

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.

*With kind regards
Aileen*

AILEEN MCLEOD

(Chair of Public Sector Climate Leaders Forum - PSCLF)

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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**