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<b>Report To:</b>	<b>Environment and Regeneration Committee</b>	<b>Date: 2 May 2013</b>
<b>Report By:</b>	<b>Corporate Director, Environment, Regeneration and Resources</b>	<b>Report No: R&amp;E/R&amp;E/KB/028</b>
<b>Contact Officers:</b>	<b>Stuart W. Jamieson</b>	<b>Contact No: 2402</b>
<b>Subject:</b>	<b>Climate Change (Scotland) Act 2009: Public Bodies Duties – Action Plan</b>	

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## 1.0 PURPOSE

1.1 The purpose of this report is to present for approval an action plan (attached as Appendix 1) devised to ensure the Council meets its obligations under Part 4 of the Climate Change (Scotland) Act 2009.

APPENDIX 1

## 2.0 SUMMARY

2.1 In 2011, the Scottish Government published Guidance to assist public bodies to comply with the climate change duties placed upon them by the Climate Change (Scotland) Act 2009. A report on the Guidance was considered by the Policy and Resources Committee in 2011 when it was remitted to the Corporate Director, Environment, Regeneration and Resources, to devise an action plan to ensure the Council complies with the legislation.

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2.2 The cross-Directorate action plan comprises a number of projects and initiatives, grouped under the following themes:

- health and well-being
- education and awareness-raising
- energy
- resource management
- sustainable procurement
- water
- planning and the built environment.

2.3 The action plan will be reviewed and refreshed on a yearly basis, as appropriate.

## 3.0 RECOMMENDATIONS

3.1 It is recommended that the Committee:

- a. approves the action plan; and
- b. agrees to receive annual updates on progress with the plan's implementation.

**Stuart W. Jamieson**  
**Head of Regeneration and Planning**

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## 4.0 BACKGROUND

- 4.1 The Climate Change (Scotland) Act 2009 sets clear and ambitious targets for emissions reduction, including a 42% reduction by 2020 and an 80% reduction by 2050, together with other climate change provisions, including adaptation.
- 4.2 It is estimated that the public sector accounts for approximately 3% of Scotland's total greenhouse gas emissions. The public sector is seen by the Scottish Government as having a crucial leadership role in the delivery of Scotland's climate change ambitions in terms of emissions reductions, adaptation and in acting sustainably. In recognition of this, with effect from 1 January 2011, the Climate Change (Scotland) Act 2009 placed duties on public bodies regarding climate change.
- 4.3 From 1 January 2011, the Act requires that public bodies, in exercising their functions, must act:
- in the way best calculated to contribute to delivery of the Act's emission reduction targets;
  - in the way best calculated to deliver any statutory adaptation programme; and
  - in a way that it considers most sustainable.
- 4.4 All public bodies are required to comply with the duties. Local authorities are classed as public bodies and, additionally, as 'Major Players' which are bodies 'with large estates and/or staff numbers, high impact and influence, large expenditure, or an auditing or regulatory function'. Major Players like Inverclyde Council are expected to be ambitious in their approach to implementing the duties and to take more action than smaller public bodies.

## 5.0 GUIDANCE AND SUGGESTED ACTIONS

- 5.1 In 2011, the Scottish Government published a document entitled 'Public Bodies Climate Change Duties: Putting them into Practice – Guidance required by Part 4 of the Climate Change (Scotland) Act 2009'.
- 5.2 The Guidance is an advisory document only and its intended use is to assist public bodies to fulfil their duties under Part 4 of the Act. The onus is therefore on the Council to identify actions which comply with the duties.
- 5.3 However, the Guidance contains a number of suggested actions, attached as Appendix 2. The actions in bold type are considered to have particular reference to Major Players like Inverclyde Council while the other actions can apply to all public bodies.
- 5.4 The projects and initiatives outlined in the action plan have been cross-referenced to the actions in Appendix 2.

APPENDIX 2

## 6.0 ACTION PLAN

- 6.1 A cross-Directorate working group, chaired by the Head of Regeneration and Planning, was set up with the aim of devising an action plan to ensure the Council meets its obligations under the Act.
- 6.2 The action plan comprises a number of projects and initiatives, grouped under a variety of themes.
- 6.3 The document will be refreshed and updated on an annual basis, as appropriate.

## 7.0 FINANCIAL IMPLICATIONS

7.1 There are no direct financial implications arising as a result of the action plan being devised.

7.2 Finance:

Cost Centre	Budget Heading	Budget Year	Proposed spend this report	Virement from	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

7.3 Financial Implications – Annually Recurring Costs/Savings:

Cost Centre	Budget Heading	Budget Year	Proposed spend this report	Virement from	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

## 8.0 CONSULTATION

8.1 The Head of Legal and Democratic Services has been consulted regarding the content of this report.

8.2 A number of Council Services are represented on the working group which devised the action plan.

## 9.0 BACKGROUND PAPERS

9.1 The document entitled 'Public Bodies Climate Change Duties: Putting them into Practice – Guidance required by Part 4 of the Climate Change (Scotland) Act 2009' is available to view on the Scottish Government's website<sup>1</sup>.

## 10.0 CONCLUSION

10.1 The public bodies climate change duties of the Climate Change (Scotland) Act 2009 came into effect on 1 January 2011 and the Council has devised an action plan to ensure it complies with the duties. It is proposed that the Committee approves the action plan and agrees to receive annual updates on progress with its implementation.

<sup>1</sup> <http://www.scotland.gov.uk/Publications/2011/02/04093254/0>

**INVERCLYDE COUNCIL  
CLIMATE CHANGE (SCOTLAND) ACT 2009: PUBLIC BODIES DUTIES**

**ACTION PLAN**

**Theme: Health and well-being**

<b>Ref.</b>	<b>Action</b>	<b>Lead Officer</b>	<b>Timescale</b>
C7	Inverclyde employers maximise and improve their current facilities to facilitate increased participation in physical activity and ensure that physical activity opportunities are a key consideration in all estate development plans	K. Hutchison/C. Reid	Ongoing
C7	Workplaces within Inverclyde encourage employees to use forms of active travel to and from work and throughout the working day in order that sedentary behaviour is reduced and daily physical activity levels are increased	K. Hutchison/C. Reid	Ongoing
C7	Increasing physical activity is a key outcome within Inverclyde Council and CHCP's strategic planning frameworks	K. Hutchison/C. Cairns/C. Woodward	Ongoing
C4	The 'school journey' is physically active and takes place in a safe and environmentally-friendly way	K. Hutchison/L. McVey	Ongoing
C4	By 2022, 80% of school children will utilise a form of active travel to and from school	K. Hutchison/L. McVey	Ongoing
C7 H1	An intranet communication resource (Glow) is available to promote active school travel to all teachers, pupils and parents with all schools and education establishments having an effective travel plan by 2015 which promotes walking and cycling	K. Hutchison/C. Cairns/C. Woodward	Ongoing
C7	Safe and environmentally-friendly precincts (residential and shopping areas) encourage more people to walk/cycle	K. Hutchison/L. McVey	Ongoing

**Theme: Education and awareness-raising**

<b>Ref.</b>	<b>Action</b>	<b>Lead Officer</b>	<b>Timescale</b>
H1 J1	Promote national environmental campaigns to encourage staff, pupils and local residents to support their aims and objectives	K. Barclay/R. Lamb	Ongoing
H1 J1 J2 J3	Promote the annual Winter Campaign to encourage staff, pupils and local residents to take action to care for the environment during the winter months	K. Barclay	Annually in December
J1	School Green Charters – energy efficiency lesson: deliver the lesson to primary schools to support the <i>action on energy saving</i> component of their School Green Charters	K. Barclay	Ongoing
C6 C8 J1 J4	Implement the staff carbon management education and awareness-raising programme	K. Barclay	Ongoing
C6 J1 J4	Recruit a network of staff and pupil <i>Green Charter Champions</i> to support delivery of the corporate Green Charter, Carbon Management Plan 2012/17, School Green Charters and other environmental priorities	K. Barclay/R. Lamb	2013/14
C8 J4	Work with Human Resources to consider how the climate change agenda can be incorporated into the induction programme, job descriptions etc	K. Barclay	2013/14
C8 J1	Build on the baseline number of educational establishments that have Eco School status	R. Lamb	2013/14
H1 J1 J4	Introduce a competition or conference-type event aimed at raising awareness of, and achieving buy-in to, the climate change agenda	R. Lamb	2013/14
C6 J4	Devise and implement a climate change-themed continual professional development opportunity for teaching staff	R. Lamb/K. Barclay	2013/14

**Theme: Energy**

<b>Ref.</b>	<b>Action</b>	<b>Lead Officer</b>	<b>Timescale</b>
B3	Establish an Energy Management Group to monitor energy usage, initiate energy reduction initiatives and manage energy budgets	A. Gerrard	Ongoing
B3	Establish processes for ensuring all design schemes take account of energy/carbon reduction	A. Gerrard	Ongoing
B3	Introduce consideration of renewables into all new built and refurbishment projects	A. Gerrard	Ongoing
B3	Promote Hydro Electric Scheme	G. Malone	Ongoing

**Theme: Resource management**

<b>Ref.</b>	<b>Action</b>	<b>Lead Officer</b>	<b>Timescale</b>
D1 H1	Further develop residual waste treatment options through contracts reducing the amount of waste being sent to landfill	K. Lang/C. Wilson	Ongoing
F2	Increase yield of glass collected through current and future infrastructure	K. Lang/C. Wilson	2013/14
F2 F3 H1	Expand the range of materials which can be recycled, directly and indirectly, at household waste recycling centres in order to optimise recycling performance to meet the targets set out in the Zero Waste Regulations	C. Wilson/M. Vize/C. Wilson	2013/14
J1	Continue to develop and deliver locally based education and promotion campaigns to encourage waste minimisation and maximise recycling/composting among householders	K. Lang/A. Hughes	Ongoing
C8 H1	Identify additional recycling services for commercial properties	K. Lang/A. McQuillan	2013/16
B3 H1	Promote Site Waste Management Plans as a mandatory requirement of construction	A. McClintock/Waste Strategy Unit	Ongoing

**Theme: Sustainable procurement**

<b>Ref.</b>	<b>Action</b>	<b>Lead Officer</b>	<b>Timescale</b>
B2 C3	Include sustainability aspects within all new Inverclyde tendering opportunities, where appropriate	Kirsty Munro	Ongoing
H1	Actively participate in relevant sustainable networks	Kirsty Munro	Ongoing
J1	Consult and seek guidance regarding environmental and sustainable developments from sustainability experts within the Council	Kirsty Munro	Ongoing



**Theme: Water**

<b>Ref.</b>	<b>Action</b>	<b>Lead Officer</b>	<b>Timescale</b>
B3	Establish an Energy Group to: <ul style="list-style-type: none"><li>▪ promote water-saving initiatives;</li><li>▪ provide design guidance for water-saving measures in new build and refurbishment;</li><li>▪ monitor water use through smart metering and identify issues; and</li><li>▪ raise awareness of water efficiency issues with staff</li></ul>	A. Gerrard	Ongoing
B3	Promote Sustainable Urban Drainage Schemes for all new build and, where appropriate, refurbishment projects. Identify opportunities for reduction of impact of surface water.	S. Jamieson/A. Gerrard	Ongoing

**Theme: Planning and the built environment**

Ref.	Action	Lead Officer	Timescale
F1	Support for Renewable Energy, subject to impact upon natural heritage, landscape, biodiversity, water quality and air quality (assists in the promotion of renewable sources of energy)	S. Jamieson	Ongoing
F1	Integration of Land Use and Sustainable Transport. Key policies include: development within the urban area, promoting town centres, regeneration and renewal and protecting the Green Belt and the countryside (assists in the promotion of sustainable transport and active travel)	S. Jamieson	Ongoing
F1	Support for Sustainable Economic Growth (assists in the promotion of sustainable transport and active travel)	S. Jamieson	Ongoing
F1	Promotion and protection of the Green Network, including biodiversity (assists in the promotion of the health and active travel agendas)	S. Jamieson	Ongoing
F1	Protection of natural heritage designations (assists in the promotion of the health agenda)	S. Jamieson	Ongoing
F1	Support for renewable energy, subject to impact upon natural heritage, landscape, biodiversity, water quality and air quality (assists in the promotion of renewable sources of energy)	S. Jamieson	Ongoing
F2	<p>The Building Standards function will, through the proper application of the national Building Standards:</p> <ul style="list-style-type: none"> <li>▪ ensure that new and converted buildings are protected from the results of flooding and the accumulation of ground water;</li> <li>▪ surface water discharges are, where possible, by means of a sustainable urban drainage system;</li> <li>▪ the energy performance of buildings are capable of reducing carbon dioxide emissions through target emission rating, elemental backstops and display of Energy Performance Certificates and are designed and constructed to a sustainable level through sustainability labelling of buildings</li> </ul>	S. Jamieson	Ongoing

## CLIMATE CHANGE (SCOTLAND) ACT 2009

PARAPHRASED FROM THE SCOTTISH GOVERNMENT  
DOCUMENT “PUBLIC BODIES CLIMATE CHANGE DUTIES: PUTTING THEM INTO PRACTICE”**SUGGESTED ACTIONS**

Actions in **bold type** are considered to have particular reference to Major Players like Inverclyde Council; other actions can apply to all public bodies.

**Governance, leadership and commitment**

- A1 Develop commitment to climate change within the senior management of the organisation to ensure that climate change is visible in management processes and decisions and to promote increased awareness of climate change and appropriate action at all levels of the organisation.
- A2 Promote this climate change commitment to staff, service users, stakeholders, delivery partners and suppliers, e.g. by referring to it in other published material (such as a medical practice handbook), website, displaying it within the public body's premises etc.
- A3 Demonstrate commitment and leadership in addressing climate change and consider where appropriate a formal governance system for addressing climate change within the organisation with a nominated lead or champion from senior management.**
- A4 Consider demonstrating visible leadership by making a public commitment to address climate change through the actions of the organisation. This could be part of an organisation mission statement or stated priorities. Joint action in association with partners is also encouraged and there are already good examples of these (the local authorities' Climate Change Declaration).**

**Developing a strategy or action plan**

- B1 Develop a set of climate change **objectives** and **commitments**.
- B2 Build climate change into business planning processes by ensuring a **climate change test/check is applied** to all new and existing plans, policies and proposals.
- B3 Develop a detailed strategy or action plan. The programme of work should include action and commitments to contribute to the delivery of Scotland's targets and to help prepare for a changing climate. Strategies could be part of existing corporate plans or in a separate document depending on the nature of the organisation. It is likely that Major Players will have more detailed strategies.**

**Setting targets for direct and indirect emissions**

- C1 Major Players with a significant influence on emissions are encouraged to set baselines and annual targets for emissions and to show these at least for the five years ahead (and preferably through to 2022). They are also encouraged to strive to meet or exceed annual targets, wherever possible, without rollover.**

- C2 Major Players will less influence on emissions and other public bodies could set baselines and targets more flexibly to fit in with their planning processes, perhaps over a three- or five-year period. It is recognised that these bodies may also require more flexibility around rollover and smoothing between year ends.
- C3 Where possible, baselines and targets should include both direct and indirect emissions. The boundaries of emissions included in baselines and targets should be clearly defined. Where baselines and targets do not already exist, appropriate baselines and targets based on the most recent information available should be established, by 2012 where possible.
- C4 Actions to reduce emissions should be identified. Public bodies should understand the principles of good carbon management and put these into practice in the way they run their operations in order to achieve high standards and continuous improvement in their operational environmental performance.
- C5 Any targets set for direct and indirect emissions and the actions to reduce these emissions should be published in a plan or delivery statement. This plan could be part of an existing corporate plan, or a separate document, depending on the nature of the organisation.
- C6 Public bodies should work to improve energy efficiency: for example, switching off lights and office equipment at night and following the principles and programme set out in the Energy Efficiency Action Plan.
- C7 Public bodies should seek to put in place a travel plan for business travel, travel by staff to and from work, and travel by visitors to and from the service provided and to reduce emissions associated with staff travel by using more sustainable modes of transport and travelling less frequently.
- C8 Public bodies should work to promote sustainable workplaces through identifying areas for action within the office which would tackle emissions and identify opportunities to promote and influence sustainable thinking among staff.

### **Carbon impact assessments**

- D1 Consider using carbon impact assessments to ensure that carbon is factored into all decision making. Internal procedures and processes should be put in place using qualitative or quantitative assessments.**

### **Prepare your organisation for the changing climate**

- E1 Public bodies should ensure that their operations and service delivery have planned for changes in the climate, for example through resilience planning, risk assessment and delivery of locally-appropriate adaptation measures.

### **Helping Scotland adapt to the changing climate**

- F1 Public bodies which are responsible for local and national plans and policies should analyse whether the plans and policies are resilient to the impact of the changing climate.
- F2 Public bodies should identify how these local and national plans and policies can help Scotland adapt to a changing climate.
- F3 Public bodies should take into account how their plans and policies can help Scotland's natural environment adapt to climate change.
- F4 Public bodies should consider and support Scotland's Climate Change Adaptation Framework.

## Acting sustainably

- G1 Public bodies should work to understand the impact of their corporate operations, policies and service delivery on the environment, society and the economy and explore ways to reduce this, in accordance with the principles of sustainable development.
- G2 Public bodies should, where necessary, assess the sustainability of their business activities and decisions to ensure they are acting sustainably by taking into account their impact on society, economy and the environment, in line with the principles and requirements of Strategic Environmental Assessments.

## Partnership working

- H1 Public bodies should seek opportunities to work in partnership to help address climate change and should consider how this commitment could be demonstrated through examples which provided positive outcomes.

## Raising awareness and engagement

- J1 Public bodies should work to raise awareness of and achieve buy-in to action on climate change at all levels of their organisation.
- J2 Public bodies should support the climate change Public Engagement Strategy to involve the whole of Scottish society in helping to deliver climate change objectives.
- J3 Public bodies should develop their leadership capacity in relation to the low-carbon economy through their work to reduce carbon.
- J4 Public bodies should put an internal sustainable development/climate change awareness training programme in place (e.g. through induction/continuing professional development) to help employees to understand their role in addressing climate change.**

## Reporting

- K1 Public bodies undertake **regular reporting** of their climate change actions under the public bodies duties, either through dedicated reporting process or through an existing reporting mechanism.
- K2 In the case of Major Players, it is recommended that reporting should be on an annual basis;** for other public bodies reporting less frequently (for example, on a three year cycle) may be more appropriate.
- K3 Public bodies' reporting should cover action taken against each of their three duties: mitigation, adaptation and sustainability.