
Report To:	Environment and Regeneration Committee	Date:	29/10/2015
Report By:	Corporate Director, Environment, Regeneration and Resources	Report No:	E+R/15/10/05/ SJ/
Contact Officer:	Stuart W Jamieson	Contact No:	01475 712402
Subject:	Public Bodies Duties Required Climate Change Reporting		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Environment and Regeneration Committee of the Scottish Government's decision to implement mandatory climate change reporting for the public sector as stated in Part 4 of the Climate Change (Scotland) Act 2009. Moreover, the Scottish Government has provided a new reporting template with which to provide information on public sector action and performance on climate change, with 2014/15 being the pilot year with which to trial the template. The Council's provisional response using the new reporting template is given as an appendix to this report.

APPENDIX
(circulated
separately)

2.0 SUMMARY

- 2.1 As part of its commitment to the Scottish Climate Change Declaration, the Council submits annual information on its action and performance with respect to climate change to the Scotland Sustainable Network (part of Keep Scotland Beautiful). Other organisations in the public sector, e.g. higher education institutions, similarly report on this.
- 2.2 Scotland has missed its fixed annual greenhouse gas emissions reduction targets for the last three years. The Scottish Government believes the public sector should lead on emissions reduction. To demonstrate its commitment to this it has decided to improve climate change reporting of the public sector through using the powers given in Public Bodies Duties section of the Climate Change (Scotland) Act 2009 to introduce annual reporting on climate change for 'major players' in the public sector. Local authorities are deemed to be public sector major players.
- 2.3 The Scottish Government held a consultation on the reporting mechanism through devising a standard reporting template. In particular, an event was held by the Scotland Sustainable Network (SSN) in which public sector organisations responded to the consultation through SSN. After the summer recess, the final reporting template was submitted to public sector organisations. The first year's reporting, i.e. 2014/15, will be a pilot year with submissions due on 30 November 2015. Following the pilot, submissions will become mandatory from reporting year 2015/16.
- 2.4 Information submitted in the reporting process will be analysed centrally by the Scottish Government with a Climate Change Public Sector Report produced annually. The analysis will be used by the Scottish Government to inform the future direction of climate change policy and legislation and funding and support programmes.

3.0 RECOMMENDATION

- 3.1 It is recommended the Environment and Regeneration Committee
- (a) view the information given in the completed climate change reporting template for the Council;
 - (b) provide any required amendments with a view to final sign off and submission to the Scottish Government by 30 November 2015.

Stuart W. Jamieson
Head of Regeneration and Planning

4.0 IMPLICATIONS

Finance

4.1 There are no direct financial implications arising from this report.

Financial implications

One off costs

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

Annually Recurring Costs/Savings

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Legal

4.2 There are no direct legal implications arising from this report.

Human Resources

4.3 There are no direct human resource implications arising from this report.

Equalities

4.4 There are no direct equalities implications arising from this report.

Repopulation

4.5 There are no direct repopulation implications arising from this report.

5.0 CONSULTATIONS

5.1 The Carbon Management Plan Technical Working Group has been consulted and provided input to the information given in the climate change reporting template.

5.2 **Chief Financial Officer:** no requirement to comment.

5.3 **Head of Legal and Property Services:** no requirement to comment.

5.4 **Head of Organisational Development, HR and Communications:** no requirement to comment.

6.0 BACKGROUND PAPERS

6.1 Attachments

The completed Scottish Government climate change reporting template for the Council.

Letter from Dr Aileen McLeod, Minister for Environment, Climate Change and Land Reform and Chair of Public Sector Climate Leaders Forum (PSCLF), to Chairs and Chief Executives of public sector major players regarding the introduction of Public Bodies Duties Climate Change Reporting.

1 Organisational Profile

1a Name of the organisation

Provide the name of the organisation that is the subject of this report ("the organisation").

Inverclyde Council

1b Type of organisation

Select from the options below

Local Authority

1c Number of FTE staff in the organisation

3522

1d Alternative metrics used by the organisation

Specify any other metrics that the organisation uses to assess its performance in relation to climate change and sustainability.

Metric	Units	Value	Comments
	#N/A		
	#N/A		
Other (specify in comments)	#N/A		

1e Overall budget of the organisation

Specify approximate £/annum for the report year.

£192,916,000.00

1f Report year

Specify the report year e.g. 2015/2016.

2014/15 (Financial year)

1g Organisational context

Provide a summary of the organisation's nature and functions that are relevant to Climate Change reporting.

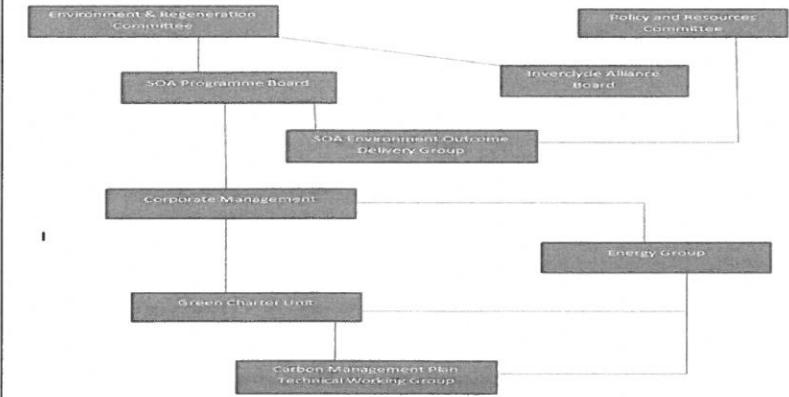
Inverclyde Council provides local authority services throughout the Inverclyde area which covers Greenock, Gourock, Port Glasgow, Wemyss Bay, Inverkip, Kilmacolm and the Quarriers Village. It operates from approximately 160 buildings, has 13,477 street lighting assets and a fleet comprising 224 vehicles.

2 Governance, Management and Strategy

Governance and management

2a How is climate change governed in the organisation?

Governance concerning climate change is through the Council's Environment and Regeneration Committee. The Committee comprises 11 Elected Members including the Convener and two Vice-Conveners, one for the Environment and one for Regeneration. It has corporate responsibility for sustainability, regional land use/transportation planning and asset management. The Committee further has responsibility for directorate planning and performance management reporting of property resources and facilities management, planning and transportation and environmental services. There is also the Delivery Group for the Environment Outcome of the Single Outcome Agreement (SOA). The Environment Outcome Delivery Plan includes a number of climate change-related Performance Indicators, for example, CO2 emissions per capita and reduction in the Council's own carbon emissions. Progress against the SOA Environment Outcome Delivery Plan is reported to the SOA Programme Board and the Inverclyde Alliance Board, while progress on environmental Performance Indicators is reported to the Policy and Resources Committee.



<Insert Diagram Here>

2b How is climate change action managed and embedded in the organisation?

The Environment and Regeneration Committee has corporate responsibility for sustainability which incorporates climate change issues. Meetings of the Committee are held five times per year with which reports and issues concerning climate change can be submitted. Moreover, reduction of the Council's corporate carbon emissions is included as a key action in the Environment, Regeneration and Resources Corporate Directorate Improvement Plan (CDIP). The CDIP is a key improvement planning document which sets out the projects and improvement actions that will be implemented to help the Council deliver the strategic wellbeing outcomes identified within the Single Outcome Agreement and Corporate Statement. Progress on actions is reported to the Environment and Regeneration Committee on a quarterly basis. Note also that reduction of the Council's estate, improving energy efficiency of remaining buildings and compliance with the most recent building standards are also key actions for CDIP. These will assist in reducing the Council's corporate carbon emissions. The Delivery Group for the Environment Outcome of the SOA is chaired by the Corporate Director for Environment, Regeneration and Resources as Lead Officer. Representation of the Environment SOA Delivery Group is at management and officer level comprising Corporate Policy, Environmental and Commercial Services, Community Safety and Wellbeing, Waste Strategy and Technical Support, Green Charter Unit, Education and Enterprise Development, Greenspace and Community Learning and Development. The Environment SOA Delivery Group meets quarterly to discuss progress against areas of activity concerning the environment and health and well being. Climate change is directly managed via the 'Green Charter Unit' comprising the Carbon Reduction Officer. The Green Charter Units sits within the Planning Policy and Property Services/Property Asset teams. Both teams fall under the Environment, Regeneration and Resources Directorate with Planning Policy sitting within the Regeneration and Planning Service and Property Services/Property Assets within the Legal and Property Assets Service. The Carbon Reduction Officer reports on action concerning climate change to the Planning Policy Team Leader on approximately a bi-monthly basis. The Planning Policy Team Leader subsequently reports to the Head of Regeneration and Planning. In terms of coordinating action on climate change throughout the Council, the main vehicle for this is the Carbon Management Technical Working Group (CMPTWG). The CMPTWG was formed analogous to the development of the revisited Carbon Management Plan (CMP) to deal with the implementation of the CMP and monitor performance against targets set out in the CMP. The CMPTWG is made up of the Carbon Reduction Officer along with colleagues in Property Assets, ICT, Procurement, Waste, Street Lighting, Finance and Fleet Transport. Representation of the CMPTWG is at management and officer level. The CMPTWG meets on approximately a bi-monthly basis to discuss progress on current carbon reducing projects and developing further action on climate change. There is also the Energy Group which aims to reduce utility costs for the Council. This also meets approximately bi-monthly and is represented at senior management and management level from the Legal and Property Assets Service and Procurement along with officers from Finance and the Carbon Reduction Officer. Implementation of the Council's Carbon Management Plan with a view to reducing utility costs is a set agenda topic for the Energy Group. Moreover, there is a large focus on reducing utilities consumption which in turn will reduce carbon emissions.

<Insert Diagram Here> Possibly input diagram or table summarising the above.

Strategy

2c Does the organisation have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

Provide a brief summary of objectives if they exist.

Wording of objective	Name of document
target to reduce CO2 emissions by 12% by 2016/17 from a 2011/12 baseline'	Inverclyde Council - Carbon Management Plan 2012/17, Section ?, Page ?
more opportunities for householders to participate in recycling'	Inverclyde Alliance Single Outcome Agreement 2013 - 2017, Page 81, http://www.inverclyde.gov.uk/council-and-government/community-planning-partnership
less disruption caused by flooding'	Inverclyde Alliance Single Outcome Agreement 2013 - 2017, Page 81, http://www.inverclyde.gov.uk/council-and-government/community-planning-partnership
more energy efficient homes available in Inverclyde with the positive impact on our area-wide emissions'	Inverclyde Alliance Single Outcome Agreement 2013 - 2017, Page 81, http://www.inverclyde.gov.uk/council-and-government/community-planning-partnership
more sustainable transport methods will be available'	Inverclyde Alliance Single Outcome Agreement 2013 - 2017, Page 81, http://www.inverclyde.gov.uk/council-and-government/community-planning-partnership
Implementation of the Carbon Management Plan 2012-2017'	Environment, Regeneration and Resources Corporate Directorate Improvement Plan 2013-16, Page 23, http://www.inverclyde.gov.uk/council-and-government/strategies-policies-and-plans/corporate-directorate-improvement-plans

2d Does the organisation have a climate change plan or strategy?
If yes, provide the name and/or link to any such document.

Inverclyde Council - Carbon Management Plan 2012/17.

2e Does the organisation have any plans or strategies covering the following areas that include climate change?

Provide the name of any such document and the timeframe covered.

Topic area	Name of document	Time period covered	Comments
Adaptation	Flood Risk Management Action Plan, Inverclyde Local Development Plan (LDP)	Local Development Plan: 2014-24	
Business travel			
Staff Travel			
Energy efficiency	Environment, Regeneration and Resources Corporate Directorate Improvement Plan (CDIP), Inverclyde Local Development Plan (LDP)	CDIP: 2013-16; LDP: 2014-24	CDIP incorporates Property Assets Management Plan, School Estate Management Plan, Building Standards Compliance and Implementation of the Carbon Management Plan 2012/17; LDP incorporates energy efficiency and low carbon design in buildings.
Fleet transport			
ICT			
Renewable energy	Environment, Regeneration and Resources Corporate Directorate Improvement Plan (CDIP), Inverclyde Local Development Plan (LDP)	CDIP: 2013-16; LDP: 2014-24	As 'Energy efficiency' above and LDP also incorporates renewable energy.
Sustainable/renewable heat			
Waste management	Inverclyde Local Development Plan (LDP)	2014-24	Incorporates development of waste management facilities.
Water and sewerage	Flood Risk Management Action Plan, Inverclyde Local Development Plan (LDP)	Local Development Plan: 2014-24	
Land Use	Inverclyde Local Development Plan (LDP)	2014-24	
Other			

2f What are the organisation's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the organisation's areas and activities of focus for the year ahead.

Continuing to implement the Carbon Management Plan 2012/17.

2g Has the organisation used the Climate Change Assessment Tool (a) or equivalent tool to self-assess its capability / performance?

If yes, please provide details of the findings of the self-assessment.

The CCAT tool can be accessed at <http://www.resourceefficientscotland.com/resource/resource-efficient-scotland-climate-change-assessment-tool-ccat>

(a) This refers to the tool developed by Resource Efficient Scotland for the purposes of self-assessing an organisation's capability / performance in relation to climate change.

No. Plan to organise a Climate Change Assessment Tool workshop following submission of this report.

Further information

2h Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the organisation in relation to governance, management and strategy.

3 Corporate Emissions, Targets and Project Data

Emissions

3a Corporate emissions from start of baseline year to end of report year

Complete the table below using the greenhouse gas emissions total for the organisation calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the organisation's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

(a) No information is required on the effect of the organisation on emissions which are not from its estate and operations.

(b) This is the Greenhouse Gas Protocol developed by the World Resources Institute and the World Business Council on Sustainable Development which sets the global standard for how to measure, manage and report greenhouse gas emissions.

Reference year	Year	Year type	Scope 1	Scope 2
Baseline carbon footprint	2012/13	Financial (April to March)	8,532	
Year 1 carbon footprint	2013/14	Financial (April to March)	7,504	
Year 2 carbon footprint	2014/15	Financial (April to March)	6,071	
Year 3 carbon footprint	2015/16	Financial (April to March)		
Year 4 carbon footprint	2016/17	Financial (April to March)		
Year 5 carbon footprint	2017/18	Financial (April to March)		
Year 6 carbon footprint	2018/19	Financial (April to March)		
Year 7 carbon footprint	2019/20	Financial (April to March)		
Year 8 carbon footprint		0 Financial (April to March)		
Year 9 carbon footprint		0 Financial (April to March)		
Year 10 carbon footprint		0 Financial (April to March)		
Year 11 carbon footprint		0 Financial (April to March)		
Year 12 carbon footprint		0 Financial (April to March)		
Year 13 carbon footprint		0 Financial (April to March)		
Year 14 carbon footprint		0 Financial (April to March)		
Year 15 carbon footprint		0 Financial (April to March)		

3b Breakdown of emissions sources

Complete the table below with the breakdown of emission sources from the organisation's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table above. Use the comments box to explain what is included within a category. If it is not possible to use a simple emissions factor (a), leave this field blank and provide the total in the emissions column.

(a) Emissions factors are published annually by the UK Government Department for Environment, Food and Rural Affairs (Defra)

Emission source	Scope	Consumption data	Units	Emission factor
Grid Electricity (generation)	Scope 2	17,387,633	kWh	
Grid Electricity (transmission & distribution)	Scope 3	17,387,633	kWh	
Natural Gas	Scope 1	26,162,013	kWh	
Burning Oil	Scope 1	54,000	litres	
Biomass	Scope 1	1,743,040	kWh	
Refuse Commercial & Industrial to Landfill	Scope 3	1,266	tonnes	
Mixed recycling	Scope 3	115	tonnes	
Diesel	Scope 1	420,400	litres	
Petrol	Scope 1	433	litres	
Water - Supply	Scope 3	150,768	m3	
Water - Treatment	Scope 3	150,768	m3	
Business travel - car	Scope 3	1,261,907	miles	
			#N/A	#N/A
			#N/A	#N/A
			#N/A	#N/A
			#N/A	#N/A
			#N/A	#N/A
			#N/A	#N/A

3c Generation, consumption and export of renewable energy

Provide a summary of the organisation's annual renewable generation (if any), and whether it is used or exported by the organisation.

Generation of renewables	Total generated (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	Comments
Renewable electricity	38,186	38,186		All solar PV arrays. Also have a 50kW wind turbine of our secondary schools and some 1kW solar PV mini wind turbines at various primary schools but have generation data for 2014/15.

Scope 3	Total	Units	Comments
1,085	19,104	tCO ₂ e	
1,699	17,504	tCO ₂ e	Actual total is 17,766 tCO ₂ e, which includes 'out of scopes' emissions for biogenic content of forecourt fuels containing biofuel (diesel and petrol average biofuel blend) and biomass (wood pellets). Total out of scopes emissions is 262 tCO ₂ e.
1,549	16,214	tCO ₂ e	Actual total is 16,240 tCO ₂ e, which includes 'out of scopes' emissions for biogenic content of forecourt fuels containing biofuel (diesel and petrol average biofuel blend). Total out of scopes emissions is 26.031 tCO ₂ e. Note also that 2014/15 emissions are calculated using DEFRA/DECC 2014 GHG conversion factors. Unlike the 2013/14 emissions which use DEFRA/DECC 2013 GHG factors, the 2014 GHG factors do not state an out of scopes factor for the biogenic content of biomass. The Council has a biomass boiler which uses wood pellets. Moreover, the 2014 GHG factors do not state the Scope 3 'Waste to Tank' conversion factors. The Council used such factors in its calculations of 2012/13 and 2013/14 emissions to account for transport of oil and biomass to its respective oil and biomass boilers.
	-	tCO ₂ e	
	-	tCO ₂ e	
	-	tCO ₂ e	
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Units	Emissions (tCO ₂ e)	Comments
kg CO ₂ e/kWh	8,594.0	
kg CO ₂ e/kWh	751.5	
kg CO ₂ e/kWh	4,839.2	
kg CO ₂ e/litre	137.1	
kg CO ₂ e/kWh	20.6	Cannot see emissions factor for biomass on 2014 DEFRA/DECC GHG conversion factors. Also DEFRA/DECC state to include 'out of scopes' emissions for biomass but factor not stated in 2014 DEFRA/DECC GHG conversion factors.
kgCO ₂ e/tonne	251.9	
kg CO ₂ e/tonne	2.4	
kg CO ₂ e/litre	1,094.0	From 2013, DEFRA/DECC state to include out of scopes emissions for forecourt fuels containing average biofuel blend. The Council's 2014/15 out of scopes emissions for diesel average biofuel blend was 26 tCO ₂ e.
kg CO ₂ e/litre	0.9	From 2013, DEFRA/DECC state to include out of scopes emissions for forecourt fuels containing average biofuel blend. The Council's 2014/15 out of scopes emissions for petrol average biofuel blend was 0.031 tCO ₂ e.
kg CO ₂ e/m ³	51.9	
kg CO ₂ e/m ³	106.8	
kg CO ₂ e/mile	384.7	
#N/A	#N/A	
#N/A	#N/A	
#N/A	#N/A	
#N/A	#N/A	
#N/A	#N/A	
#N/A	#N/A	
Total	16,235.1	

Renewable heat	1,744,791	1,744,791	-	Biomass boiler and solar thermal system at one of secondary schools.
Other 1 (specify in comments)				
Other 2 (specify in comments)				
Other 3 (specify in comments)				

3d Targets
Organisational targets

Name of target	Type of target	Target	Units	Boundary/scope of target
Energy use in buildings	percentage		16 total % reduction	Energy use in buildings
Street lighting	percentage		15 total % reduction	Other (please specify in comments)
Fleet transport	percentage		15 total % reduction	Transport
Business travel	percentage		10 total % reduction	Staff travel
Water	percentage		15 total % reduction	Water and sewerage
Waste	percentage		11 total % reduction	Waste

3e Projects and changes
Estimated total annual carbon savings from all projects implemented by the organisation in the report year
If no projects were implemented against an emissions source, enter "0".
If the organisation does not have any information for an emissions source, enter "Unknown".
If the organisation does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity	867	
Natural gas	972	
Other heating fuels	350	
Waste	10	
Water and sewerage	58	
Travel	1	Busines miles claimed actually increased but changes to 2014 DEFRA/DECC GHG conversion factors led to a slight decrease in emissions.
Fleet transport	141	
Other 1 (specify in comments)		
Other 2 (specify in comments)		
Other 3 (specify in comments)		
Total	2,399	

3f Detail the top 10 carbon reduction projects implemented by the organisation in the report year

Provide details of the top 10 projects (based on estimated emissions savings) implemented in the report year.

Project name	Funding source	First full year of CO ₂ e savings	Capital cost (£)	Operational cost (£/annum)
Introduction of kerbside glass recycling	Council and Zero Waste Scotland	2015/16		
Roll out of commercial recycling to schools and businesses	Council	2015/16		
Replacing existing street lamps with LEDs	Council	2014/15		
Reducing the number of street lamps in certain areas	Council	2015/16		
Driver training to promote fuel efficient driving in vehicle fleet	Council	2014/15		
Vehicle Tracking software to improve route planning				
Replacement of boilers in Greenock Municipal Buildings				
Replacing windows in Greenock Municipal Buildings to improve thermal efficiency				
Printer rationalisation to reduce number of printers and purchase energy efficient models				
Reduction and refurbishment of Council estate.				

3g Estimated decrease or increase in emissions from other sources in the report year
If the organisation's corporate emissions increased or decreased for any other reason in the report year, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
Estate changes	315	Decrease	
Service provision			
Staff numbers			

Other 1 (specify in comments)			
Other 2 (specify in comments)			
Other 3 (specify in comments)			
Total			315

3h Anticipated annual carbon savings from all projects implemented by the organisation in the year ahead

If no projects are expected to be implemented against an emissions source, enter "0".
 If the organisation does not have any information for an emissions source, enter "Unknown".
 If the organisation does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity		Unknown
Natural gas		Unknown
Other heating fuels		Unknown
Waste		Unknown
Water and sewerage		Unknown
Travel		Unknown
Fleet Transport		Unknown
Other 1 (specify in comments)		Unknown
Other 2 (specify in comments)		Unknown
Other 3 (specify in comments)		Unknown
Total		

3i Estimated decrease or increase in emissions from other sources in the year ahead

If the organisation's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
Estate changes			Unknown
Service provision			Unknown
Staff numbers			Unknown
Other 1 (specify in comments)			Unknown
Other 2 (specify in comments)			Unknown
Other 3 (specify in comments)			Unknown
Total			

3j Total carbon reduction project savings since baseline year

If the organisation has data available, estimate the total emissions savings made from projects since the organisation's baseline year.

Total savings	Total estimated emissions savings (tCO ₂ e)	Comments
Total project savings since baseline year		Unknown

Further information

3k Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the organisation in relation to corporate emissions, targets and projects.

4 Adaptation

Assessing and managing risk

4a Has the organisation assessed current and future climate-related risks?

If yes, provide a reference or link to any such risk assessment(s).

Not formally under the heading of Climate Change Adaptation but it does assess risks to buildings and infrastructure caused by the weather through its winter action programmes and its Flood Risk Asset Management Plan, Corporate Asset Management Strategy, Road Asset Management Plan, etc.

4b What arrangements does the organisation have in place to manage climate-related risks?

Provide details of any climate change adaptation risk management procedures, strategies, action plans and any adaptation policies and actions included across policy areas.

Flood Risk Action Management Plan, Inverclyde Local Development Plan, winter action programmes, Corporate Asset Management Strategy, Road Asset Management Plan.

Taking action

4c What action has the organisation taken to adapt to climate change?

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.

Continuing to implement the Flood Risk Action Management Plan, which aims to reduce incidences of flooding and prepare flood alleviation scheme. Implement Surface Urban Drainage Systems (SUDS) in new buildings and refurbishments. Climate change adaptation has been incorporated into the Inverclyde Local Development Plan. Participated in Adaptation Scotland's area-based climate change adaptation project covering Glasgow and the Clyde Valley. Investment in equipment to deal with extreme winter conditions and its winter campaigns to inform residents how to deal with such weather conditions.

4d Where applicable, what progress has the organisation made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?

If the organisation is listed in the Programme as an organisation responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the organisation in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress' column for that objective.

(a) The Programme aims to address impacts identified for Scotland in the UK-wide climate change risk assessment which are not otherwise addressed by the UK-wide National Adaptation Programme through policy in relation to reserved matters.

Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment		

Greenspace works to improve the quality of the natural environment and biodiversity in Inverclyde.

Greenspace works to improve the quality of the natural environment and biodiversity in Inverclyde.

See above.

See above.

See above.

See above.

See above.

Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment	
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks	
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society	
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society	
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society	

Review, monitoring and evaluation

4e What arrangements does the organisation have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, plans and policies in Question 4(b).

See above.

4f What arrangements does the organisation have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

See above.

Future priorities for adaptation

4g What are the organisation's top 5 climate change adaptation priorities for the year ahead?

Provide a summary of the areas and activities of focus for the year ahead.

Continue to implement the plans and strategies mentioned above.

Further information

4h Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the organisation in relation to adaptation.

Building in alternative diversion routes for residual waste in waste management contracts.

5 Procurement

5a How do procurement policies contribute to compliance with climate change duties?

Provide information relating to how the procurement policies of the organisation have contributed to its compliance with climate change duties.

Inverclyde Council Procurement use the Scottish Government Procurement Journey and specifically make reference to the following link when developing tenders – <http://www.gov.scot/Topics/Government/Procurement/buyer-information/spdlowlevel/routetwotoolkit/developstrategy/routetwo/profilingthecommodity/sustainability>. Ensuring the most fuel efficient engines are used in vehicles.

5b How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the organisation has contributed to its compliance with climate change duties.

Procurement have developed several contracts using the procurement journey and as a result of this delivered measurable sustainable benefits. These contracts include Waste, Print, WEEE, Electricity, Gas, Fleet.

Further information

5c Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the organisation in relation to procurement.

The Procurement team continue to keep track of best practice issued by the Scottish Government and continue to use collaborative National contracts. Staff attend regular training and have close relationships with Zero Waste Scotland .

6 Validation and Declaration

6a Internal validation process

Briefly describe the organisation's internal validation process, if any, of the data or information contained within this report.

Consensus of Carbon Management Technical Working Group. Submission to Environment and Regeneration Committee for approval.

6b Peer validation process

Briefly describe the organisation's peer validation process, if any, of the data or information contained within this report.

6c External validation process

Briefly describe the organisation's external validation process, if any, of the data or information contained within this report.

6d No Validation Process

If the organisation has not undergone any peer or external validation that relates to the information in this report, indicate this in the space provided and the reasons why this has not been undertaken.

No peer or external validation process undertaken as internal validation deemed most appropriate to ensure accuracy of information.

6e Declaration

I confirm that the information in this report is accurate and provides a fair representation of the organisation's performance in relation to climate change.

Name:	
Role in the organisation:	
Date:	

Letter to Chairs and Chief Executives of public sector major players



29 June

CLIMATE CHANGE LEGISLATION – PUBLIC SECTOR ACTION AND SUPPORT

I am writing to you today, as you are leader of a public body classed as a 'climate change major player', in order to update you on my plans for Public Bodies Duties reporting. These plans have been developed in partnership with the Public Sector Climate Leaders Forum.

Background

I would like to start by commending all public bodies that have voluntarily committed to Scotland's Climate Change Declarations, and have been successfully publishing annual climate change reports over recent years. Similarly, I acknowledge the efforts of those who have published Public Sector Sustainability Reports. This work has provided a solid platform for open and transparent recording of climate change activity and progress across the public sector. I hope the long standing commitment to managing business operations efficiently, as evidenced in this good reporting practice, will continue in the future.

I was disappointed to have to announce earlier this month that Scotland had again missed its fixed annual emission reduction targets. Whilst there were a number of reasons for this, this creates an even stronger imperative for the public sector to lead by example and ramp up emission reductions. To demonstrate my commitment to improving climate change performance reporting and increasing emission reductions, I have therefore asked that the powers in the Climate Change (Scotland) Act 2009, to introduce reporting on compliance with the climate change public bodies duties, be used.

Progress on Public Bodies Duties reporting

A public consultation on a draft Order, which included a draft reporting form, developed collaboratively by members of the Climate Leaders Officer Group (see [Annex B](#)), with the aim of standardising reporting methodology and collecting more consistent and accurate public sector information, closed on 29 May 2015, and I am grateful to those who submitted their views. Responses are now being considered and it is my intention that a refined Statutory Order, reflecting these, will be laid before Parliament after the summer recess, with a view to bringing the reporting requirement into force in November this year, with the first mandatory reports due the following autumn.

Further work is now underway, involving the Sustainable Scotland Network (SSN) and CLOG to produce advisory guidance to support the reporting process. Climate change information submitted through this reporting process will be collated and assessed centrally by the Scottish Government, with a Climate Change Public Sector Report produced annually. This will help to monitor public sector progress and activity and inform the future direction of climate change policy, legislation, funding and support programmes.

In preparation for the first statutory reports in 2016, I am now asking major players to trial the "Required" Reporting form using this new format to produce your 2014/15 report. Your report should be published through your own procedures, prior to being submitted to the Sustainable Scotland Network by 31 October this year. This trial exercise will pave the way for 2015/16 reports to be published by each major player (see [Annex C](#)) and submitted on-line to the Scottish Government by 31 October 2016. As intimated at the start of this letter, some public bodies are already well advanced in their reporting and I would encourage those bodies to continue to report additional climate change information, such as area-wide emissions, environment, resource efficiency and behaviour change, using the "Recommended" section of the reporting form, to capture this and any other information unique to your operations.

Support

In anticipation of the introduction of this statutory reporting requirement both Resource Efficient Scotland (a programme of Zero Waste Scotland) and the Sustainable Scotland Network have been working on a suite of climate change and sustainability tools to help leaders, emission source managers and practitioners to embed and manage climate change activity, and comply with their climate change public bodies duties. Links to a range of climate change support tools are provided in [Annex A](#) of this letter, along with a link to the draft Required Reporting form and advisory guidance as they currently stand. I would particularly encourage major players to use the Climate Change Assessment Tool (CCAT), Influencing Behaviours tool (ISM) and e-Learning module, all of which are aimed at helping public sector organisations progress in the key priority areas.

In addition to monitoring emissions, we are also asking you to report on action your organisation has taken to adapt to climate change and, if applicable, to report on what progress your organisation has made in delivering the policies and proposals set out in the Scottish Climate Change Adaptation Programme. Adaptation to the effects of climate change is crucial if we are to be as prepared and resilient as possible to deal with the impacts of climate change in Scotland and I would encourage you to access the resources provided by Adaptation Scotland.

While it is relatively easy to measure success in the short term, particularly in terms of reducing carbon emissions, there are a wide range of activities that organisations need to consider to move beyond basic carbon reduction, and achieve an integrated and effective approach to Climate Change. The supporting tools will help your organisation put in place robust foundations, in terms of governance, data capture, behaviour change, sustainable procurement and effective communications, to prepare for Climate Change leadership in the future. SSN and RES will also be providing specific events to support on climate change reporting later this year. I look forward to working with you and hearing of your progress.

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

AILEEN MCLEOD

(Chair of Public Sector Climate Leaders Forum - PSCLF)

Taigh Naomh Anndrais, Rathad Regent, Dùn Èideann EH1 3DG
St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.scotland.gov.uk



ANNEX A

CLIMATE CHANGE PUBLIC BODIES DUTIES REQUIRED REPORTING FORM

The reporting templates and guidance for this year's reporting are available online on the SSN website at <http://www.keepsotlandbeautiful.org/sustainability-climate-change/sustainable-scotland-network/reporting-on-climate-change-duties/>

SUSTAINABLE SCOTLAND NETWORK

All the resources below are available online at <http://www.keepsotlandbeautiful.org/ssn>.

Support is also available via email - ssn@keepsotlandbeautiful.org.

Call free on 01786 471333

SSN's website: The SSN website – which includes a public sector climate change portal - is a resource to support public sector action on climate change. We aim to improve understanding, influence, impact and reporting in the public sector with examples of case studies, reports, guidance etc.

Public Bodies Duties e-Learning module: SSN has an e-learning module that is designed to help all public sector employees gain a better understanding of their role and responsibilities in action on climate change, particularly in relation to the Public Bodies Duties in the Climate Change (Scotland) Act. (link to web: <http://www.keepsotlandbeautiful.org/sustainability-climate-change/sustainable-scotland-network/climate-change/e-learning-module/>)

The [Low Carbon Behaviours webpages](#) sets out the information, SSN support and resources available for the public sector in using the ISM (Individual, Social, Material) behaviour change approach to help design, develop and evaluate low carbon interventions.

SSN Annual Conference: The SSN annual conference takes place on 3rd November in Glasgow. This is a key event bringing public sector major players together on climate change leadership and action. More information on the conference will be available online soon. The Scottish Government encourages all major players to participate in this important event. Climate Change PBD Required Reporting Form.

RESOURCE EFFICIENT SCOTLAND

All the resources below are available online at www.resourceefficientscotland.com.

Support is also available via email enquiries@ResourceEfficientScotland.com

Call free on 0808 8082268

[Climate Change Assessment Tool](#) - enables practitioners, emission source managers and leaders to assess their organisational climate change capability and performance and track progress against the Public Sector Climate Change Duties..

[Carbon Footprinting and Project Register](#) - supports those organisations looking to establish current and future carbon footprints, by developing project registers and carrying out target-setting in a single tool.

[Lighting Improvements Calculator](#) - provides three examples of common lighting improvement projects.

[The Light Touch Calculator](#) - allows for a more complex lighting data analysis and calculates potential annual savings from upgrading or retrofitting existing lighting.

[Boiler Replacement Toolkit](#) - assists users to consider and compare alternative heat and fuel sources at the design stage of new-build or refurbishment projects.

[A Ten-Step Good Practice Guide – Water Efficiency](#) - helps organisations to implement tried-and-tested water minimisation projects, including simple, low and no-cost solutions and advice on changing staff behaviour.

[Building Management System Procurement Guidance](#) - A guide to help organisations through the processes of procuring a building management system and support services.

[Sustainable Procurement Modules](#) - examines opportunities for embedding sustainability within the procurement process, from background and policy information, through to developing the specification, evaluation and contract management.

ADAPTATION SCOTLAND

Adaptation Scotland provides tools and resources for public bodies with the aim to increase awareness and understanding of climate risks, and help public bodies put in place structures to manage these in line with the Public Bodies Climate Change (Adaptation) Duties enacted by the Climate Change (Scotland) Act 2009.

This includes the practical guide 'Five Steps to Managing your Climate Risks' that helps public bodies to develop arrangements to manage their climate risks.

More information can be found on the Adaptation Scotland website: <http://www.adaptationscotland.org.uk/2/50/0/Climate-Ready-Public-sector.aspx>

Further information on adaptation can be found in the Scottish Climate Change Adaptation Programme: <http://www.gov.scot/Publications/2014/05/4669>

Annex B

Membership of the Climate Leaders Officer Group (CLOG)

SG Officials	Scottish Government
Judith Young	Climate Change Public Bodies Duties
Howard Steele	Climate Change Public Bodies Duties
Jo Mitchell	Sustainable Procurement
Graeme Curran	Facilities Services
Daniel Lafferty	Transport Policy
Nicola Carvil	Low Carbon Innovation
CLOG Member	Organisation
Anna Beswick	Adaptation Scotland
Jill McMaster	Resource Efficiency Scotland
George Tarvit	Sustainable Scotland Network
Sarah Lee	EAUC
Neil Kitching	Scottish Enterprise
Paula Charleston	SEPA
Victoria Barby	2020 Group
Mark Williams	Scottish Water
Ewan Hyslop	Historic Scotland
David Beards	SFC
Lorna Richardson	COSLA
Mark Roberts	Audit Scotland
Kate Dapre	NHS
Chris Wood-Gee	D&G Council/SSN
Sheila Currie	SNH
Shirley MacMillan	Scot Parliament

ANNEX C

CLIMATE CHANGE PUBLIC BODIES DUTIES MAJOR PLAYERS LIST

The Scottish Ministers (8)

1. Disclosure Scotland
2. Historic Scotland
3. Scottish Government
4. Scottish Prisons Service
5. Scottish Public Pensions Agency
6. Skills Development Scotland
7. Student Awards Agency for Scotland
8. Transport Scotland

The Scottish Parliamentary Corporate Body (1)

Holders of offices in the Scottish Administration which are non-ministerial offices (7)

1. The Accountant in Bankruptcy
2. The Keeper of the Records of Scotland
3. The Keeper of the Registers of Scotland
4. The Scottish Charity Regulator
5. The Registrar General of Births, Deaths and Marriages for Scotland
6. The Scottish Court Service
7. The Scottish Housing Regulator

Local Government (32)

Any local authority

1. Aberdeen City Council
2. Aberdeenshire Council
3. Angus Council
4. Argyll and Bute Council
5. City of Edinburgh Council
6. Clackmannanshire Council
7. Comhairle nan Eilean Siar (Western Isles Council)
8. Dumfries and Galloway Council
9. Dundee City Council
10. East Ayrshire Council
11. East Dunbartonshire Council

12. East Lothian Council
13. East Renfrewshire Council
14. Falkirk Council
15. Fife Council
16. Glasgow City Council
17. Highland Council
18. Inverclyde Council
19. Midlothian Council
20. Moray Council
21. North Ayrshire Council
22. North Lanarkshire Council
23. Orkney Islands Council
24. Perth and Kinross Council
25. Renfrewshire Council
26. Scottish Borders Council
27. Shetland Islands Council
28. South Ayrshire Council
29. South Lanarkshire Council
30. Stirling Council
31. West Dunbartonshire Council
32. West Lothian Council

Transport Partnerships (1 + 6)

1. The Strathclyde Passenger Transport Authority

Any Transport Partnership created under the Transport (Scotland) Act 2005(1)

2. SWESTRANS - Dumfries and Galloway
3. SESTRANS - City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, West Lothian
4. TACTRAN - Angus, Dundee City, Perth and Kinross, Stirling
5. NESTRANS - Aberdeen City, Aberdeenshire
6. HITRANS - Argyll and Bute (less Helensburgh and Lomond), Outer Hebrides, Highland, Moray, Orkney
7. ZetTrans - Shetland

National health service (19)

1. The Common Services Agency for the Scottish Health Service
2. The National Waiting Times Centre Board
3. NHS Education for Scotland
4. The Scottish Ambulance Service Board

(1) 2005 asp 12.

5. The State Hospitals Board for Scotland
Any Health Board
6. NHS Ayrshire and Arran
7. NHS Borders
8. NHS Dumfries and Galloway
9. NHS Fife
10. NHS Forth Valley
11. NHS Grampian
12. NHS Greater Glasgow and Clyde
13. NHS Highland
14. NHS Lanarkshire
15. NHS Lothian
16. NHS Orkney
17. NHS Shetland
18. NHS Tayside
19. NHS Western Isles

Educational institutions (19 +25)

The board of management of a college of further education (with the expressions used having the same meaning as in section 36(1) of the Further and Higher Education (Scotland) Act 1992(2))

An institution which is a fundable post-16 education body in receipt of funding from the Scottish Further and Higher Education Funding Council or a regional strategic body (with the expressions used having the same meaning as in the Further and Higher Education (Scotland) Act 2005(3)), other than any such institution whose activities are principally carried on outwith Scotland.

Universities

1. Edinburgh Napier University
2. Glasgow Caledonian University
3. Glasgow School of Art
4. Heriot-Watt University
5. The Open University in Scotland
6. Queen Margaret University
7. Robert Gordon University
8. Royal Conservatoire of Scotland
9. SRUC
10. University of Aberdeen
11. University of Abertay Dundee
12. University of Dundee

(2) 1992 c.37.

(3) 2005 asp 6.

13. University of Edinburgh
14. University of Glasgow
15. University of St Andrews
16. University of Stirling
17. University of Strathclyde
18. University of the Highlands and Islands
19. University of the West of Scotland

Colleges

1. Ayrshire College
2. Borders College
3. City of Glasgow College
4. Dumfries & Galloway College
5. Dundee and Angus College (previously Dundee College and Angus College)
6. Edinburgh College
7. Fife College
8. Forth Valley College
9. Glasgow Clyde College
10. Glasgow Kelvin College (previously John Wheatley College, North Glasgow College and Stow College)
11. Inverness College UHI
12. Lews Castle College UHI
13. Moray College UHI
14. Newbattle Abbey College
15. New College Lanarkshire (previously Motherwell College, Cumbernauld College, and Coatbridge College)
16. North East Scotland College (previously Aberdeen College and Banff and Buchan College)
17. North Highland College UHI
18. Orkney College UHI
19. Perth College UHI
20. Sabhal Mòr Ostaig UHI
21. Shetland College UHI
22. South Lanarkshire College
23. West College Scotland
24. West Highland College UHI
25. West Lothian College

Police (2)

1. A chief constable of the Police Service of Scotland
2. The Scottish Police Authority

Others (30)

1. Audit Scotland
2. Creative Scotland
3. Highlands and Islands Enterprise
4. Learning and Teaching Scotland
5. Revenue Scotland
6. Scottish Enterprise
7. Scottish Natural Heritage
8. Scottish Water
9. Social Care and Social Work Improvement Scotland
10. The Board of Trustees for the National Galleries of Scotland
11. The Board of Trustees of the National Museums of Scotland
12. The Board of Trustees of the Royal Botanic Garden, Edinburgh
13. The British Waterways Board
14. The Cairngorms National Park Authority
15. The Crofting Commission
16. The James Hutton Institute
17. The Loch Lomond and The Trossachs National Park Authority
18. The Moredun Research Institute
19. The National Library of Scotland
20. The Royal Commission on the Ancient and Historical Monuments of Scotland
21. The Scottish Children's Reporter Administration
22. The Scottish Environment Protection Agency
23. The Scottish Fire and Rescue Service
24. The Scottish Further and Higher Education Funding Council
25. The Scottish Legal Aid Board
26. The Scottish Public Services Ombudsman
27. The Scottish Qualifications Authority
28. The Scottish Social Services Council
29. The Scottish Sports Council
30. VisitScotland
31. **Any integration joint board established by order under section 9(2) of the Public Bodies (Joint Working) (Scotland) Act 2014**