and water and waste minimisation.

Q3) Policies and Actions to Reduce Emissions

Sector	Action Type	Description	Start year for policy /	Year that the policy / action will be fully	Annual CO2	Latest Year measured	Saving in latest	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and	Please give further details of this behaviour / change activity	Value of	Ongoing Costs (£/ year)	Primary Funding Source for	Accountable body	Comments
Transport	Travel Plans	Active Travel Plan 2016-21 - contains an action to promote adoption of school travel plans by all schools in the Region. Related actions to encourage schools (primary and secondary) to become Cycle Friendly Schools - baseline 0 early 2015, 6 in early 2016. Increase number of children receiving Bikeability Level 2 training.	2017	2022				In Implementation	Number of schools with a school travel plan in place. Number of cycle friendly schools. Aiming for 100% uptake in Bikeability Levels 1 and 2 at primary school level.	Enabling	Yes-ISM	ISM work with a high school group of pupils and teachers was carried out in the development of the Active Travel Plan and linked to a broader project on behaviour change (Green Impact).			Only staff time required to develop travel plans - actions within them may require budget which is sourced as and when possible (e.g. Sustrans and council funding for new cycle or scooter parking). Funding of Health Improvement Team; Transport Scotland funding of Smarter Choices Smarter Places programme; Cycling Scotland funding for cycle friendly community and school work.	Schools	A key challenge is lack of post dedicated to school travel planning activity within the region.

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Transport	Modal Shift - Private Vehicle to Active Travel (Cycling/Walking)	Provide cycle training to adults; providing bike lending libraries within communities to overcome barrier of no access to a bike; improve information on sustainable travel; build community capacity on community mapping to increase awareness of smarter travel opportunities.	2016	2022						Qualitative - progress recorded on an annual basis.	Direct	Yes-ISM	Engagement using ISM approach recorded in Active Travel Plan (link)			Funding of council Health Improvement Team; Transport Scotland funding of Smarter Choices Smarter Places programme; Cycling Scotland funding for cycle friendly community and school work.	The orga and com part
Transport	Transport Planning	Delivery of Active Travel Plan for the region, 2016-21 - approved and adopted by Executive in April 2016. Planning guidance associated with the organisation's Proposed Local Development Plan (link)								Delivery of strategic and local walking and cycling infrastructure as per prioritisation framework within plan.	Direct	Yes-ISM	ISM work with a high school group of pupils and teachers was carried out in the development of the Active Travel Plan and linked to a broader project on behaviour change (Green Impact).			Cycling Walking Safer Streets grant allocation from Transport Scotland; Transport Scotland's Community Links programme; other funding as and when it becomes available e.g. linked to open space, green networks.	Roads authority.

Please provide any detail on data sources or limitations relating to the information provided in Table 3
 Data and evidence provided within the Active Travel Plan- available online

Q4) Partnership Working, Communication and Capacity Building.									
Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.									
Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Communications	Encouraging active travel	Behaviour Change	Lead		Suppliers and contractors of e.g mapping	NHS X, educational institutions	Community Councils, Community Development Trusts, community groups	Maps, social media postings, online information on route planners etc.	
Education	Raising awareness of climate change issues in local religious organisations	Awareness Raising	Lead		N/A	N/A	Local churches, Interfaith Scotland	Faith group members reported that they were more informed of climate change issues and local initiatives where they could learn more from	The Faith Group (supported by CPP team) took part in Interfaith Scotland's interfaith week in November 2015 - the theme was 'Care for the Environment'. Members received a presentation on the impact of climate change, heard from a local church project to replace inefficient lighting with LED technology and learnt about the Climate Challenge Fund.
Communications	Earth Hour	Partnership working of climate change or sustainability	Lead		Chamber of Commerce	There are 11 public partners on the CPP	Voluntary Sector Gateway, Youth Congress	All CPP partners were informed of Earth Hour and were encouraged to participate.	CPP team continues to help promote Earth Hour to all partners

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Partnership Working	Shared services (data centre)	Partnership working of climate change or sustainability	Supporting			X College		Reduced emissions for X College	X College share a data centre with the council where all their service hardware is now located. The council's data centre is modern and purpose built and therefore energy efficient. The cost of heating and cooling their original data centre was high because of the age and construction of the building. The shared arrangement has therefore reduced the College's CO2 emissions
Partnership Working	Shared services (premises)	Partnership working of climate change or sustainability	Supporting			Public Body Y		Reduced energy consumption/emissions through sharing premises and reducing road journeys.	Public Body Y shares premises with the council, therefore in principle make energy/emissions reductions in sharing 1 premises as opposed to having individual ones; also reduce road journeys (exhaust emissions) by not having to travel around the region to meet partners. Preventative preventative work in the Safer Communities partnership group reduces incidents therefore reduces road journeys (exhaust emissions) by blue light services. Over the last 3 years there have been a few council led climate change initiatives that partners have been involved in (increase in physical activity (walk don't drive, turn off PCs at night etc)

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EXAMPLE 2 - NON LOCAL AUTHORITY

Q1 Historic Emissions
 Select the default target dataset
 N/A

Table 1a															
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments	
	DECC													Not known	
	Other Sectors													Not known	

Q2a – Targets
 Please detail your wider influence targets

Sector	Action Type	Description	Type of Target (units)	Baseline	Start year	Target	Target /	Saving in latest year measured	Latest	Comments
										Not yet determined

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate

Q3) Policies and Actions to Reduce Emissions

Sector	Action Type	Description	Start year for policy /	Year that the policy / action will be fully	Annual CO2	Latest Year measured	Saving in latest	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and	Please give further details of this behaviour change activity	Value of	Ongoing Costs (£/ year)	Primary Funding Source for	Accountable body	Comments

Please provide any detail on data sources or limitations relating to the information provided in Table 3

Q4) Partnership Working, Communication and Capacity Building.
 Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Education	Delivery of sociology courses	Learning/Training	Lead						Delivery of Sociology Courses
Capacity Building (ie. staff training and development initiatives around climate change)	Staff training and development initiatives around climate change	Skills/Capacity Building	Participant	EAUC		Universities & Colleges; SFC		Training / Development / Benchmarking	
Other	Encouraging sustainable transport	Behaviour Change	Participant	Transform Scotland	Various	Various	Various	Sustainable Transport R&D; Publicity & Communication	
Other	Improving public transport to support increased use of sustainable travel	Awareness Raising	Participant	Community Rail Partnership	Company 1	Council Y	Various	Public Transport Improvements	
Other	Active travel scheme	Behaviour Change	Lead				Cycling Scotland	Cycle Hire Scheme / Active Travel Coordinator	
Other	Car sharing programme	Behaviour Change	Participant	Enterprise Car Club				Car Club	Unknown
Other	Information sharing	Partnership working of climate change or sustainability	Participant	Council Z		ESDP, various HE/Fe partners within local area.	Various	Contribute to annual and other reports	
Partnership Working	Promotion of sustainability activities	Learning/Training	Participant	Council Y				Promotion of Sustainability activities related to John Muir Legacy	

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EXAMPLE 3 - LOCAL AUTHORITY

Q1 Historic Emissions
Select the default target dataset
Subset

Table 1a	Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments	
Subset	DECC	Sectors	Total Emissions	1769.3	1720.12	1677.2	1692.7	1524.5	1588.3	1486.7	1575.9	1504.2	1339.4	ktCO2		
			Industry and Commercial	818.15	758.33	736.31	758.87	671.56	706.32	676.75	728.75	680.93	593.83	ktCO2		
			Domestic	590.36	590.56	576.14	581.35	520.24	553.04	488.73	527.59	506.22	424.16	ktCO2		
			Transport total	360.79	371.23	364.74	352.49	332.73	328.92	321.23	319.57	317.06	321.4	ktCO2		
			Per Capita	8.48		8.21	7.89	7.91	7.02	7.23	6.68	7.01	6.62	5.85	tCO2e	
	Other Sectors	Waste									17676	17115	17110	tCO2e	Domestic waste to landfill 2012 = 60,988 tonnes 2013 = 59,051 tonnes 2014 = 59,034 tonnes Data from: http://www.environment.scotland.gov.uk/get-interactive/data/household-waste/ Defra/DECC Emissions factors used for 2012, 2013 and 2014: Municipal waste to landfill = 283.83 KgCO2e/ton Emission factors from: https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting	
			LULUCF Net Emissions											ktCO2		
			Other (specify in 'Comments')								88.55	87.81	95.45	tCO2e	Domestic waste organics recycled 2012 = 14,591 tonnes 2013 = 14,469 tonnes 2014 = 15,909 tonnes	
			Other (specify in 'Comments')								454.67	430.23	437.49	tCO2e	Domestic waste recycled 2012 = 21,651 tonnes 2013 = 20,487 tonnes 2014 = 20,833 tonnes	
			Other (specify in 'Comments')								0.14	0.58	0.2	tCO2e	Domestic waste recovered by co-incineration 2012 = 12 tonnes 2013 = 24 tonnes 2014 = 14 tonnes	
			Other (specify in 'Comments')									1.79	7.14	tCO2e	Domestic waste disposed of by incineration 2012 = 0 tonnes 2013 = 85 tonnes 2014 = 340 tonnes	
			Other (specify in 'Comments')													

Table 1b	Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
Subset	DECC	Sectors	Total Emissions	1804.4	1814.1		1758.11	1762.4	1588.1	1660.5	1558.3	1647	1578.5	1414	ktCO2
			Industry and Commercial	851.39	850.54		815.33	826.62	733.21	776.55	746.43	797.93	753.26	666.43	ktCO2
			Domestic	590.36	590.56		576.14	581.35	520.24	553.04	488.73	527.59	506.22	424.16	ktCO2
			Transport total	362.59	373.02		366.64	354.41	334.67	330.87	323.15	321.49	318.98	323.36	ktCO2
			Per Capita	8.66	8.66		8.28	8.23	7.31	7.54	6.99	7.3	6.93	6.15	tCO2e
	Other Sectors	Waste												tCO2e	
			LULUCF Net Emissions	3.56	1.95		0.69	-0.6	-1.61	-2.83	-4.08	-4.79	-5.44	-6.08	ktCO2
			Other (specify in 'Comments')												

Q2a - Targets

Please detail your wider influence targets										
Sector	Action Type	Description	Type of Target (units)	Baseline	Start year	Target	Target / Saving in latest year measured	Latest	Comments	
Energy	Other (please specify in comments)	Sustainable Energy Action Plan - Signatory of the Covenant of Mayors	Percentage Emissions (%)	1832494	2005	50	2030			
Energy	Other (please specify in comments)	Sustainable Energy Action Plan - Signatory of the Covenant of Mayors	Percentage Emissions (%)	1832494	2005	31	2020		Interim target	
All Sectors	Masterplanning	Strategic development Plan	Other (specify in Comments)					2020	All new buildings to be carbon neutral by 2020.	
All Sectors	Masterplanning	Strategic Development Plan	Other (specify in Comments)					2020	For the equivalent of the city region's electricity needs to be met from renewable energy.	
Waste and Resource Efficiency	Enhanced recycling	60% of households waste to be recycled by 2020						2020		

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Waste and Resource Efficiency	Enhanced recycling	56% of household waste to be recycled through source separation by 2025								2025								
Waste and Resource Efficiency	Enhanced recycling	Introduce an organic waste collection for all households by 2016								2016		2016						
Waste and Resource Efficiency	Enhanced recycling	No more than 5% of household waste should be landfilled by 2025.																

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate
 The Sustainable Energy Action Plan (SEAP) has been approved in May 2016. In 2015/2016 a SEAP Programme Manager was recruited to progress with the implementation/development of the Plan and an Emissions Accountant was hired to help progress the plan.
 Information on the SEAP is available online.

Q3) Policies and Actions to Reduce Emissions																		
Sector	Action Type	Description	Start year for policy /	Year that the policy /	Annual	Latest Year	Saving in	Status	Metric / indicators for monitoring progress	Delivery Role	During project /	Please give further details of this behaviour	Value	Ongoing Costs (£/	Primary Funding	Accountable	Comments	
			action will be fully	CO2	measured	latest					policy design and	change activity	of	year)	Source for	body		
Energy	Combined Heat Power	X Heat and Power was established in 2002 providing Combined Heat and Power. Covering 33 blocks flats and 13 public buildings. Further works in progress to connect more public buildings and housing estate properties as multistoreys.	2002							Indirect	No					X Heat and Power	Link	
Transport	Decarbonising Private Vehicles	Network of electric vehicle charging points.	2012			2016		In Implementation	Number of electric vehicle charging points installed. Increased charging points for electric vehicles from 58 in 2014/2015 to 62 in 2015/2016 with additional 4 charging points.	Direct	No				Company 1, Company 2, Company 3	X City Council	Link	
Transport	Decarbonising Private Vehicles	Expansion of Co-Wheels car club - network with more vehicles available, more low carbon vehicles available to public.	2012			2015		In Implementation	Additional 9 vehicles added during the reporting year 2015/2016 (38 vehicles) compare to 2014/2015 (29 vehicles). Additional 400 members signed in the Co-wheels Car Club during reporting year 2015/2016 (1300 members) compare to 2014/2015 (900 members). Number of members of Co-wheels Car Club Increase in number of members signed Co-wheels Car Club = 400 members (In 2014/2015 900 members of the public signed in Co-wheels car Club, 2015/2016 1300 members of public signed in Co-wheels car Club)	Indirect	No				X Council, Company 1, Company 2		Link	
Transport	Decarbonising Public Transport	Fleet of 10 x hydrogen buses and hydrogen refuelling station.	2013						Work is currently underway to determine the emissions savings from the Hydrogen Buses through one of the partners in the project. Element Energy is working on a report which analysis the estimated emissions savings throughout the lifetime of the project. The report should be available by the end of 2016.		No		2E+07		Public-Private sector		Link	

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Waste and Resource Efficiency	Enhanced recycling	Domestic food waste for flats project Provision of communal food waste service to householders living in flats/tenemental properties. The project started in 2013 and is still ongoing.	2013	2017	2015	462	In Implementation	Food waste service has been provided to flats/tenemental properties starting in 2013 covering around 17000 properties in 2013, nearly 8900 properties in 2014 and just over 8300 in 2015. Food waste is collected separately from other waste streams. With the weight information and the emission factors available from Defra/DECC both for food waste sent to landfill and food waste composted it is possible to calculate how many ton of CO2 equivalent is saved with the implementation of the project. Calculation as per follow: 2013 = 85.1 tonnes x (570-6) KgCO2e/ton = 48 tCO2 saved 2014 = 398.3 tonnes x (570-6) KgCO2e/ton = 225 tCO2 saved 2015 = 643.4 tonnes x (723-6) KgCO2e/ton = 462 tCO2 saved	Direct	No				X Council and Company 1 Company 1 funding = £1,429,517 over the length of the project		
Waste and Resource Efficiency	Enhanced recycling	Domestic communal mixed recycling service for flats Provision of communal mixed recycling service to householders living in flats/tenemental properties. The project started in 2016 and is still outgoing.	2016	2018	2016		In Implementation	Mixed recycling coming from flats/tenemental properties is not collected separately from other recycling service ad for this reason it is difficult to provide figures on CO2 emissions saved with the implementation of this specific project. The CO2 saving should be visible with the increase of the recycled tonnage and with the increase of overall recycling rate.	Direct	No						Link
Waste and Resource Efficiency	Reuse	In April 2015 a reuse facility was opened. The location was chosen to site the reuse facility as it accommodates a full range of recycling facilities and is one of our busiest sites with a 70% diversion rate. The reuse facility is a partnership between three organisations. The facility will be operated by one of the organisations and the charity collects the items to sell on to the public. The targeted items are household furniture, sports equipment and bicycles and has been expanded to collect further items such as household bric-a-brac, DIY equipment and toys among many other materials and any items that are unsuitable, will continue to be recycled.	2015	2016	2015	19	Complete	Total tonnes of material diverted from recycling and reused 2015/2016 = 6.45 tonnes (CD/DVD, textiles, books, small WEEE, Bicycle) tCO2e saved from material diverted from recycling = Tonnes of material diverted from recycling and reused x emission factor for material recycled = 6.45 tonnes x 21 kgCO2e/ton waste = 135.35 kg CO2e saved = 0.14 tCO2e saved Total tonnes of material diverted from landfill and reused 2015/2016 = 41.25 tonnes (Furniture, Sport Equipment, DIY/Garden, Bric-a-brac, toys and nursery, musical instruments, health care equipment, flooring, others) tCO2e saved from material diverted from landfill = Tonnes of material diverted from recycling and reused x emission factor for material sent to landfill = 41.25 tonnes x 459 kgCO2e/ton waste = 18931.46 kg CO2e saved = 18.93 tCO2e saved Total tCO2 saved with the implementation of the project for 2015/2016 = 0.14 tCO2 saved + 18.93 tCO2 saved = 19.07 tCO2 saved	Direct	No	The reuse facility provides an opportunity to divert more materials and resources from landfill as there is no equivalent re use project operating in the region. Each year we are endeavouring to achieve a 10% increase based in year one figures for the materials recovered and reused. So far over a staggering 67 tonnes of valuable materials has been diverted from landfill since the project began. Furniture accounts for almost half this amount with over 33 tonnes reused			Funding of £25,600 from Zero Waste Scotland was obtained for the purchase of two storage containers of around 36m3 capacity which will allow the safe, secure acceptance and storage of reuse items. In addition the funding paid for the costs of signage and associated marketing campaign to publicise the service.	Link	

Please provide any detail on data sources or limitations relating to the information provided in Table 3

Q4) Partnership Working, Communication and Capacity Building.									
Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	Sustainable Energy Action Plan	Partnership working of climate change or sustainability	Lead		There are many private partners including X, Y, Z etc	There are many public partners including X, Y, Z etc	There are a number of third sector partners including X, Y, Z	Sustainable Energy Action Plan	Link

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Partnership Working	Over-arching strategy for the Region to ensure transboundary issues are considered. Compliance with legislation, alleviation of fuel poverty, fuel security, job creation, revenue savings, corporate reputation enhancement, attraction of investment, global recognition, diversification of the economy alongside many other benefits.	Partnership working of climate change or sustainability	Supporting	X Council	There are many private partners including X, Y, Z etc	There are many public partners including X, Y, Z etc	There are a number of third sector partners including X, Y, Z	Sustainable Energy Action Plan	
Partnership Working	Share best practice and develop collaborative projects	Partnership working of climate change or sustainability	Lead		Members attend from all sectors. Details can be found at (link)	Members attend from all sectors. Details can be found at (link)	Members attend from all sectors. Details can be found at (link)	Climate Change Partnership network	Link
Communications	Raise profile of climate change and encourage citizens to be involved	Intra organisational communications	Lead		X Institute, University of X, Company 1, Company 2			Earth Hour	Link
Communications	Recognise sustainable initiative of organisations and individuals	Multi organisation Communications	Lead			Schools and community, businesses organisations across the City.		EcoCity Awards	Link
Capacity Building (ie. staff training and development initiatives)	Internal comms with participation within new managers induction and Aspire programmes. A core behaviour indicator has also been developed and consideration of environmental matters has/is being incorporated within project management documentation	Learning/Training	Lead					"New managers induction Aspire programme Project management templates"	
Partnership Working	Protect and improve the waters of the River Catchment	Partnership working of climate change or sustainability	Supporting	ABC Partnership	X Board, X Union	X Council, X Authority, X Commission, X Institute, X College, X Agency, Scottish Catchment Partnership	Organisation 1, X Board	Catchment Management Plan	Link
Partnership Working	Look at Natural Flood Management to provide an extra level of protection to deal with urban creep and climate change	Partnership working of climate change or sustainability	Participant	Organisation 1	X Council			Natural Flood Management	
Communications	Share info and best practice on mitigation and adaptation actions in the region	Multi organisation Communications	Lead	Organisation 1	Organisation 1, Organisation 2	Multiple organisations		Climate Newsletter	Link

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Partnership Working	Preserve and protect biodiversity, taking future threat of climate change into consideration.	Partnership working of climate change or sustainability	Participant	ABC Partnership		Representatives drawn from a range of organisations including local authorities, conservation, environmental and research organisations, statutory agencies and local businesses and individuals		*Protect and enhance local biodiversity through the delivery of a Local Biodiversity Action Plan (LBAP).	Link
Capacity Building (ie. staff training and development initiatives)		Skills/Capacity Building	Supporting	Organisation 1		Organisation 1, X Council		*To consolidate and grow the Region's position as one	Link
Partnership Working	Working to bring about a hydrogen economy in the region	Skills/Capacity Building	Lead	Organisation 1				Project aimed to deliver a hydrogen strategy for Europe's North Sea Region.	Link
Partnership Working	Identify and facilitate delivery of projects that could provide additional renewable energy infrastructure	Partnership working of climate change or sustainability		Organisation 1	Link	Link	Link	Group X is working to ensure businesses in X City and region capitalise on opportunities in renewable energy.	Link
Partnership Working	River Basin Management Plan - 12 year plan to get all water bodies to good ecological status	Partnership working of climate change or sustainability	Participant	X	Link	Link	Link	X Advisory Group, Local River Basin management	Link
Partnership Working	Developing Local Flood Risk Management Plans (LFRMPs)	Partnership working of climate change or sustainability	Participant	X	Link	Link	Link		Link
Communications	Raising awareness of alternative energy options	Behaviour Change	Participant	Organisation 1				Participation in European Mobility Week September 2015 and including an In Town Without My Car Day event - closing parts of the city Brand X	Link
Partnership Working	Promoting walking, cycling, use of public transport, lift share.	Behaviour Change	Participant	ABC Partnership		Several public bodies			Link
Partnership Working	Promotion of shared and sustainable transport	Behaviour Change	Participant	Organisation 1			Organisation 1, Organisation 2		Link

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Partnership Working	Promotion of low carbon emission vehicles; electric vehicles	Behaviour Change	Lead			Organisation 1, Trust X, Public Body 1			Link
Investment	Promoting awareness of sustainable & active travel	Behaviour Change	Participant			Organisation 1, X Council	Organisation 1, Organisation 2		Link
Partnership Working	Promoting awareness of sustainable & active travel	Behaviour Change	Participant	Organisation 1		Several public bodies			Link
Communications	Raising awareness of a range of city environmental projects and events covering waste, energy, biodiversity etc	Awareness Raising	Lead					4 quarterly city news and events publication Green Times	Link
Capacity Building (ie. staff training and development initiatives)	Promotion of recycling and prevention of fly tipping	Behaviour Change	Lead			Organisation 1		Changing waste and recycling service from individual to communal containers to promote of easier and more accessible access to recycling service	Link
Partnership Working	Promotion of recycle and reuse within schools across the city	Multi organisation Communications	Lead		Organisation 1, Organisation 2			Programme 1	Link
Capacity Building (ie. staff training and development initiatives)	Promotion of reuse	Behaviour Change	Lead			Organisation 1		Re-use scheme at Household Waste Recycling Centre	Link
Communications	Promotion of food waste reduction and recycling	Behaviour Change	Lead		Organisation 1			Campaign 1	Link

OTHER NOTABLE REPORTABLE ACTIVITY

EXAMPLE 1

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.				
Key Action Title	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Work to avoid adverse effects of climate change on biodiversity at our sites including, for example, European Protected Species through on-going wildlife surveys and safeguarding important sites, and explain the importance of biodiversity through appropriate interpretative media including our ranger service, information panels, guidebooks and education events.	Lead	<p>During 2015-16, our Ranger Service have undertaken a number of activities to promote and support biodiversity. These include:</p> <ul style="list-style-type: none"> • Raising awareness through interpretation, community talks, conservation task groups, walks, attendance at county and local shows, and use of social media channels, radio and TV reports; • Providing advice, guidance and assistance to colleagues on specific species or habitats e.g. bats, nesting birds, grasslands, waterways, etc.; • Working with volunteer rangers and conservation surveyors to undertake surveys for species; • Contributing towards Local Biodiversity Action Plans and working with partners on their future development; • Joint resourcing activities with external organisations and charities to improve research of rare species on some of our sites; • Working with communities and schools on specific projects; • Making changes to grassland cutting regimes on our sites and Parks. 	Outlined in CCAP 2012-17
Other	We will continue, as stated in Scotland's Energy Efficiency Action Plan, to undertake and coordinate research into energy efficiency improvements of traditional buildings, principally through a series of pilot schemes in a range of building types across Scotland.	Lead	We have continued to publish Technical Papers and further titles in the Refurbishment Case Study Series. We have maintained a high profile with outreach events across Scotland, including supporting and training staff from the Energy Savings Trust. We have worked with trade federations and professional groups to disseminate research at an industry level.	
Other	Through our activities we will continue to provide positive advice to assist with appropriate upgrading and adaptation of listed and other protected buildings and sites, in support of Scotland's emissions reduction and energy targets.	Lead	Through our activities we continue to provide positive advice to local authorities and other stakeholders, to assist with appropriate upgrading and adaptation of listed and other designated buildings and sites, in support of Scotland's emissions reduction and energy targets.	
Other	We will increase awareness and understanding of the importance of using appropriate materials and skills for the upkeep of traditional buildings in order to build capacity in the sector.	Lead	Working with X Risk Register development and information sharing, etc.	
Other	We will continue to promote and participate in the Green Tourism Business Scheme, working across the organisation to improve performance at our sites,	Lead	We continue to participate in the Green Tourism Business Scheme and receive audits at sites bi-annually. We aim to further improve our sustainable working practice as Scotland's largest operator of paid visitor attractions.	
Other	We will strive to reduce emissions and environmental impacts resulting from our visitor operations through improving efficiency in energy, water, waste and travel, including our retail and catering operations.	Lead	Climate Change Team has liaised with public body X to develop better Monitoring and Targeting of Fleet Vehicle emissions and sustainable travel options.	

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Other	We will improve visitor and staff experience through improved waste management and the provision of public waste recycling facilities at appropriate sites, thereby highlighting the importance of environmental issues and our commitment to this aspect of our operations. Implementing and promoting waste saving initiatives across the organisation.	Lead	We will continue to rollout to more sites and seek advice and support for Waste Audits/ funding for bins from organisations such as Resource Efficient Scotland and Zero Waste Scotland. Bin pilot ongoing. Retrofitting existing bins to minimise waste. Explored possibility of Big Belly on-site waste compactors.	
Other	We will work with other organisations, including those on the international stage, to develop new approaches and methodologies and cooperate to share knowledge and expertise.	Participant	Member of UK Historic Environment Adaptation Group to share knowledge more widely with organisations.	
Other	Implement, encourage and promote Green Travel alternatives and attitudes across the organisation.	Lead	Introduction of Bus tracker screen. Allows employees and visitors to view nearby buses, times and locations in order to promote greener travel alternatives to cars for work or commute. Launch of Explorer Pass, see here – assisting visitor planning and encouraging restricted travel within certain areas.	
Other	New Climate Change Internship introduced for a year.	Lead	Risk Assessments for all of estate in order to quantify and predict high risk sites being effected by natural hazards and climate change, etc. Means of better quantifying and collecting data on sites that would have otherwise been unknown.	
Other	Improved heritage conservation actions	Lead	Re-burial of an area of exposed archaeological remains which is deteriorating at an accelerated rate due to climate change and where traditional options do not offer an easy solution. We will continue to look at opportunities where the benefits of soft capping can be applied, not only on our historic fabric but also on our ancillary buildings.	
Other	WWF Award	Participant	Public Body Champion Award from WWF Scotland for Earth Hour participation/activity in 2015. Received by Chief Executive on 9th March 2016. Earth Hour dominated our Twitter output with our most popular tweets showing Edinburgh Castle with the lights off (total of 81,164 impressions, 522 likes and 316 RTs).	

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

The organisation's branch of the Union of Construction and Allied Trades and Technicians (UCATT) organized Chartered Institute of Waste Management (CIWM) training: 9 members of Monument Conservation Unit staff, this includes 4 line managers, 2 District Works Managers and 2 safety reps and 1 office staff who have successfully completed a course.

Scottish Green Apple Awards 2015, Architectural Heritage Silver – Gannochy Trust + Green Apple: Scotland: Bronze award

Climate Change Manager and Sustainability Officer advised on the revised Cleaning & Associated Works Contract for the whole Estate (waste being a part of this)

Information stands at Engine Shed Doors Open Day event 12/09/15

Introduction of visitor recycling at events

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EXAMPLE 2

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.

Key Action Title	Key Action Description	Organisation's Project Role	Impacts	Comments
	Hazlehead Grove Nursery	Lead	Providing an opportunity to develop life skills and learning opportunities for people, through various activities including plant cultivation and other horticultural related activities for the benefit of the city's parks and open spaces and an outdoor educational space.	
	Allotments Market Stall	Supporting	Supporting a market stall at Duthie Park for produce from allotments in Aberdeen. All the proceeds go back to the gardeners to help them maintain and improve their allotment sites. TAMS works with the Council and Community Food Initiative North East (CFINE) who coordinate the foodbanks initiative.	
Other	Worked with city stakeholders to produce a programme of events and lights to be switched off for Earth Hour 19th March 2016.	Lead	Raising awareness of climate change in the Council, schools and with the public through a series of press releases, flyers, emails, radio interviews, and posters in public places. A programme of events took place including talks, films, rangers walks, art projects, science workshops, tree planting and information events with many people taking part.	
Food & Drink	Sustainable Food City Initiative: EAT Aberdeen	Participant	The initiative promotes a sustainable approach to food and could see more local food growing projects, organic food, less food waste, less food transportation and stronger links between consumers and local producers. A reduced 'foodprint' will reduce city-wide carbon emissions.	The Sustainable Food City initiative was investigated and following political support it is progressing internally and partners and stakeholders were identified. The initiative will see progress in 2016/2017 with an action plan and governance launch.
Food & Drink	Food for Life Catering Mark	Participant	The Catering Service achieved the Silver Award for Primary Schools.	https://www.soilassociation.org/certification/the-food-for-life-catering-mark/what-is-the-food-for-life-catering-mark/

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Food & Drink	Aberdeen City Council Fairtrade Resolution 2015	Participant	Aberdeen City Council reaffirmed its support for Fairtrade and committed to establishing a baseline to monitor its own procurement of Fairtrade, or equivalent, items. Buying more Fairtrade supports an income stream and engagement with communities in developing countries. This gives them more opportunity to adapt to a changing climate and to pursue low-carbon solutions relevant to their needs.	
Food & Drink	Ferry to a Fairtrade Future	Supporting	Promoted Fairtrade at a business networking event on-board a Northlink Ferry on the 10th March.	Fairtrade secures a flow of resources back to producers so that they can invest in their own communities. This gives them an opportunity to adapt to climate change impacts and invest in low-carbon solutions.

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

EXAMPLE 3

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.

Key Action Title	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Estate design to encourage optimum biodiversity	Lead	Encourage biodiverse flora and fauna. Features include our SUDS pond, and managed cultivation of trees and plants.	
Water	Systemic management of water capture and use	Lead	A variety of initiatives include rainwater capture, rebalancing water flow within heating circuits, flow controls in all toilet facilities, SUDS pond.	

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template
 Reflective of our institutional mission and values, sustainability is embedded in X's taught curricula. Topics and/or themes relevant to sustainability are present in over 80 modules.