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**Report to Enterprise & Environment Committee**

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**Date of Meeting: 20 August 2015**

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**Subject: Public Bodies' Climate Change Duties: Clackmannanshire Council Annual Report**

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**Report by: Head of Development & Environment**

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**1.0 Purpose**

- 1.1. The purpose of this report is to give an overview of Clackmannanshire Council's compliance with its climate change duties, with measures to improve performance relating to sustainability and climate change.

**2.0 Recommendations**

It is recommended that Committee:

- 2.1. Approve the report on Clackmannanshire Council's progress in delivering its climate change duties, for submission to the Scottish Government as detailed in Appendix 1.

**3.0 Considerations**

Public bodies' climate change duties annual report

- 3.1. As members will be aware, Clackmannanshire Council has duties under Section 44 of the Climate Change (Scotland) Act to contribute to reducing Scotland's greenhouse gas emissions; to contribute to helping Scotland adapt to a changing climate; and to act in the way that it considers most sustainable. The Act gave the Scottish Ministers powers to require public bodies to report on their compliance with these duties.
- 3.2. Since 2009, Clackmannanshire Council (along with every other local authority in Scotland) has reported annually and voluntarily on its progress in addressing climate change and sustainable development, through Scotland's Climate Change Declaration. In recent years these reports have been analysed by the Sustainable Scotland Network, and have been published on their website.
- 3.3. Following three consecutive years of missing Scotland's greenhouse gas emissions reduction targets, the Scottish Government has chosen to use its powers to make annual reporting on climate change mandatory for around

150 "major players" in the public sector (this includes all local authorities). A draft statutory instrument has been prepared, and this is expected to be enacted later this year, with reporting expected to be required for financial year 2015/16 onwards.

- 3.4. A draft reporting template has been published, and public bodies have been encouraged to use it to report on 2014/15 activity: this report for Clackmannanshire Council can be found at Appendix 1. Since this is the trial year for reporting, there is no expectation that public bodies will be able to complete every section in the report; where the Council is unable to supply the required information, this is noted and an explanation given.
- 3.5. The reporting template covers the following: governance, management and strategy; corporate emissions, targets and project data; adaptation; and procurement.
- 3.6. *Governance, management and strategy*  
Clackmannanshire Council has a number of tools available for assessing and addressing climate change and sustainability impacts; however, the use of these is not consistent across the Council, and embedding them will be the main focus of the revised Sustainability and Climate Change Strategy. Initial measures to improve governance around climate change and sustainability are detailed in paragraphs 3.13-3.25 of this report.
- 3.7. Internal audit have reviewed the public bodies' duties report and are developing a procedure for validating future annual reports. If approved by Committee, the report will be signed by the Head of Development & Environment and submitted to the Scottish Government.
- 3.8. *Corporate emissions*

The report shows that the main source of greenhouse gas emissions from Clackmannanshire Council's activities is electricity consumption - for street lighting, buildings and sites - comprising 58% of the footprint; the next two most significant sources are gas (28%) and fleet diesel (11%). Between 2013/14 and 2014/15, Clackmannanshire Council's electricity consumption reduced by 18%, but due to an increased use of carbon-intensive fuels for electricity generation in the UK, the carbon emissions for electricity decreased by only 5%. Overall, Clackmannanshire Council's carbon footprint reduced by less than 1%.

- 3.9. Clackmannanshire Council's Carbon Management Plan is currently being revised to ensure that there are sufficient projects in place in the coming years to effect a significant reduction in the organisation's greenhouse gas emissions. The current target of reducing emissions by 3% annually will also be revised, and a new target brought forward in a revised Carbon Management Plan to drive forward reduction measures.
- 3.10. *Adaptation*

Climate change adaptation is defined by the Scottish Government as "the adjustment in economic, social or natural systems in response to actual or expected climatic change, to limit harmful consequences and exploit beneficial opportunities." Climate change is already happening and we are

already starting to feel some effects. In the short to medium term, climate change in Clackmannanshire means:

Change	Impact
Warmer, wetter winters (although cold snaps will still occur) and hotter, drier summers	Heat stress including potential summer deaths and respiratory conditions; drought/water shortages; wildfires; subsidence
More severe and extreme weather events, including very heavy rainfall and high winds, and electrical storms	Deaths, injuries, property damage; flood risk to land, property, health, transport, insurance and economy; risk of pests and disease; loss of power and telecommunications, including mobile phones
Rising sea levels and increased storm surges.	Deaths, injuries, property damage; flood risk to land, property, health, transport, insurance and economy

3.11. The report shows that the Council has started to assess the risks that climate change pose to its services and its customers, but that there is still significant work to do to embed this throughout the organisation and to ensure that the Council is "climate ready".

### 3.12. *Procurement*

Procurement is singled out in the Climate Change (Scotland) Act for its potential to contribute to the climate change duties and targets. Although the Council has a sustainable procurement policy, information was not available for 2014/15 on how procurement has contributed to the duties. This will be addressed in 2015/16, in order to be ready for mandatory reporting, and Resources and Governance are working to develop a system to monitor and improve the sustainability impacts of procurement activity.

### 3.13. Sustainability Test

A "Sustainability Implications" section was introduced in 2006 to help Officers when preparing reports for Council and Committee to meet the Best Value requirements of the Local Government in Scotland Act. This section is intended to set out the likely environmental and social impacts of council and committee decisions, in order to enable informed decision-making, and is based on completion of a "Best Value & Sustainability Checklist".

3.14. Scottish Government guidance<sup>1</sup> on the public bodies' climate change duties recommends the use of a "sustainability test" in decision-making, and a sustainability and climate change checklist is given as an example of such a test.

3.15. The Best Value & Sustainability Checklist will be replaced by a Sustainability Test. The Sustainability Test has been designed to be easier to use: it is shorter, uses plainer language and asks more targeted questions, it is divided

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<sup>1</sup> *Public Bodies' Climate Change Duties: Putting Them Into Practice*, available at <http://www.gov.scot/Publications/2011/02/04093254/0>

into three sections, to reflect the three parts of the climate change duties: reducing greenhouse gas emissions; acting sustainably; and adapting to a changing climate. Guidance and training will be developed to support officers to use the Sustainability Test.

### 3.16. Other Governance Matters and Initiatives

Officers have identified other areas of sustainability and climate change governance which need to be strengthened; the intention is to develop these further and report back to a future meeting of the Committee with a proposed approach. These areas are set out below.

- Introduce "Sustainable Ways of Working Guidance", which is intended to make clear to staff and managers how they can contribute to the Council's sustainability and climate change objectives in their day-to-day work.
- Use of the Scottish Government's Climate Change Assessment Tool (CCAT) to assess compliance with the public bodies' climate change duties.
- Developing a corporate approach to assessing and managing climate and weather-related risks to services.
- Embed the use of strategic environmental assessment as part of strategy and policy development.
- How sustainability is audited through Council's self-assessment processes.
- Revise the Sustainability and Climate Change Strategy and Carbon Management Plan.

## 4.0 **Sustainability Implications**

- 4.1. The recommendations in this plan will enable the Council to better meet its sustainability and climate change duties. They are also likely to result in fewer adverse impacts on the environment, a reduction in greenhouse gas emissions, and better preparedness for the likely impacts of a changing climate.

## 5.0 **Resource Implications**

### 5.1. *Financial Details*

- 5.2. There are no direct financial implications as a result of the recommendations set out in the report.

- 5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes

### 5.4. *Staffing*

## 6.0 Exempt Reports

6.1. Is this report exempt? Yes  (please detail the reasons for exemption below) No

## 7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box )

- |  |                                     |
|--|-------------------------------------|
| The area has a positive image and attracts people and businesses         | <input type="checkbox"/>            |
| Our communities are more cohesive and inclusive                          | <input type="checkbox"/>            |
| People are better skilled, trained and ready for learning and employment | <input type="checkbox"/>            |
| Our communities are safer  | <input checked="" type="checkbox"/> |
| Vulnerable people and families are supported                             | <input type="checkbox"/>            |
| Substance misuse and its effects are reduced                             | <input type="checkbox"/>            |
| Health is improving and health inequalities are reducing                 | <input type="checkbox"/>            |
| The environment is protected and enhanced for all                        | <input checked="" type="checkbox"/> |
| The Council is effective, efficient and recognised for excellence        | <input checked="" type="checkbox"/> |

(2) **Council Policies** (Please detail)

## 8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes  No

## 9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

## 10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1 : 2014/15 Public bodies' Climate Change Duties Report

## 11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes  (please list the documents below) No

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Ian Doctor	Regulatory Service Manager	Extension : 2577

### Approved by

NAME	DESIGNATION	SIGNATURE
Gordon McNeil	Head of Development & Environment	Signed: G McNeil
Garry Dallas	Executive Director	Signed: G Dallas

**Appendix 1 2014/15 Public bodies' climate change duties report**





**1 Organisational Profile**

**1a Name of organisation**

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

Clackmannanshire Council

**1b Type of the organisation**

Select from the options below

Local Authority

**1c Number of FTE staff in the organisation**

2134

**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 (add rows as required).

Metric	Units	Value	Comments
Floor area	m2	125269.00	
Population size served	population	51280.00	
	#N/A		
Other (specify in comments)			

**1e Overall budget of the organisation**

Specify approximate £/annum for the report year.

£129,992,500.00

**1f Report year**

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

2014/15 (Financial year)

**2 Governance, Management and Strategy**

**Governance and management**

**2a 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.

The Development and Environment Service (which includes the remit for sustainability, corporate approaches to climate change mitigation and adaptation, roads and transportation, street lighting and fleet) reports to the Enterprise and Environment Committee. This includes twice yearly performance reports, twice-yearly progress update reports, and the agreement of business plans for the service. Likewise the Resources and Governance Service (which includes responsibilities for buildings and ICT) reports to, and has its business plan agreed by, the Resources and Audit Committee. In some circumstances, these committees have to refer their decisions to the full Council: for example, the approval of main policies and strategies. The Clackmannanshire Council is made up of 18 Councillors: 8 Scottish National Party, 8 Labour, 1 Independent, 1 Conservative.

**2b 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.

Clackmannanshire Council is structured as six services: Development & Environment; Resources & Governance; Housing & Community Safety; Strategy & Customer Services; Education (shared with Stirling Council); and Social Work (shared with Stirling Council). Under each Head of Service are a number of Service Managers; the following remits are relevant to climate change. Under the Head of Development & Environment: the Regulatory Service Manager is responsible for, *inter alia*, the Sustainability Team, which leads on climate change mitigation and adaptation, and sustainability action: this includes both strategy and implementation; the Roads and Transportation Service Manager's remit includes staff travel and street lighting; the Environment Service Manager is responsible for fleet and for waste management. Under the Head of Resources and Governance: the Asset Manager is responsible for energy and water consumption in buildings, capital projects, and cleaning and caretaking; the ICT Service Manager is responsible for the organisation's ICT systems and assets; and the Governance Service Manager is responsible for procurement.

## 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
We effectively tackle the causes and effects of climate change	Taking Clackmannanshire Forward: Corporate Priorities 2012-2017

- 2d **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.

All Council and Committee reports have a "sustainability implications" section, which should be completed based on a best value & sustainability checklist: this is intended to ensure that decision makers take climate change and sustainability impacts into account. Guidance on business planning within the Council expects services to highlight any actions which will have a significant impact on the Council's responsibilities in relation to sustainability. Clackmannanshire Council was one of the organisations chosen to pilot the Sustainable Scotland Network's e-learning module on the public bodies' climate change duties: this module has been made available to all staff.

- 2e **Does the organisation have a climate change plan or strategy?**

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

Clackmannanshire Sustainability and Climate Change Strategy: <http://www.clacksweb.org.uk/document/2858.pdf>

- 2f **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.

Topic area	Name of document	Time period covered	Comments
Adaptation			Clackmannanshire Council is developing a climate change adaptation strategy
Business travel	Strategic Travel Plan	2012-2017	Main aim is to reduce the impact of travel associated with the Council
Energy efficiency	Carbon Management Plan	2011-2016	This is being reviewed and revised in 2015/16
Fleet transport	Fleet Asset Management Plan	2013-2018	Includes the objective of "a fleet which is efficiently run, maximises value for money, is environmentally and energy efficient and contributes directly to delivering year on year reductions in greenhouse gas emissions"

ICT	ICT Strategy	2012-2017	One of the aims is "to use ICT to enable modern, smarter ways of working which enhance the ability of the Council to serve the needs of its citizens while reducing our impact on the environment". Includes a commitment to "improve our sustainability", including through reducing power requirements, and thus energy consumption, and re-use of equipment.
Renewable energy			
Sustainable/renewable heat			
Waste management	Zero Waste Strategy	2012-2022	Addresses waste in Clackmannanshire as a whole, rather than in the Council's own operations. Addresses 7 main issues, one of which is Climate Change
Water and sewerage			
Other	Clackmannanshire Biodiversity Action Plan	2012-2017	Addresses the impacts of climate change on biodiversity, and the role of ecosystems in adapting to climate change

**2g 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.

(1) Finalise the revised Sustainability and Climate Change Strategy (2) Prepare a climate change adaptation strategy (3) Produce a revised Carbon Management Plan (4) Review governance arrangements around sustainability and climate change (5) Carry out a Climate Change Assessment Tool workshop

**2h 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.

(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. However, Clackmannanshire Council intends to use the Climate Change Assessment Tool in 2015/16.

**Further information**

**2i 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.

Clackmannanshire Council is currently reviewing and revising its Sustainability and Climate Change 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	Scope 3	Total	Units	Comments
								Clackmannanshire Council has had a Carbon Management Plan since 2006; however, earlier carbon footprints have not been included here, as their scope included emissions that were beyond the organisation's control (such as Council housing and municipal waste). The carbon footprint was re-calculated with a tighter scope for 2013/14, and this is anticipated to remain the scope for future years.
Baseline carbon footprint	2013/14	Financial (April to March)	3,623	5,902	242	9,767	tCO <sub>2</sub> e	
Year 1 carbon footprint	2014/15	Financial (April to March)	3,846	5,581	276	9,703	tCO <sub>2</sub> e	
Year 2 carbon footprint	2015/16	Financial (April to March)				-	tCO <sub>2</sub> e	
Year 3 carbon footprint	2016/17	Financial (April to March)				-	tCO <sub>2</sub> e	
Year 4 carbon footprint	2017/18	Financial (April to March)				-	tCO <sub>2</sub> e	
Year 5 carbon footprint	2018/19	Financial (April to March)				-	tCO <sub>2</sub> e	
Year 6 carbon footprint	2019/20	Financial (April to March)				-	tCO <sub>2</sub> e	
Year 7 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	
Year 8 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	
Year 9 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	
Year 10 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	
Year 11 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	
Year 12 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	
Year 13 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	
Year 14 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	
Year 15 carbon footprint		0 Financial (April to March)				-	tCO <sub>2</sub> e	

##### 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 e.g. public transport includes taxis and trains but not buses and air travel as this data is not available. 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	Units	Emissions (tCO <sub>2</sub> e)	Comments	
Natural Gas	Scope 1	14,565,205	kWh	0.18497	kg CO <sub>2</sub> e/kWh	2,694.1	NB the emissions factor given in the Lists tab was for l rather than kWh; I have overwritten it to give the emissions factor for kWh as published by Resource Efficient Scotland in their Carbon Footprint and Project Register tool.	
LPG	Scope 1	307,111	kWh	0.21451	kg CO <sub>2</sub> e/kWh	65.9		
Fuel Oil	Scope 1	115,600	kWh	0.26950	kg CO <sub>2</sub> e/kWh	31.2		
Biomass	Scope 1	729,000	kWh	0.01184	kg CO <sub>2</sub> e/kWh	8.6		
Diesel	Scope 1	401,988	litres	2.60240	kg CO <sub>2</sub> e/litre	1,046.1		
Grid Electricity	Scope 2	10,384,213	kWh	0.53748	kg CO <sub>2</sub> e/kWh	5,581.3		
Water - Supply	Scope 3	85,529	m <sup>3</sup>	0.34410	kg CO <sub>2</sub> e/m <sup>3</sup>	29.4		
Water - Treatment	Scope 3	81,253	m <sup>3</sup>	0.70850	kg CO <sub>2</sub> e/m <sup>3</sup>	57.6		Water treatment is estimated to be 95% of billed water supply
Car - petrol (passenger km)	Scope 3	641,569	passenger km	0.19388	kg CO <sub>2</sub> e/km	124.4		Clackmannanshire Council keeps records of total distance travelled, but not type of vehicle: split is assumed to be 35% diesel, 65% petrol
Car - diesel (passenger km)	Scope 3	345,460	passenger km	0.18546	kg CO <sub>2</sub> e/passenge	64.1		Clackmannanshire Council keeps records of total distance travelled, but not type of vehicle: split is assumed to be 35% diesel, 65% petrol
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#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	241,257	241,257	-	

Renewable heat	729,000	729,000	-	This is from biomass
Other				

### Targets

#### 3d 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.

Name of target	Type of target	Target	Units	Boundary/scope of target	Baseline year	Baseline figure	Units of baseline	Target completion year	Comments
Carbon Management Plan target	percentage		3 annual % reduction	All emissions	2006/07	49,613	tCO2e	2015/16	This target is based on a carbon footprint that includes the emissions sources in the 2013/14 footprint, plus social housing, municipal waste and staff travel to work. These last three are no longer measured, so progress against this target is no longer reported. A revised Carbon Management Plan is being developed, which will include new targets.

### Projects and changes

#### 3e 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 <sub>2</sub> e)	Comments
Electricity	160	
Natural gas	139	
Other heating fuels	-	
Waste	N/A	
Water and sewerage	-	
Travel	6	
Fleet transport	-	
Other (specify in comments)	-	
<b>Total</b>	<b>305</b>	

#### 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 <sub>2</sub> e savings	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO <sub>2</sub> e/annum)	Estimated costs savings (£/annum)	Savings figures are estimated or actual	Comments
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											Clackmannanshire Council's Carbon Management Plan and project recording procedure is currently being revised, so we are only able to list our top five projects here. We intend to have better systems in place for reporting on 2015/16
Install Biomass Boiler - Redwell P.S	Capital	2014/15	150,000		20	Natural Gas	135	14,500	Estimated		
LED Lighting Upgrade various sites	Capital/Revenue	2014/15	75,000		10	Grid Electricity	45	8,500	Estimated		
Flat Roof Upgrades ( improved insulation ) various sites	Capital	2014/15	857,577		20	Natural Gas	4	500	Estimated		

**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 <sub>2</sub> e)	Increase or decrease in emissions	Comments
Estate changes	Unknown	Decrease	Estate rationalisation is expected to lead to a decrease in emissions; however, the scale of this decrease has not been calculated across the estate. We would welcome guidance on how to estimate this.
Service provision	Unknown		We would welcome guidance on how to estimate this.
Staff numbers	Unknown	Decrease	A reduction in staff number is expected to lead to a decrease in emissions; we would welcome guidance on how to estimate this.
Other (specify in comments)			
<b>Total</b>		-	

**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 <sub>2</sub> e)	Comments
Electricity	248	Behaviour change plus upgrades to street lighting
Natural gas	85	Behaviour change plus upgrades to ventilation and heating zoning
Other heating fuels	-	
Waste	N/A	
Water and sewerage	-	

Travel	10	Behaviour change, and increased availability of pool vehicles
Fleet Transport	-	
Other (specify in comments)		
<b>Total</b>	<b>343</b>	

**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 <sub>2</sub> e)	Increase or decrease in emissions	Comments
Estate changes	Unknown		We hope to include these considerations in our forthcoming Carbon Management Plan, but we would welcome guidance on how to estimate these increases or decreases in emissions.
Service provision	Unknown		See comment on estate changes above
Staff numbers	Unknown		See comment on estate changes above
Other (specify in comments)			
<b>Total</b>		-	

**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 <sub>2</sub> e)	Comments
Total project savings since baseline year	Unknown	Data not available.

**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.

Clackmannanshire Council is currently reviewing and revising its Carbon Management Plan; this is expected to be completed in summer 2015, and will contain realistic targets and a comprehensive list of projects to drive emissions reduction across the organisation's estate.

**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).

The Council completed a Local Climate Impact Profile in 2009 and we are reviewing this in the light of the Council's Incident Report; generic impacts identified by neighbouring local authorities and other East/Central Scotland sources; and business plans. Climate change has featured in the corporate risk log, although the December 2014 Corporate Risk Log recommends removal of climate change from the Log, to be replaced by "Failure to Prepare for Severe Weather Events" where the approach proposed is "Tolerate" rather than "Treat". In addition, we have specific measures for certain aspects, most notably flood risk management planning. We still need to assess current and future risk in a more structured and comprehensive manner and we are seeking to build climate/severe weather considerations into risk management and project planning. We anticipate undertaking risk assessment on a pilot basis in the first instance.

**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.



We have risk management procedures in place, and are developing a risk-based approach to adaptation. We have a commitment to produce a Climate Change Adaptation Strategy by the end of 2015. Adaptation is also embedded in our proposed Local Development Plan and associated supplementary guidance.

## 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.

Climate change adaptation is included in the Sustainability and Climate Change Strategy. We have delivered presentations to staff groups and community planning partners on climate change adaptation. Our proposed approach to adaptation is awaiting Corporate Management Team consideration. Clackmannanshire Council participates in the Adaptation Learning Exchange. Progress against the 5 Steps has been mapped. Elements of adaptation are built into the Local Development Plan; elements of adaptation have been undertaken as part of broader good practice including flood risk management.

### 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	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-8	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group.	
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-10	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-2	The Local Development Plan and Supplementary Guidance documents have policy and guidance to enhance habitat and green networks. Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	

Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-11	The Local Development Plan and Supplementary Guidance documents have policy and guidance to enhance habitat and green networks.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-17	Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-18	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-20	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group. Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment		N/A	
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group.	
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-14	Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		N/A	

Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-2	Related activity in the Council includes the Local Development Plan and Supplementary Guidance on Water (B3-2, B3-3), the Open Space Strategy (B3-3), ongoing work on energy efficiency and fuel poverty (B3-6, 7, 8, 9), and river basin management planning (B3-13).
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-3	Related activity in the Council includes the Local Development Plan and Supplementary Guidance on Water (B3-2, B3-3), the Open Space Strategy (B3-3), ongoing work on energy efficiency and fuel poverty (B3-6, 7, 8, 9), and river basin management planning (B3-13).
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-6	Clackmannanshire Council has been pro-active in bidding for HEEPS funding and has delivered very successful programmes since the implementation of this scheme. We have a dedicated Affordable Warmth and Energy Efficiency Service leading on the Council's Affordable Warmth and Energy Efficiency Action Plan.
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-7	Clackmannanshire's housing stock is maintained to a high level. We presently have an enhanced "Local Clackmannanshire Standard" which exceeds the SHQS. Our Action Plan has targets for all forms of tenure, in addition to the 100% EESSH target for all Council housing stock.
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-8	At 91% compliant with the SHQS, Clackmannanshire Council is the best performing council in Scotland within this field. Our targets and specific supporting actions are contained within the Council's Fuel Poverty Action Plan which was agreed by Council and Community stakeholders.

Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-13	Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		N/A	
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society		N/A	
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		N/A	

#### 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).

We are committed to produce an adaptation strategy by the end of 2015 and as part of this it will be necessary to consider inclusion of review periods for assessing climate risks: the strategy will be an ideal place to present all this information in one place and provide a sense as to appropriate review periods for the various actions listed in 4 (b) 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).

At present we do not have these criteria and indicators. We are seeking to address these through ongoing work with partners, including those in the Adaptation Learning Exchange, to develop and share good practice.

#### 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.

We have three priorities agreed with the Adaptation Learning Exchange: Establish robust and fit for purpose governance and leadership; Finalise a climate adaptation framework that reflects the requirements of the 5 Steps; Review of business/operational plans to take account of climate risks and impacts for a pilot group of services/teams. The further two priorities are to develop a "bank" of climate change impacts (generic or specific) to assist risk assessment and priority setting (including community), and to develop indicators. We do not anticipate meeting all the requirements of the 5 Steps including, for example, having monitoring and evaluation procedures in place by this time, but we consider that the priorities outlined should enable us to make concrete progress against the 5 Steps and milestones: Milestone 1 - Paper to Corporate Management Team (Keep seeking formal CMT mandate. Meanwhile proceed where possible on basis of CC Act and Council endorsement of SCCS); Milestone 2 - Impact Assessment for Selected Services (it is suggested that impact assessments should be prepared on a pilot basis for selected Services or sub group within Services, using a combination of existing information from business plans

#### 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.

There are a number of policies and proposals in the Adaptation Programme where local authorities are actively engaged but are not listed as delivery agents in the Programme. In particular, Clackmannanshire Council considers that it contributes to N1-9 (supporting citizen science and voluntary environmental monitoring) by working with the Clackmannanshire Biodiversity Partnership and partners in the Inner Forth Landscape Initiative in support of environmental recording and volunteer engagement; N2-4 (manage designated sites for land based biodiversity) by conducting an ongoing review of Local Nature Conservation Sites with a view to ensuring appropriate management; N2-7 (reduce the pressure on ecosystems from invasive non-native species (INNS)) by working with Stirling University, the Clackmannanshire Biodiversity Partnership and Inner Forth Landscape Initiative partners to develop better understanding of the spread of invasive non-native species in the county to inform future management N2-9 (implement the Scottish Biodiversity Strategy) by supporting an active Biodiversity Partnership to deliver the Clackmannanshire Local Biodiversity Action Plan (CBAP) in support of the Scottish strategy, with stronger emphasis

## Flexible Framework Assessment Tool

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

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

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

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

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

## Climate change and sustainable procurement

### 5c 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.

### 5d 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.

### 5e Challenges to incorporating climate change / sustainability into procurement

Provide a brief description of any challenges identified by the organisation

### 5f 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 d

Clackmannanshire Council has a Sustainable Procurement Policy, available at <http://clackswweb/document/4676.pdf#page=12>. This policy includes statements relating to reducing greenhouse gas emissions, adapting to climate change and acting sustainably.

### 5g 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

### 5h Supporting information and best practice

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

Clackmannanshire Council has not used the Flexible Framework Assessment Tool in 2014/15, so no answers have been given for 5a and 5b.

## 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.

Data Validation Processes are still being developed. Process outlined here is overview of proposed validation process which is still to be finalised and will be in place when formal reporting starts.

There are two streams to validation of the report- validation of data and validation of other information. Data will be validated by creating a verifiable audit trail from source information that will appropriately evidence the figures stated in the report. For example figures entered in section 3 on emissions will be traceable back to usage information provided by energy suppliers at the billing stage. The sustainability officer, as project lead for co-ordinating the data, will document the process used for information gathering and will sample check information back to source to validate accuracy. Records of samples checked will be maintained and the package will provide a verifiable evidence trail. For other information included in the report, for example under section 2, Governance and Management, a more subjective approach will be taken. Information will be verifiable to the specific documents and will be subject to a reasonableness check to validate. Once document has been completed with evidence trail underpinning then a review of the package will be undertaken by Internal Audit to

**6b Peer validation process**

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

None

**6c External validation process**

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

None

**6d 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.

<b>Name:</b>	
<b>Role in the organisation:</b>	
<b>Date:</b>	