

2015 No.

CLIMATE CHANGE

The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015

Made - - - - [] 2015
Laid before the Scottish Parliament [] 2015
Coming into force - - [] 2015

The Scottish Ministers make the following Order in exercise of the powers conferred by sections 46(1) and 96(2) of the Climate Change (Scotland) Act 2009(a) and all other powers enabling them to do so.

Citation and commencement

1. This Order may be cited as the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 and comes into force on [] 2015.

Interpretation

2. In this Order—

- “the Act” means Climate Change (Scotland) Act 2009;
- “listed body” means a relevant public body(b) listed in Schedule 1;
- “report year” means the year for which a report is to be prepared under article 3(1);
- “year” means a period of 12 months ending with 31st March; and
- “year ahead” (in Schedule 2) means the year which follows the report year.

Reports

3.—(1) For each year, a listed body must prepare a report on compliance with its climate changes duties.

(2) The listed body must send the report to the Scottish Ministers within a period of 6 months from the end of the report year.

(a) 2009 asp 12; in section 46(1) “relevant public body” has the meaning given by section 44(5) of that Act (“the Act”). It refers to a Scottish public body (within the meaning of section 3(1)(a) of the Freedom of Information (Scotland) Act 2002 (asp 13)) which has climate change duties under section 44(1) or by virtue of section 44(3) of the Act.
(b) By virtue of section 24 of the Interpretation and Legislative Reform (Scotland) Act 2010 (asp 10), the expression “relevant public body” has the same as it has in section 44(5) of the Climate Change (Scotland) Act 2009.

Form and content

- 4.—(1) Each report must be in the form set out in Schedule 2.
- (2) Each report must contain the information specified in the form set out in Schedule 2 so far as the information is applicable to a listed body.
- (3) The report may be sent to the Scottish Ministers in electronic form.

St Andrew's House,
Edinburgh
[] 2015

NAME
Authorised to sign by the Scottish Ministers

SCHEDULE 1

LISTED BODIES

Article 2

Ministers, The Parliament

The Scottish Ministers
The Scottish Parliamentary Corporate Body

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

The Accountant in Bankruptcy
The Keeper of the Records of Scotland
The Keeper of the Registers of Scotland
The Scottish Charity Regulator
The Registrar General of Births, Deaths and Marriages for Scotland
The Scottish Court Service
The Scottish Housing Regulator

Local government

Any local authority
The Strathclyde Passenger Transport Authority
Any Transport Partnership created under the Transport (Scotland) Act 2005^(a)

National health service

The Common Services Agency for the Scottish Health Service
Any Health Board
The National Waiting Times Centre Board
NHS Education for Scotland
The Scottish Ambulance Service Board
The State Hospitals Board for Scotland

Educational institutions

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^(b)).

(a) 2005 asp 12.
(b) 1992 c.37.

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(a)), other than any such institution whose activities are principally carried on outwith Scotland.

Police

A chief constable of the Police Service of Scotland
The Scottish Police Authority

Others

The Accounts Commission for Scotland
Audit Scotland
The Board of Trustees for the National Galleries of Scotland
The Board of Trustees of the National Museums of Scotland
The Board of Trustees of the Royal Botanic Garden, Edinburgh
The British Waterways Board
The Cairngorms National Park Authority
Creative Scotland
The Crofting Commission
Highlands and Islands Enterprise
Any integration joint board established by order under section 9(2) of the Public Bodies (Joint Working) (Scotland) Act 2014
The James Hutton Institute
Learning and Teaching Scotland
The Loch Lomond and The Trossachs National Park Authority
The Moredun Research Institute
The National Library of Scotland
Revenue Scotland
The Royal Commission on the Ancient and Historical Monuments of Scotland
The Scottish Children's Reporter Administration
Scottish Enterprise
The Scottish Environment Protection Agency
The Scottish Fire and Rescue Service
The Scottish Further and Higher Education Funding Council
The Scottish Legal Aid Board
Scottish Natural Heritage

(a) 2005 asp 6.

The Scottish Public Services Ombudsman

The Scottish Qualifications Authority

The Scottish Social Services Council

The Scottish Sports Council

Scottish Water

Social Care and Social Work Improvement Scotland

VisitScotland

SCHEDULE 2
FORM

Article 4

PART 1: ORGANISATIONAL PROFILE

1(a) Name of organisation

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

1(b) Type of the organisation

1(c) Number of FTE staff in the organisation

1(d) 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 (add rows as required).

<i>Metric</i>	<i>Units</i>	<i>Value</i>	<i>Comments</i>

1(e) Overall budget of the organisation

Specify approximate £/annum for the report year.

1(f) Report year

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

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

Governance and management

2(a) How is climate change governed in the organisation?

Provide a summary of the roles played by the organisation’s governance bodies and members. Include reference to adaptation, transport, business travel, waste, information and communication technology (ICT), procurement and behaviour change if these sit outside main climate change governance.

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2(b) How is climate change managed and delivered by the organisation?

Provide a summary of how decision-making is managed and how responsibility is allocated to the organisation’s senior staff, departmental heads etc. Include reference to adaptation, transport, business travel, waste, ICT, procurement and behaviour change if these sit outside its main climate change delivery structures.

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Strategy

2(c) 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.

<i>Wording of objective</i>	<i>Name of document</i>

2(d) How is climate change action embedded across the organisation?

Provide a brief summary of how climate change action for mitigation and adaptation is embedded within the organisation's services / departments, etc.

2(e) Does the organisation have a climate change plan or strategy?

If yes, provide the name and/or link to any such document.

2(f) Does the organisation have any plans, strategies or policies covering the following areas that include climate change?

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

<i>Topic area</i>	<i>Name of document</i>	<i>Time period covered</i>	<i>Comments</i>
Adaptation			
Business travel			
Energy efficiency			
Fleet transport			
ICT			
Renewable energy			
Sustainable / renewable heat			
Waste management			
Water and sewerage			
Other			

2(g) 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.

2(h) Has the organisation used the Climate Change Assessment Tool^(a) to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

Further information

2(i) 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.

^(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.

PART 3: CORPORATE EMISSIONS, TARGETS AND PROJECTS

Emissions

3(a) 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.

<i>Reference year</i>	<i>Year</i>	<i>Year type</i>	<i>Scope 1</i>	<i>Scope 2</i>	<i>Scope 3</i>	<i>Total</i>	<i>Units</i>	<i>Comments</i>
Baseline carbon footprint							tCO2e	
Year 1 carbon footprint							tCO2e	
Year 2 carbon footprint							tCO2e	
Year 3 carbon footprint							tCO2e	
Year 4 carbon footprint							tCO2e	
Year 5 carbon footprint							tCO2e	
Year 6 carbon footprint							tCO2e	
Year 7 carbon footprint							tCO2e	
Year 8 carbon footprint							tCO2e	
Year 9 carbon footprint							tCO2e	
Year 10 carbon footprint							tCO2e	
Year 11 carbon footprint							tCO2e	
Year 12 carbon footprint							tCO2e	
Year 13 carbon footprint							tCO2e	
Year 14 carbon footprint							tCO2e	
Year 15 carbon footprint							tCO2e	

^(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.

3(c) 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.

<i>Generation of renewables</i>	<i>Total generated (kWh)</i>	<i>Total consumed by the organisation (kWh)</i>	<i>Total exported (kWh)</i>	<i>Comments</i>
Renewable electricity				
Renewable heat				
Other				

Targets

3(d) Organisational targets

Organisations are likely to have a number of targets relevant to climate change. List all of the organisation’s targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate energy efficiency, waste, water, ICT, transport, travel and heat targets should be included.

<i>Name of target</i>	<i>Type of target</i>	<i>Target</i>	<i>Units</i>	<i>Boundary / scope of target</i>	<i>Baseline year</i>	<i>Baseline figure</i>	<i>Units of baseline</i>	<i>Target completion year</i>	<i>Comments</i>

Projects and changes

3(e) 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”.

<i>Emissions source</i>	<i>Total estimated annual carbon savings (tCO_{2e})</i>	<i>Comments</i>
Electricity		
Natural gas		
Other heating fuels		
Waste		
Water and sewerage		
Travel		
Fleet transport		
Other (specify in comments)		
Total		

3(f) 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.

<i>Project name</i>	<i>Funding source</i>	<i>First full year of CO₂e savings</i>	<i>Capital cost (£)</i>	<i>Operational cost (£/annum)</i>	<i>Project lifetime (years)</i>	<i>Primary fuel / emission source saved</i>	<i>Estimated carbon savings per year (tCO₂e/annum)</i>	<i>Estimated costs savings (£/annum)</i>	<i>Savings figures are estimated or actual</i>	<i>Comments</i>

3(g) 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.

<i>Emissions source</i>	<i>Total estimated annual emissions (tCO₂e)</i>	<i>Increase or decrease in emissions</i>	<i>Comments</i>
Estate changes			
Service provision			
Staff numbers			
Other (specify in comments)			
Total			

3(h) 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”.

<i>Emissions source</i>	<i>Total estimated annual carbon savings (tCO_{2e})</i>	<i>Comments</i>
Electricity		
Natural gas		
Other heating fuels		
Waste		
Water and sewerage		
Travel		
Fleet transport		
Other (specify in comments)		
Total		

3(i) 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.

<i>Emissions source</i>	<i>Total estimated annual emissions (tCO_{2e})</i>	<i>Increase or decrease in emissions</i>	<i>Comments</i>
Estate changes			
Service provision			
Staff numbers			
Other (specify in comments)			
Total			

3(j) 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.

<i>Total savings</i>	<i>Total estimated emissions savings (tCO₂e)</i>	<i>Comments</i>
Total project savings since baseline year		

Further information

3(k) 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.

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PART 4: ADAPTATION

Assessing and managing risk

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

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

4(b) 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.

Taking action

4(c) 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.

4(d) 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.

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

^(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.

Review, monitoring and evaluation

4(e) 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).

4(f) 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).

Future priorities for adaptation

4(g) 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.

Further information

4(h) Supporting information and best practice

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

PART 5: PROCUREMENT

Flexible Framework Assessment Tool^(a)

5(a) When did the organisation last complete the Flexible Framework Assessment Tool?

Include the month (e.g. April 2015).

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5(b) What scores were achieved by the organisation when it last used this tool?

<i>Name of target</i>	<i>Level achieved (completed)</i>	<i>Target level</i>	<i>Date to be achieved</i>	<i>Comments</i>
People				
Policy				
Process				
Suppliers				
Results				

Climate change and sustainable procurement

5(c) Incorporating climate change / sustainability into new build projects

Provide a brief description of how climate change / sustainability issues were taken into account in the design and procurement of any new build projects by the organisation in the report year.

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^(a) This refers to the tool developed by the UK Sustainable Procurement Task Force for the purposes of charting an organisation’s progress towards achieving sustainable procurement.

5(d) Achievements in incorporating climate change / sustainability into procurement

Provide a brief description of any achievements by the organisation in incorporating climate change / sustainability considerations into procurement in the report year.

5(e) Challenges to incorporating climate change / sustainability into procurement

Provide a brief description of any challenges identified by the organisation.

5(f) How 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 changes duties.

5(g) How procurement activity has contributed to compliance with climate change duties

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

Further information

5(h) Supporting information and best practice

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

PART 6: VALIDATION AND DECLARATION

6(a) Internal validation process

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

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6(b) Peer validation process

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

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6(c) External validation process

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

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6(d) 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	

EXPLANATORY NOTE

(This note is not part of the Order)

This Order requires the bodies in Schedule 1 to prepare reports on compliance with climate change duties imposed under (or by virtue of) section 44 of the Climate Change (Scotland) Act 2009.

It also sets out the information to be reported, the form of the reports and the period within which each report must be sent to the Scottish Ministers.