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RECOMMENDED – WIDER INFLUENCE

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**PART 1: PROFILE OF REPORTING BODY**

**1(a) Name of reporting body**  
The Scottish Public Services Ombudsman

**1(b) Type of body**  
Others

**1(c) Highest number of full-time equivalent staff in the body during the report year**  
64

**1(d) Metrics used by the body**  
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.

Metric	Unit	Value	Comments

**1(e) Overall budget of the body**  
Specify approximate £/annum for the report year.

Budget	Budget Comments
4732648	A further budget of £1,522,000 non-recurring funding was made available by the Scottish Parliamentary Corporate Body for the Shared Accommodation Project to provide shared accommodation, which brought together the Children and Young People's Commissioner for Scotland (CYPCS), Scottish Human Rights Commission (SHRC) and Scottish Public Services Ombudsman (SPSO) in Bridgeside House, 99 McDonald Road, Edinburgh.

**1(f) Report year**  
Specify the report year.

Report Year	Report Year Comments
Financial (April to March)	

## Public Sector Climate Change Duties 2019 Summary Report: The Scottish Public Services Ombudsman

### 1(g) Context

Provide a summary of the body's nature and functions that are relevant to climate change reporting.

The SPSO's Role and Function

The Scottish Public Services Ombudsman has a wide remit, covering a variety of functions and services. Her powers and duties come from the Scottish Public Services Ombudsman Act 2002 which gives her three distinct areas of statutory functions:

1. The final stage for complaints about most devolved public services in Scotland including councils, the health service, prisons, water and sewerage providers, Scottish Government, universities and colleges. We are not an appeal body for the decisions of organisations. We can check that a decision has been properly made, but we cannot change or overturn it. If we find that something's gone wrong, we can make recommendations to put things right.
2. Specific powers and responsibilities to publish complaints handling procedures, and to monitor and support best practice in complaints handling.
3. Independent Review Service for the Scottish Welfare Fund with the power to overturn and substitute decisions made by councils on Community Care and Crisis Grant applications.

Details of the Ombudsman's team are available at: <http://www.spsso.org.uk/who-we-are>

The Ombudsman's most recent Annual Report is available at: <http://www.spsso.org.uk/annual-reports>

The SPSO recognises that all public sector bodies have a responsibility under the Public Services Reform (Scotland) Act 2010 to commit to publishing climate change declarations to document and account for greenhouse gas emissions. The SPSO has been voluntarily publishing these figures on an annual basis since 2011-12. The SPSO makes a direct contribution to sustainability by ensuring that it implements policies and procedures that reduce its carbon footprint.

The SPSO defines our emission boundaries as all emission sources for Scope 1 and 2, and for Scope 3 we will report our larger emissions in relation to travel, including flights and car usage. Public transport will be out of scope due to the emissions amount being insignificant and the cost and time to produce the information being disproportionate to the result. Our travel policy requires our staff members to travel via public transport where possible.

The SPSO became the leaseholder for Bridgeside House from August 2018, on behalf of all three office-holders - Children and Young Person's Commissioner Scotland (CYPCS), the Scottish Human Rights Commission (SHRC) and the Scottish Public Services Ombudsman (SPSO). The office-holders moved into the building between December 2018 and January 2019. This climate change report submitted by SPSO for 2018-19 will include the total waste and utilities figures for these three organisations from this move date.

The SPSO relocated from a Georgian townhouse to a shared, purpose-built, modern office space. The new building has double glazed windows with trickle vents to allow temperature control and lots of natural light. This has allowed the SPSO to remove the need for desk lamps and personal heaters. It also has LG7 compatible and motion-sensor lighting to reduce electricity use as well as lower ceilings to allow better conservation of energy. The SPSO encouraged the installation of smart meters, providing the ability to better track electricity usage.

The SPSO adopted a reuse and upcycle philosophy for the accommodation move, significantly reducing the requirement for new furniture and equipment. Additionally, SPSO used the existing floor covers and paint work where possible and installed limited closed office spaces. Further environmentally conscious decisions included the installation of zip heater water boilers in t-points, combi-ovens and induction hob in shared kitchen, and no use of chrome in any fittings. Air-conditioning facilities were only installed in the new building in large, shared meeting spaces. The air-conditioning installed is tempered fresh-air mechanical ventilation to further conserve energy. As the building is more energy efficient, the SPSO should be able to significantly reduce its Scope 1 output.

We also converted two secure car parking spaces into bicycle storage for up to 22 bikes, and three car parking spaces into a purpose built shower block to support sustainable transport options for staff.

Our largest source of emissions is Scope 2 due to the nature of our work and being computer based.

**PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY**

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

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements.

Governance framework

The SPSO is a corporate sole, therefore any actions by the SPSO are at the delegated authority of the Ombudsman. In 2018-19 the leadership team (LT) consisted of the Ombudsman, the Director and the Head of Improvement Standards and Engagement. The LT, which is chaired by the Ombudsman, consider audit matters, the annual business plan, the risk register, and the strategic direction of the organisation.

A non-statutory, non-executive independent audit and advisory committee (AAC) support the LT in providing effective governance and management of risks. The AAC meet to consider audit matters, management of risks to the business and the strategic direction of the organisation.

Governance of climate change has been considered on a case-by-case basis by the LT. The Building Coordinator is responsible for the consideration of climate change and the effects that it has on the SPSO. It is the duty of the Building Coordinator to administer and manage a climate change working group. The climate change working group will further enhance the SPSO's future considerations to climate change in a more formal platform and will report to the LT.

The SPSO's approach to governing climate change activities is as follows:

1. Consideration will be made by the LT with regard to the future planning of all climate change considerations.
2. The LT will bring to the AAC's attention all aspects of climate change in line with their duties under Part 4 of the Climate Change (Scotland) Act.
3. The climate change working group will promote the guidance that is provided by the LT. It will also be the responsibility of the Building Coordinator to provide feedback to the LT and to provide an update on the work considered by the climate change working group.
4. The climate change working group will consider all aspects of climate change that may have an impact on the SPSO. The working group will look to identify processes that can be updated to reduce the impact the SPSO has on climate change.

The Corporate Services Team Assistant is responsible for carrying out a review of all carbon emissions as part of the year end reporting mechanisms currently undertaken by the SPSO. Volumes are reported by the Corporate Services Team Assistant to the LT and once agreed these figures are shared in the public domain.

On an intermittent basis the Corporate Services Team Assistant will conduct a review on power saving, whereby an audit of all electrical equipment will be carried out to ensure that SPSO appliances have been switched off correctly i.e. lights, monitors, PC's, etc.

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**2(b) How is climate change action managed and embedded by the body?**

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body (JPEG, PNG, PDF, DOC)

The Ombudsman is committed to supporting the Scottish Government's policies on environmental and sustainable development and understands her obligations in these areas. Most of the SPSO's resources are dedicated to its statutory role as final tier complaints handler under the terms of the Scottish Public Services Ombudsman (2002) Act.

Delivering these specific outcomes in a demand-led environment requires effective management of all resources as well as flexibility to reflect changes in demand. The SPSO seeks to operate within the funding available, closely monitoring resources and ensuring value for money, whilst at the same time meeting our stated legislative and strategic objectives.

The SPSO uses a carbon accountancy table to detail all of its outgoing emissions on a yearly basis and have been using this table since 2009-2010. This is used in order to monitor and evaluate usage year on year.

The SPSO became the leaseholder for Bridgeside House from August 2018, on behalf of all three office-holders - Children and Young Person's Commissioner Scotland (CYPCS), the Scottish Human Rights Commission (SHRC) and the Scottish Public Services Ombudsman (SPSO). The office-holders moved into the building between December 2018 and January 2019. This climate change report submitted by SPSO for 2018-19 will include the total waste and utilities figures for these three organisations from this move date.

The SPSO relocated from a Georgian townhouse to a shared, purpose-built, modern office space. The new building has double glazed windows with trickle vents to allow temperature control and skylights on the second floor. It also has LG7 compatible and motion-sensor lighting to reduce electricity use as well as lower ceilings to allow better conservation of energy. The SPSO encouraged the installation of smart meters, providing the ability to better track electricity usage.

The SPSO adopted a reuse and upcycle philosophy for the accommodation move, significantly reducing the requirement for new furniture and equipment. Additionally, SPSO used the existing floor covers and paint work where possible and installed limited closed office spaces. Further environmentally conscious decisions included the installation of zip heater water boilers in t-points, combi-ovens and induction hob in shared kitchen, and no use of chrome in any fittings. Air-conditioning facilities were only installed in the new building in large, shared meeting spaces. As the building is more energy efficient, the SPSO should be able to significantly reduce its Scope 1 output.

We also converted two secure car parking spaces into bicycle storage for up to 22 bikes, and three car parking spaces into a purpose built shower block to support sustainable transport options for staff.

Each team within the SPSO is supplied with recycling outlets on their floor and encouraged to use them. New members of staff are advised on the SPSO's recycling system and energy efficiency as part of their induction. There are also 'switch it off' labels on light switches and monitors, along with censored lighting installed where possible within the building. All of the SPSO's general waste is recycled, alongside items such as toner, batteries, pallets and electrical appliances such as heaters.

Along with the above, the SPSO has a climate change working group as detailed in 2a which includes a member of staff from each department. The working group is still developing, but a positive impact is being made due to the individuals involved promoting initiatives within their teams to reduce SPSO's outgoing emissions. For example, switching to pens made from recycled plastic, revisiting the recycling procedure with their team and switching to using reusable courier bags rather than single-use plastic ones. The working group also encouraged members of staff to make pledges to decrease their carbon emissions. For example, one team trialled using dairy-free milk such as oat milk, soya milk etc. to reduce emissions from diet.

The SPSO also offers staff a Bicycle Loan and a Season Ticket Loan to encourage travel to and from work using public transport or a bicycle.

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

Provide a brief summary of objectives if they exist.

Objective	Doc Name	Doc Link
Strategic objective 5: 5. To be an accountable, best value organisation - by making best use of our resources and demonstrating continuous improvement in our operational efficiency and supporting the professional development of our staff. Continue to meet obligations and statutory duties.	SPSO Revised Strategic Plan 2018-2020 Business Objectives and Performance Measures	<a href="https://www.spsso.org.uk/corporate-planning">https://www.spsso.org.uk/corporate-planning</a>

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**2(d) Does the body have a climate change plan or strategy?**

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

The SPSO does not have a discrete climate change plan or strategy. Our Strategic Plan Business Objectives and Performance Measures provides guidance on what will be achieved by us come period 2016-2020. A climate change plan/strategy will be considered and developed by the climate change working group in the future.

**2(e) Does the body 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	Link	Time period covered	Comments
Adaptation	N/A			
Business travel	Travel Subsistence & Expenses Policy	<a href="http://www.spsso.org.uk/spsso-policies">http://www.spsso.org.uk/spsso-policies</a>	Ongoing	To be revised/updated as needed.
Staff Travel	Travel Subsistence & Expenses Policy	<a href="http://www.spsso.org.uk/spsso-policies">http://www.spsso.org.uk/spsso-policies</a>	Ongoing	To be revised/updated as needed.
Energy efficiency	2018-20 Strategic Plan	<a href="http://www.spsso.org.uk/strategic-plan">http://www.spsso.org.uk/strategic-plan</a>	2018-20	
Fleet transport	N/A			
Information and communication technology	Scottish Government iTECS Catalogue	<a href="http://saltire/my-workplace/it-and-information-management/it-services/Pages/iTECS-catalogue.aspx">http://saltire/my-workplace/it-and-information-management/it-services/Pages/iTECS-catalogue.aspx</a>	2019-20	
Renewable energy	N/A			
Sustainable/renewable heat	N/A			
Waste management	2018-20 Strategic Plan	<a href="http://www.spsso.org.uk/strategic-plan">http://www.spsso.org.uk/strategic-plan</a>	2018-20	
Water and sewerage	2018-20 Strategic Plan	<a href="http://www.spsso.org.uk/strategic-plan">http://www.spsso.org.uk/strategic-plan</a>	2018-20	
Land Use	N/A			
Other (state topic area covered in comments)				

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

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

1. Continue to improve the impact of the climate change working group by holding regular meetings, providing members with more responsibility for sourcing new ideas, researching new ideas implemented by other organisations, and sharing and implementing these initiatives in the organisation.
2. Continue to make changes to stationery items by switching to eco-friendly options and sourcing products locally.
3. Promote the switch to paper-lite meetings within the office to cut down on paper use.
4. Procure environmentally aware facility contractors, for example, source a local cleaning contractor who uses eco-friendly products.
5. Involve the organisation in more climate related events such as litter picks, beach cleans etc.

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

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

The SPSO has not used the Climate Change Assessment Tool as of yet due to day to day business needs. The climate change working group will look at implementing the use of the Climate Change Assessment Tool in the future. This will allow the SPSO to assess its performance on climate change and take further actions to improve.

### 2(h) Supporting information and best practice

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

Rosemary Agnew, the Ombudsman, is continuing to drive further improvements in our low carbon behaviour approach, through her work practices, leadership and guidance, which will continue to improve our impact on climate change.

**PART 3: EMISSIONS, TARGETS AND PROJECTS**

**3a Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year**

Complete the following table using the greenhouse gas emissions total for the body 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 body'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 year which is used as a baseline to the end of the report year, provide an explanation in the comments column.

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

Reference Year	Year	Scope1	Scope2	Scope3	Total	Units	Comments
Baseline carbon footprint	2015/16	27	34	11	72	tCO2e	
Year 1 carbon footprint	2016/17	29	32	10	71	tCO2e	
Year 2 carbon footprint	2017/18	25.6	26.1	8.22	60	tCO2e	Year 2 figures amended due to a transcribing error that has been corrected.
Year 3 carbon footprint	2018/19	16.54	27.72	9.94	54	tCO2e	

**3b Breakdown of emission sources**

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.

Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
54.2		Domestic flight (average passenger)	Scope 3	21584	passenger km	0.29832	kg CO2e/passenger km	6.4	Emissions from both domestic and long-haul flights have increased in 2018/19. This is due to a change in work commitments for the Ombudsman.
		Long-haul flights (average passenger)	Scope 3	11276	passenger km	0.21256	kg CO2e/passenger km	2.4	
		Natural Gas	Scope 1	89912.71	kWh	0.18396	kg CO2e/kWh	16.5	Figures for gas use for April-December 2018 were taken from meter readings at the previous accommodation. In the new accommodation, gas is paid via a service charge for CYPCS, SHRC and SPSO. Therefore, figures for gas usage for December 2018-March 2019 were estimated using the average business use for the number of employees in all three offices.
		Grid Electricity (generation)	Scope 2	90215	kWh	0.28307	kg CO2e/kWh	25.5	Since moving into our new accommodation, the SPSO is responsible for electricity bills on behalf of Bridgeside House officeholders. Therefore this figure also includes their carbon emissions from electricity.

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3b Breakdown of emission sources									
Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.									
Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
54.2		Grid Electricity (transmission & distribution losses)	Scope 2	90215	kWh	0.02413	kg CO2e/kWh	2.2	Since moving into our new accommodation, the SPSO is responsible for electricity bills on behalf of Bridgeside House officeholders. Therefore this figure also includes their carbon emissions from electricity.
		Average Car - Unknown Fuel	Scope 3	3641.10	km	0.18064	kg CO2e/km	0.7	
		Water - Supply	Scope 3	260.36	m3	0.344	kg CO2e/m3	0.1	Figures for water usage from April-December 2018 were taken using water meter readings. However, water in the new accommodation is paid for via a service charge for all three officeholders. So figures for December 2018-March 2019 have been obtained from the benchmark figure for water use per employee (provided by CIRIA) and extrapolated.
		Water - Treatment	Scope 3	238.30	m3	0.708	kg CO2e/m3	0.2	Figures for water treatment from April-December 2018 were taken using water meter readings. However water in the new accommodation is paid for via a service charge for all three officeholders. So figures for December 2018-March 2019 have been obtained by calculating 90% of the benchmark figure for water use per employee (provided by CIRIA) and extrapolated (as advised by SSN).
		Paper & Board (Mixed) Recycling	Scope 3	7.68	tonnes	21.3842	kg CO2e/tonne	0.2	Actual figure: 7.68367. From December 2018, this figure includes the paper & board recycling for SPSO, the SHRC and the CYPSCS.
		Plastics (Average) Recycling	Scope 3	0.06	tonnes	21.3842	kg CO2e/tonne	0.0	Actual figure: 0.059. From December 2018, this figure includes the plastic recycling from the SPSO, the SHRC and the CYPSCS.
		Glass Recycling	Scope 3	0.03	tonnes	21.3842	kg CO2e/tonne	0.0	From December 2018, this figure includes glass recycling from the SPSO, the SHRC and the CYPSCS.
		Metal Cans (Mixed) & Metal Scrap Recycling	Scope 3	0.09	tonnes	21.3842	kg CO2e/tonne	0.0	Actual figure: 0.09381. From December 2018, this figure includes the metal cans recycling from the SPSO, the SHRC and the CYPSCS.
		Mixed recycling	Scope 3	1.07	tonnes	21.3842	kg CO2e/tonne	0.0	Actual figure: 1.07001. From December 2018, this figure includes the mixed recycling from the SPSO, the SHRC and the CYPSCS.

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3c Generation, consumption and export of renewable energy					
Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.					
Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	
Water Source Heat Pump					

3d Targets										
List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.										
Name of Target	Type of Target	Target	Units	Boundary/scope of Target	Progress against target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Comments
Electricity	annual		2 tCO2e reduction	Energy use in buildings	27.72	2015/16	34	kWh	2019/20	Continue to drop the SPSO's annual electricity usage by continuing to promote energy efficiency within the organisation. While the SPSO's electricity usage did increase in 2018/19, this was largely due to a change in office meaning the SPSO were responsible for other organisation's electricity emissions.
Waste Reduction	annual		2 tonnes reduction	Waste	8.8	2015/16	11	tonnes	2019/20	Continue 'wash it and squash it' initiative. The SPSO's switch to reusable courier bags should contribute towards reaching this target. Initiatives by the climate working group should also help to reduce waste and we will continue to promote reusing items where possible. The SPSO will continue to encourage paper-lite meetings and use pass-protected printing technology to reduce printing wastage.
Travel	annual	1000	Kilometres reduction	Staff travel	36501.1	2015/16	50470.86	passenger km	2019/20	When travel is necessary, the SPSO will use public transport wherever possible. Unfortunately in 2018/19, the SPSO's emissions from domestic and long-haul flights increased. This was due to different work commitments for the Ombudsman. The SPSO will aim to reduce this in 2019/20 following the installation of video conferencing and overall we have seen a significant decrease in travel since the baseline year.

3e Estimated total annual carbon savings from all projects implemented by the body in the report year	
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3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
9.06	Electricity	0	In December 2018, the SPSO moved to shared offices with the SHRC and the CYPCCS. As the SPSO is responsible for both organisation's utility bills, their electricity emissions have been incorporated into the SPSO report. Therefore, the emissions from electricity have increased in 2018-19. However, the new building is modern and more energy-efficient with motion-sensor lighting so this should lead to a reduction in electricity use on an ongoing basis. We were also able to remove the use of desk lights and personal heaters due to better insulation and natural light in the new accommodation. The SPSO has also continued to complete an audit to ensure computers are switched off when not in use and ensure staff are aware of energy efficiency measures. The 2019/20 report should allow us to more clearly see the impact of projects to reduce emissions.
	Natural gas	9.06	The SPSO moved to a more energy efficient, modern building from December 2018 equipped with central heating with temperature controls. This should allow the SPSO to further reduce our emissions from gas. However, the SPSO is responsible for gas emissions for the SHRC and the CYPCCS, so both organisation's estimated emissions have been incorporated into this year's report.
	Other heating fuels	0	Unknown
	Waste	0	In December 2018, the SPSO moved to shared offices with the SHRC and the CYPCCS. As the SPSO is responsible for both organisation's waste bills, their waste emissions have been incorporated into the SPSO report as well as waste emissions from communal areas. The office move also generated an increased volume of waste. Therefore, emissions from waste have increased in the reporting year. The 2019/20 report should allow us to more clearly see the impact of projects to reduce emissions.
	Water and sewerage	0	In December 2018, the SPSO moved to a shared, modern office with the CYPCCS and the SHRC. As the SPSO is responsible for all 3 organisation's water service charges, their estimated water emissions have been incorporated into the SPSO report. This has led to an increase in the amount of water used in the reporting year. The 2019/20 report should allow us to more clearly see the impact of efforts to reduce water emissions.

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3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
9.06	Business Travel	0	While the SPSO was able to reduce travel by car, flight travel increased due to a change in work commitments for the Ombudsman.
	Fleet transport	0	Unknown
	Other (specify in comments)	0	Unknown

3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year											
Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.											
Project name	Funding source	First full year of CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
Wash it and Squash it		2019/20	Estimated	0	0	2	Mixed recycling	0	0	Ongoing encouragement to reduce waste and increase reuse of products. Incorporated in staff inductions and the 'Green champions' run refresher sessions with their respective teams.	In December 2018, the SPSO moved to shared offices with the SHRC and the CYPCS. As the SPSO is responsible for both organisation's waste bills, their waste emissions have been incorporated into the SPSO report as well as waste emissions from communal areas. The office move also generated an increased volume of waste. Therefore, emissions from waste have increased in the reporting year. The 2019/20 report should allow us to more clearly see the impact of the 'Wash it and Squash it' project to reduce emissions.
Procurement Project		2019/20	Estimated	0	0	2	Paper & Board (Mixed) Recycling	0	0	Ongoing encouragement to purchase eco-friendly/reusable products has helped to reduce paper & board recycling. The SPSO has also tried to bulk order stationery items to reduce the amount of packaging. The SPSO will continue to encourage staff to only print when necessary and reuse/upcycle items wherever possible.	

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3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year											
Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.											
Project name	Funding source	First full year of CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
Office accommodation relocation		2019/20	Estimated	0	0	2	Other	9.0	0.0		In December 2018, the SPSO relocated to a more energy efficient accommodation. This should lead to a reduction in electricity usage and gas usage in 2019/20. However, the SPSO shares the new building with SHRC and CYPCS. Therefore, the SPSO is accountable for both organisation's emissions (hence the increase in electricity usage in 2018/19), but we should begin to see the effects of this move more accurately in 2019/20.
Paper-lite meetings		2019/20	Estimated	0	0	2	Paper & Board (Mixed) Recycling	0.0	0.0		The SPSO's new office building contains conference rooms with the necessary IT/AV to support paper-lite meetings. This should help to lead to a decrease in paper recycling. In 2018/19, the SPSO's recycling increased due to incorporating SHRC and CYPCS's waste in the new office.
Paper-lite casework		2019/20	Estimated	0	0	2	Paper & Board (Mixed) Recycling	0.0	0.0		Established working group is investigating how to move casework to electronic only. This should lead to a reduction in paper recycling.

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3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year				
If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
3.80	Estate changes	3.6	Increase	The SPSO moved to a more energy efficient office space in December 2018. This should lead to a decrease in emissions by the SPSO in the future. However, the office space is shared with SHRC and CYPCCS and the SPSO is responsible for reporting on all three organisation's electricity bills and recycling/waste charges. Therefore, the SPSO has incorporated SHRC and CYPCCS's Scope 1, Scope 2 and some Scope 3 emissions into the 2018/19 report, leading to an overall increase in the reported emissions.
	Service provision			
	Staff numbers	0.2	Increase	Increase in staffing levels may have contributed towards an increase in electricity usage and the volume of recycling due to more stationery/paper being used - however the SPSO hopes that ongoing initiatives by the climate working group have helped to reduce the impact of this.
	Other (specify in comments)			

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3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead			
Total	Source	Saving	Comments
2.60	Electricity	0.2	Continue to promote 'turn it off' initiative to encourage a decrease in electricity emissions in the SPSO.
	Natural gas	1	The next reporting year will be the SPSO's first full year in the new energy efficient accommodation, this should lead to a reduction in gas usage.
	Other heating fuels	0	N/A
	Waste	1.20	Continue to promote reduce, reuse, recycle through staff inductions and 'Green Champions'. Casework destruction should also reduce in the following year, leading to a reduction in paper waste.
	Water and sewerage	0	N/A
	Business Travel	0.2	The SPSO will continue to reduce long-haul flights and book public transport for work-related travel wherever possible. Teleconferencing facilities will be added to the conference rooms to further reduce unnecessary travel for meetings.
	Fleet transport	0	N/A
	Other (specify in comments)	0	N/A

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3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead				
If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
0.80	Estate changes	1.2	Decrease	2019/20 will be the SPSO's first full reporting year in the new accommodation. As the new building is more energy efficient and has more modern facilities (e.g. the appropriate IT/AV in conference rooms), 2019/20 should see a reduction in emissions. The incorporation of SHRC and CYPCS's emissions into the SPSO report should also have less of an impact.
	Service provision			
	Staff numbers	2	Increase	The SPSO will take on a new role in 2019/20 as Independent National Whistleblowing Officer. This will mean the recruitment of a new team of approximately 15 people, we anticipate this will increase electricity usage as well as SPSO's recycling volume. We will continue to aim to offset this by further initiatives from our climate working group.
	Other (specify in comments)			

3j Total carbon reduction project savings since the start of the year which the body uses as a baseline for its carbon footprint

If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").

Total	Comments
17.8	Baseline year (2015/16) - 72 tCO2e 2018/19 - 54.20 tCO2e

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### 3k Supporting information and best practice

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

The Corporate Services Team Assistant has been monitoring our electric and gas usage. The SPSO also completes an energy efficiency audit, reminding staff to switch off computer boxes and monitors when not being used.

The promotion of switching off electrical items had led to a dramatic drop in electricity usage in 2017/18 and the first part of the reporting year. However, as previously mentioned, the SPSO moved to shared accommodation with the Scottish Human Rights Commission (SHRC) and Children and Young People's Commissioner Scotland's (CYPCS) in December 2018. The SPSO's report incorporates all three officeholder's emissions from this date. This has led to an increase in electricity usage in the 2018/19 report.

The SPSO have 'Green Champions' in each team who revisit the recycling procedure with members of their team. As part of the climate working group chaired by the Building Coordinator, they have also taken part in initiatives to increase awareness about climate change and attended a workshop with a representative from Changeworks (SPSO's recycling contractor) with regards to recycling correctly. The SPSO also sourced reusable courier bags to reduce the recycling volume as well as sourcing more environmentally friendly stationery supplies including pens made from recycled material. The SPSO also recycles items such as toner, batteries and pallets. In the new accommodation, SPSO staff have access to filtered mains tap water, this should contribute towards a reduction in the use of plastic bottles.

The SPSO has a 'follow me' printing system, requiring an ID card to print documents. This contributes towards reducing our volume of paper waste.

The SPSO are continuing to encourage paper-lite meetings and other initiatives in order to reduce our reliance on paper.

## **PART 4: ADAPTATION**

### **4(a) Has the body assessed current and future climate-related risks?**

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

The SPSO will identify the risks associated with adverse weather and draft a weather climate impact table to reflect how this is being considered by the organisation. A risk assessment will also be carried out. This will be a priority for the SPSO to complete by 2020 as the previous year's priorities changed due to day to day business needs. The SPSO ensured the EPC rating was one of the factors when considering the most suitable office space to reside in (SPSO moved into the new office space in December 2018 and the rating was C+).

### **4(b) What arrangements does the body have in place to manage climate-related risks?**

Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

SPSO Business Continuity Plan details the following:

#### Risk Assessment

1. The SPSO's ability to respond flexibly to an critical climate-related incident and continue to carry out its statutory function due to the following mitigating arrangements ensures the impact to the organisation of a critical incident remains low. Any change to these arrangements may be reflected in a change to this assessment.

1.1. Our voice-over-internet-protocol telephony (VOIP) allows us to divert our phone numbers quickly and easily to any alternative handset as required, as long as there is an internet connection. Should our VOIP system fail, then we will revert to our contractor's business continuity plans.

1.2. Corporate Management Information Systems (CMIS) can be accessed on any network solution through website portals include the Human Resources application, the banking application and SPSO external website.

1.3. Our casework management system (CMS) is located on a secure cloud-based hosting platform that could be accessed from any network solution via VPN. Following a critical incident that affected access via the current network arrangements, individual VPN accounts could be in place within four working hours for the minimum required number of users to access Workpro. Medium-term arrangements could include site-to-site or site-to-cloud secure connections as agreed.

If the cloud or other infrastructure that supported the CMS failed, the contractor has given assurance that service could be resumed within eight hours through their own BCP. We are on the standard package for restoration.

Recovery Point Objective - This would be the previous night's backup. Potentially, worst case would be if there were an issue at the end of a working day requiring a restore from the previous night's backup, then that days effort would be lost.

1.4. We currently have 29 Scottish Government secure laptops, providing the facility to work on the secure network from an alternative location. Many of these laptops are used on a regular basis by staff for working from home. The SPSO ICT policy is to move to a laptop workstation environment for all staff by 2022, increasing our ability to work flexibly.

#### Extreme Weather Conditions

1. In the event of an incident, those staff with the facility to work from an alternative location (for example, home), could do so with management approval.

2. The arrangements below would cover severe winter conditions and extreme weather warnings issued by the Scottish Government.

2.1. Red weather warning: If the Met office issues a red weather warning for Edinburgh and the Scottish Government advice is to avoid travel, the office will be automatically closed.

2.2. Amber weather warning: If an amber weather warning is issued for Edinburgh those staff without home-working facilities that could safely make it to the Edinburgh office, or available SCOTS Connect workstations within reasonable distance to their location in the Central Belt, would be expected to do so.

2.3. If the minimum number of staff were available to maintain normal operating conditions, the office would be open for business as usual. If not, the Ombudsman would announce that the office was closed.

2.4. If unexpected extreme weather warnings are issued after staff have undertaken travel to the office and are unable to make it home safely, the Ombudsman would approve the provision of accommodation and essential provisions for those staff members. If an opportunity arose for colleagues to spend the night with a fellow colleague who resides in the Edinburgh area, this would be open as an alternative option.

**4(c) What action has the body 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.

As the SPSO has not identified all of our risks relating to climate change, this is not appropriate at this stage. However, the SPSO has a staff induction process in place for new members of staff. This includes information relating to the organisation's recycling systems and energy efficiency. This allows staff to consider their impact on climate change, contribute towards the SPSO's aim in reducing emissions and helps to further embed awareness of climate change in the culture of the organisation.

The SPSO have 'Green Champions' in each team who revisit the recycling procedure with members of their team. As part of the climate working group, they have also taken part in initiatives to increase awareness about climate change and attended a workshop with a representative from Changeworks (the SPSO's recycling contractor) with regards to recycling correctly.

**4(d) Where applicable, what progress has the body 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 body is listed in the Programme as a body 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 body 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 made' column for that objective.

(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.

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			
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment			

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4(d) Where applicable, what progress has the body 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 body is listed in the Programme as a body 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 body 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 made' column for that objective.					
(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
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			

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4(d) Where applicable, what progress has the body 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 body is listed in the Programme as a body 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 body 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 made' column for that objective.					
(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
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			

**4(e) What arrangements does the body 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, action plans, procedures and policies in Question 4(b).

The SPSO will assess our current and future climate risks through using the Climate Change Assessment Tool in 2020/21. As part of this process, a review timetable will be integrated. This will help the SPSO to determine our response to climate risk and ensures we have strategies, plans and policies in place to assess the responses. This will be a priority for the SPSO to complete by 2020, the previous year's priorities changed due to day to day business needs.

**4(f) What arrangements does the body 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).

The SPSO does not currently have this in place due to day to day business needs. The SPSO's monitoring and evaluation of the impact of adaptation actions will be included in our proposal and review timetable for the coming year.

**4(g) What are the body's top 5 priorities for the year ahead in relation to climate change adaptation?**

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

1. The SPSO will continue to implement tools to enhance our flexible working policy that allows staff to work in a variety of locations.
2. Implementing teleconferencing facilities to decrease travel and reduce the impact of severe weather.
3. Further enhance our Business Continuity Plan to ensure the SPSO is safe and able to function during extreme weather.
4. Implement staff training and information to consider the impact of climate change on their working life, through the implementation of the Business Continuity Plan.
5. Consider the impact of climate change on the future workload of the SPSO.

**4(h) Supporting information and best practice**

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

The Building Coordinator chairs the climate working group to champion new initiatives. These include raising awareness among staff about climate change, switching to eco-friendly stationary supplies and improving knowledge of our recycling procedure. Along with the new initiatives, the Corporate Services Team Assistant continues with the annual energy efficiency audit which reminds current staff to switch off their computer monitors and boxes when they are not in use.

The induction plan has been put in place to run alongside this and been running well since implementation. All new staff are advised of the SPSO's recycling systems and are encouraged to be energy efficient, further embedding climate change awareness in the organisation.

As well as the above, the SPSO report annually on our energy consumption via our carbon accountancy table which breaks down all scopes so we can look at reducing emissions and contribute towards our plans to introduce proposals in regards to adaptation.

The SPSO has various plans for introducing adaptation into their current processes and, as detailed above, these will be implemented and discussed in the coming year.

**PART 5: PROCUREMENT**

**5(a) How have procurement policies contributed to compliance with climate change duties?**

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

As the SPSO procurement policy states:

**Environmental impact**

The SPSO will always be prepared to challenge the need as defined. Not purchasing goods or services is the most effective method of reducing environmental impact. Otherwise, the SPSO will re-use existing items wherever possible, consider refurbishment/upgrade etc. and the extent to which goods contain recycled materials or are recyclable at end of life.

This should result in a reduction in waste and a reduction in transport emissions from deliveries, thus leading to a decrease in carbon emissions. Responsibility for implementing this policy lies with the Corporate Services team.

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

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

Lower value procurement undertaken by the SPSO is generally carried out online. The SPSO make efforts to ensure that all deliveries are despatched in one order and make use of suppliers that consider their environmental impact on climate change. For example:

The Caley Office Group's environmental policy states; At The Caley Office Group, we care passionately about the environment and the Directors and Staff are committed to reduce the impact our printing warehousing offices and vehicles have on the environment. We are totally focused on offering environmentally friendly products/processes and actively encourage/promote the use of FSC certified or recycled papers whenever possible. Utilising the best and most up to date technology is not a new principle within Caley, but being disillusioned with the level of wastage and damage that conventional litho print equipment does to the environment and wanting to take a level of responsibility, we are proud to have been one of the first companies within the UK to order and take delivery of a brand new state-of-the-art environmentally friendly printing press. Our business is accredited to ISO 14001 Standards and we meet/regularly exceed the requirements of current UK environmental legislation. The use of chemicals within our printing facility is kept to a bare minimum and we only use vegetable/soya based printing inks.

Changeworks Recycling have systems in place to lower their own emissions by using electric cars detailed on their website, "We already know that in helping businesses reduce their carbon footprint we increase our own through vehicle use. The solution? We've introduced a 'vehicle management system' that effectively took one of our vehicles off the road in terms of emissions, switched to bio-fuel (waste cooking oil) where we can, and now we're investigating whether we can add even more value to our Business Recycling Service by using a zero emissions vehicle."

The SPSO considers the life-cycle of products when undertaking procurement such as potential reuse and disposal of the product. The SPSO also orders stationery and other office supplies in bulk, this results in a reduction in the number of deliveries as well as packaging. This year, the SPSO switched to a local supplier for stationery items to further reduce related transport emissions. The SPSO will continue to use local suppliers for procurement wherever possible. Pens made from recycled plastic were also introduced and the SPSO switched from using single-use plastic courier bags to reusable courier bags.

Work-related travel for the SPSO's staff is pre-arranged by public transport wherever possible. Staff are also encouraged to consider alternatives to travel e.g. audio and video conferencing, telephone, email. Bicycle mileage can also be claimed by staff for work-related travel. This should contribute towards a reduction in the SPSO's travel emissions.

The SPSO procurement policy states that we use the Procurement Journey in our procurement process for higher value tender contracts and we would also use the Public Contracts Scotland (PCS) portal to advertise procurement.

**5(c) Supporting information and best practice**

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

The SPSO encourage a paper-lite working environment and when moving into our new accommodation ensured we purchased the necessary IT/AV equipment to encourage paper-lite meetings. The SPSO have a project and working group that is taking forward the removal of working with paper case files and looking to use electronic records only in the future. This should lead to a substantial reduction in our paper and card waste.

The climate change working group are also investigating the possibility of purchasing milk in reusable cartons for the SPSO as well as continuing to look for other procurement opportunities where we can reduce waste.

The SPSO use local suppliers for paper deliveries as they are in our area on a specific day every week, reducing transport emissions. This year the SPSO also switched to a local supplier for stationery items to further reduce related transport emissions. Stationery deliveries are grouped into as few deliveries as possible thereby saving on packaging.

The SPSO has implemented pens made from recycled plastic and switched the courier bags used from single-use plastic to reusable. The SPSO will continue to look at replacing stationery items with more eco-friendly alternatives.

**PART 6: VALIDATION AND DECLARATION**

**6(a) Internal validation process**

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

Fiona Paterson, Corporate Services Manager - verification of official figures provided by suppliers, editing, provision of internal corporate policies.

**6(b) Peer validation process**

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

N/A

**6(c) External validation process**

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

Internal Audit services are provided under a shared services agreement by Scottish Legal Aid Board (SLAB). SLAB have agreed to carry out an audit of this report once per three-year cycle and will test each of the six mandatory sections with reference to the Sustainable Scotland Network guidance. This was undertaken in November 2019.

**6(d) No validation process**

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

N/A

**6e - Declaration**

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

Name	Role in the body	Date
Fiona Paterson	Corporate Services Manager	2019-11-27

**RECOMMENDED – WIDER INFLUENCE**

**Q1 Historic Emissions (Local Authorities only)**

Please indicate emission amounts and unit of measurement (e.g. tCO2e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

(1) UK local and regional CO2 emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO2 emissions: **full dataset**:

Select the default target dataset

**Table 1a - Subset**

Sector	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Units	Comments

**Table 1b - Full**

Sector	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Units	Comments

**Q2a – Targets**

Please detail your wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target saving	Target / End Year	Saving in latest year measured	Latest Year Measured	Comments

**Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.**

**Q3) Policies and Actions to Reduce Emissions**

Sector	Start year for policy / action implementation	Year that the policy / action will be fully implemented	Annual CO2 saving once fully implemented (tCO2)	Latest Year measured	Saving in latest year measured (tCO2)	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of Investment (£)	Ongoing Costs (£/year)	Primary Funding Source for Implementation of Policy / Action	Comments

Please provide any detail on data sources or limitations relating to the information provided in Table 3

**Q4) Partnership Working, Communication and Capacity Building.**  
Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments

**OTHER NOTABLE REPORTABLE ACTIVITY**

**Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.**

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments

**Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template**