
Report to: Place Committee

Date of Meeting: 24 January 2019

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

Report by: Strategic Director (Place)

1.0 Purpose

- 1.1. The purpose of this report is to give an overview of Clackmannanshire Council's progress on compliance with its climate change duties; to outline and seek support for the measures suggested, to improve performance relating to sustainability and climate change.

2.0 Recommendations

- 2.1. It is recommended that the Committee note :
- (a) the contents of the report on Clackmannanshire Council's progress in delivering its climate change duties (Appendix 1), as delivered to the Scottish Government, and
 - (b) that the impact of reducing staff resources is impinging upon the Council's ability to progress the recommendations laid out by Internal Audit and this may result in an increased risk of the Council being unable to fully meet its' ongoing statutory duties.

3.0 Background

- 3.1. Accumulated levels of CO₂ in the earth's atmosphere continue to increase, indicating that future interventions will need to be very significant if catastrophic climate change is to be averted in the second half of the 21st century. Action is urgently needed now to reduce our demand for energy, reduce reliance on fossil fuels and to prepare for the direct and indirect local impacts that a changed climate will have in the decades beyond 2020.

- 3.2. Under the Climate Change (Scotland) Act 2009 Clackmannanshire Council is required to:
- contribute to climate change adaptation
 - contribute to carbon emissions reduction targets
 - act sustainably
- 3.3. The guidance recommends public bodies embed climate change action in all core corporate and business planning processes and report on their progress annually. The scope of the duties are summarised in the guidance as:
- All public bodies within the definition in the Act are required to comply with the climate change duties.
 - Public bodies are encouraged to take a broad approach when complying with the duties and include all direct, indirect and influenced emissions.
 - Climate change action should address (the three aspects of the duty) mitigation, adaptation and acting sustainably and be embedded across all departments via corporate planning.
 - Public bodies should use evidence-based policy-making techniques and learn from the good practice of others. Public bodies should ensure they understand the principles of climate change action, keep up to date with emerging thinking, and seek to engage their staff at all levels in promoting cultural change.
 - Public bodies should know the national targets and trajectory and think about how they can assist in meeting these. They should also know whether they are within the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme¹.
 - Major players should keep abreast of the high-level strategic framework and relevant policy documents.
- 3.4. The Scottish Government expect Local Authorities to lead by example in combating climate change and making a valuable contribution towards achieving the country's emissions reduction targets.
- 3.5. The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order requires public bodies to report annually on their compliance with the duties. Appendix 1 contains Clackmannanshire Council's submitted report for 2017/18.

4.0 Considerations

- 4.1. The annual reporting template requires responses to 5 key areas:
- Profile of Reporting Body;
 - Governance, Management, and Strategy;

¹ The CRC Energy Efficiency Scheme (or CRC Scheme) is designed to incentivise energy efficiency and cut emissions in large energy users in the public and private sectors. Organisations that meet the qualification criteria are required to buy allowances for every tonne of carbon they emit.

- Emissions, Targets, and Projects;
- Adaptation;
- Procurement.

In addition there is a section on validation and a further “recommended” section on wider influence and partnership working.

The notable facts identified from the statutory return are identified below.

4.2. **Profile of Reporting Body**

4.2.1. The report clearly specifies the Council’s role, size and budget

4.3. **Governance, Management and Strategy**

4.3.1. The report satisfactorily outlines Clackmannanshire Council’s governance and management arrangements relating to climate change.

4.3.2. The Council addresses climate change principally via their Sustainability and Climate Change Strategy and Carbon Management Plan, and a suite of plans and strategies that indirectly embed aspects of delivery of climate change action into business as usual. However updating and development of these plans and strategies have been hampered during the past year by organisational restructure and a reduction in resources.

4.3.3. We are presently at a stage where the revision and renewal of our Sustainability and Climate Change Strategy and the Carbon Management Plan are over due. Due to the lack of resources the identified priorities relating to governance, management and strategy remain unchanged from last year and include:

- Building upon progress such as Business Planning Guidance to build climate considerations into business as usual, including use of the Scottish Government’s Climate Change Assessment Tool
- Complete revision of the Sustainability and Climate Change Strategy and implement actions
- Meet the requirements of the Procurement Reform (Scotland) Act – introduce sustainable Procurement Strategy
- Establish a Carbon Management Group empowered to work across Services and complete revision of the Council’s Carbon Management Plan and Project Register and associated data management
- Review fitness for purpose and ongoing validity of current Council strategies and policies associated with carbon management and climate change (many end after 2017)

4.4. **Emissions, Targets, and Projects**

4.4.1. The report shows that Clackmannanshire Council’s greenhouse gas emissions in 2017/18 were 7,539 tCO₂e (tonnes of carbon dioxide equivalent). This is a drop of 1305 tonnes from the 2016/17 figure of 8,844, a reduction of 15%. This

is a promising increase in the rate of reduction but there are caveats placed on the availability of data. In addition although overall emissions have decreased, this is predominantly in electricity consumption and some other emissions have been increasing rather than decreasing, as in the previous year. The council does not currently have targets for greenhouse gas emissions from its operations and records on carbon reduction projects across services required to be improved. The establishment of a cross service Carbon Management Group and development of the Carbon Management Plan will help to address these issues.

4.5. **Adaptation²**

- 4.5.1. We have not completed a thorough and systematic assessment of current and future climate related risks but we have taken steps towards this, including the collation of risks from the Incident Report, Resilience Plans and business plans.
- 4.5.2. The lack of a formal strategy creates challenges in the collection of data. Interpretation of requirements across a variety of services and reduced resources are leading to challenges in the collection of data.
- 4.5.3. On a positive note we do have formal systematic approaches in place for Flood Risk Management and Climate changes is featured in our corporate risk log , Local Development Plan and our updated Business Planning Guidance.
- 4.5.4. We continue to work with internal and external partners. We have continued to run climate change adaptation projects with Inner Forth Landscape Initiative partners. Transportation staff have worked with Sustainability and with the Trust for Conservation Volunteers to development a network of Flood Risk Monitor volunteers to monitor key choke points in watercourses. We also have a continuing partnership with the Scottish Flood Forum and The conservation Volunteers to develop community resilience groups. The Council also has an ongoing partnership with the Scottish Fire and Rescue Service to promote better links with them re Flood Risk Management and Community Resilience capacity building.
- 4.5.5. Priorities for adaptation include:
 - Continuing to review delivery of climate change activity across the Council to improve integration and opportunities for improvement.
 - Continuing to integrate adaptation into existing strategies and processes: in particular to boost uptake of building climate considerations into risk assessment in work planning.
 - Continuing to build upon existing good practice and work already ongoing such as in Local Development Plan, Emergency Planning, Flood Risk Planning, and engage with revision of LDP

² Adaptation means anticipating the adverse effects of climate change and taking appropriate action to prevent or minimise the damage they can cause, or taking advantage of opportunities that may arise. It has been shown that well planned, early adaptation action saves money and lives later.

- Continuing to develop projects where opportunities and partners permit, develop a formal strategy when governance and leadership issues are resolved

4.6. Internal Audit have noted that it is recorded in the report that this work has been delayed due to ongoing resourcing issues and that target dates should be agreed for finalising the Strategy and the indicators.

4.7. **Procurement**

4.7.1. We have adopted a sustainable procurement policy as part of our corporate procurement process. The Sustainable Procurement Duty is now built into the Council's tender authorisation form which must be completed by the Contract Responsible Officer, before any tender process commences. An Interim Strategy was produced. However, this is yet to be approved by Council but is expected to formally approved in the last quarter of 2018/19.

4.7.2. Internal Audit have reported the measures for Procurement as sound.

4.8. **Validation**

4.8.1 Internal Audit completed a review of the reporting arrangements and accuracy of the information in the report prior to the document being submitted (see Appendix 2). They provided *substantial assurance*³ on the Council's reporting arrangements and the accuracy of the information in the report. However they have indicated "there is some scope for improvement as the present arrangements could undermine the achievement of business and/or control objectives and/or leave us vulnerable to some risk of error/abuse".

4.8.2 Internal Audit's focus was on the reporting arrangements and the accuracy of the information. The principal recommendation relates to the establishment of an enhanced electronic evidence pack associated with the reporting process to support each of the sections of the report. In addition, they have suggested that target dates should be set for updating the Sustainability and Climate Change Strategy, establishing a Carbon Management Group, revising the Carbon Management Plan, and developing a Climate Change Adaptation Strategy. They have also noted that Waste Management related emissions are not included within the report and suggested that this should be considered and included in future reporting, and that the updating of the Carbon Management Plan should improve future reporting.

5.0 **Sustainability Implications**

5.1 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

³ **Level of Assurance definition "Substantial assurance"** The systems for risk, control, and governance are largely satisfactory, but there is some scope for improvement as the present arrangements could undermine the achievement of business and/or control objectives and/or leave them vulnerable to some risk of error/abuse.

emissions, and better preparedness for the likely impacts of a changing climate.

6.0 Resource Implications

6.1 Staffing

Last year's report noted that the measures proposed were to be developed and introduced with existing resources. However, staff resources have continued to reduce, most notably the loss of two key resources i.e the Council's Sustainability Officer and the Bio-diversity Development Officer who were pivotal to the ongoing development of the Climate Change agenda.

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)

- Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all
- Our families; children and young people will have the best possible start in life
- Women and girls will be confident and aspirational, and achieve their full potential
- Our communities will be resilient and empowered so that they can thrive and flourish

(2) Council Policies (Please detail)

8.0 Appendices

Appendix 1: Climate Change Public Duty Report for Clackmannanshire Council 2017/18

Appendix 2: Internal Audit – Public Sector Climate Change Duties Report

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lawrence Hunter	Energy & Sustainability Strategy Officer	Extension : 2681

Approved by

NAME	DESIGNATION	SIGNATURE
Garry Dallas	Strategic Director (Place)	
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Recommended Reporting: Reporting on Wider Influence

RECOMMENDED – WIDER INFLUENCE

OTHER NOTABLE REPORTABLE ACTIVITY

PART 1: PROFILE OF REPORTING BODY**1(a) Name of reporting body**

Clackmannanshire Council

1(b) Type of body

Local Government

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

2029.54

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
Floor area	m2	119042	The recorded floor area change (from 119150 in 2015-16) is so small that as with 2016/17 emissions figures for "Estate Change" further down in the report are considered negligible
Population size served	population	51350	

1(e) Overall budget of the body

Specify approximate £/annum for the report year.

Budget	Budget Comments
120519000	

1(f) Report year

Specify the report year.

Report Year	Report Year Comments
Financial (April to March)	

1(g) Context

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

Clackmannanshire Council is the smallest mainland local authority in Scotland, covering an area of 159 square km. Clackmannanshire Council is responsible for providing a range of public services, including: education, social care, roads and transport, economic development, housing and planning, environmental protection, waste management, and cultural and leisure services. More information about the organisation can be found on the Council website, www.clacks.gov.uk

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.

In 2017/18, 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) reported to the full Council. This included 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) reported to, and had its business plan agreed by, the full Council. Following submission of the 2016/17 Climate Change Duties Report to the Corporate Management Team for approval, a memo on behalf of that team indicated that in the future responsibility for climate change would lie with Heads of Services to help ensure that fuller consideration of our duties and responsibilities were taken account of. The CMT want the focus to be on initiatives to tackle change. This will be co-ordinated by a virtual focus group which will monitor progress on the development of strategies and the collection of data for future Public Sector Climate Change reporting:

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)

Clackmannanshire Council is structured as six services: Development & Environment; Resources & Governance; Housing & Community Safety; Strategy & Customer Services; Education; and Social Work Under each Head of Service are a number of Service Managers; the following remits are relevant to climate change:

In Development & Environment (currently Head of Service post is vacant): 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. The D&E Business Plan for 2017/18 is at <https://www.clacks.gov.uk/document/meeting/259/787/5697.pdf>

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 Procurement Manager is the focal point for providing specialist advice, guidance, support and leadership on all procurement-related matters. This includes tendering and EU procurement, ensuring due diligence is applied to all procurement with EU/UK legislation (procurement is a responsibility that is devolved to each service). In quarter 4 Asset Manager moved from Resources and Governance to Housing and Community Safety. The R&G Business Plan for 2017/18 is at <https://www.clacks.gov.uk/document/meeting/259/787/5699.pdf>

The Business Plans referred to in 2(a) list actions against these responsibilities

All Council and Committee reports have a "sustainability implications" section, to 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. The Sustainable Scotland Network's e-learning module on the public bodies' climate change duties is available to all staff

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

We effectively tackle the causes and effects of climate change	Taking Clackmannanshire Forward: Corporate Priorities 2012-2017	http://www.clacks.gov.uk/site/documents/makingclackmannanshireforwtakingclackmannanshire20122017/ page 6
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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.

Clackmannanshire Sustainability and Climate Change Strategy: <http://www.clacks.gov.uk/document/2858.pdf>. This strategy has been reviewed with a revised version awaiting approval.

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				An approach to climate change adaptation was submitted to the Head of Development and Environment Service for approval.. Due to ongoing team and Service restructuring issues the current emphasis is on projects and working with existing structures and processes rather than developing a formal standalone Strategy.
Business travel	Strategic Travel Plan	http://www.clacks.gov.uk/transport/counciltravelplan/	2012-2017	The travel plan addresses all modes of transport for visitors, commuting and business journeys. The overall aim of the

				travel plan is to demonstrate the impact each individual journey has on the environment, community and transport network to allow everyone to make an informed choice regarding transport in the Clackmannanshire area
Staff Travel	Strategic Travel Plan	http://www.clacks.gov.uk/transport/counciltravelplan/	2012-2017	The travel plan addresses all modes of transport for visitors, commuting and business journeys. The overall aim of the travel plan is to demonstrate the impact each individual journey has on the environment, community and transport network to allow everyone to make an informed choice regarding transport in the Clackmannanshire area.
Energy efficiency	Clackmannanshire Housing Strategy 2012-17 Home Energy and Affordable Warmth Action Plan Sustainability and Climate Change Strategy Single Outcome Agreement 2013-23	https://www.clacks.gov.uk/site/documents/housing/clackmannanshirehousingstrategy20122017 https://www.clacks.gov.uk/environment/sustainabilityandclimate/ https://www.clacks.gov.uk/document/2327.pdf	2012-17	Includes the objectives of the Council to reduce the carbon footprint of homes and properties owned by the Council. We have identified four priorities which are critical to making Clackmannanshire more sustainable: Reducing our contribution to climate change and preparing to adapt to its consequences Creating sustainable communities Living within environmental limits Protecting our natural resources and enhancing our environment This Single Outcome Agreement is a joint statement from the Clackmannanshire Community Planning Partnership, and sets out our vision for securing long term outcomes for our communities in Clackmannanshire. The Clackmannanshire Alliance presents this Single Outcomes Agreement in conjunction with the Local Policing and Fire plans for Clackmannanshire, as a suite of closely integrated plans focused on delivering positive outcomes for communities.
Fleet transport	Fleet Asset Management Plan	http://www.clacks.gov.uk/document/meeting/227/541/4283.pdf	2013-18	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
Information and communication technology	ICT Strategy	http://www.clacks.gov.uk/site/documents/informationtechnology/informationandcommunicationtechnologyictstrategy	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	Local Development Plan	https://www.clacks.gov.uk/property/ldpscheme/	2015-35	The Clackmannanshire Local Development Plan includes policies on renewable energy
Sustainable/renewable heat	Local Development Plan	https://www.clacks.gov.uk/property/ldpscheme/	2015-35	<p>The Clackmannanshire Local Development Plan includes a policy on decentralised energy, which includes district heating. Clackmannanshire Council has taken part in the Heat Network Partnership for Scotland's Local Authority District Heating Strategy Programme, and has undertaken work with Zero waste Scotland towards developing an energy master plan</p> <p>Following a successful funding bid Clackmannanshire Council has been awarded funding from the Scottish Government to develop a Local Heat and Energy Efficiency Strategy as part of a pilot Programme. The development of this strategy will assist the Local Authority to tackle climate change by providing a route map to improving energy efficiency and establishing heat decarbonisation targets.</p>
Waste management	Zero Waste Strategy	https://www.clacks.gov.uk/site/documents/wastemanagement/zerowastestrategy20122022jointmainissuespaperenvironmentalreport/	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				Clackmannanshire intends to incorporate this within their proposed Carbon Management Plan
Land Use	Local Development Plan	https://www.clacks.gov.uk/property/ldpscheme/	2015-2035	Strategic environmental assessment was used in the preparation of the Local Development Plan to ensure that the plan and its policies contribute to reducing greenhouse gas emissions and climate change adaptation.
Other (state topic area covered in comments)	Biodiversity Action Plan	https://www.clacks.gov.uk/environment/biodiversity/	2012-2020	Addresses the impacts of climate change on biodiversity, and the role of ecosystems in adapting to climate change. The Plan has been reviewed and extended to 2020 in line with the requirements of the Scottish Biodiversity Strategy

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.

Priorities suggested by officers to put to Corporate Management Team for Council consideration at the time of the last Climate Change Report include:

- Build upon progress such as Business Planning Guidance to build climate considerations into business as usual, including use of CCAT tool
- Complete revision of the Sustainability and Climate Change Strategy and implement actions
- Meet the requirements of the Procurement Reform (Scotland) Act – introduce sustainable Procurement Strategy
- Establish a Carbon Management Group and complete revision of Carbon Management Plan and Project Register
- Review fitness for purpose and ongoing validity of current Council strategies and policies associated with carbon management and climate change (many end after 2017)

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.

This has been tested at team level and a service-level version was developed but has not been used.

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.

Guidance on sustainable ways of working is now on the Council's online learning system (internal intranet link <https://tracking.brightwave.co.uk/LNT/Clacks/Login.aspx?ts=636407395702129467>)
Sustainability, including climate risk, has a more prominent place in the revised Business Planning Guidance (internal intranet link <http://connect/7-news/3342-business-planning-guide-2017-18.html>)
The draft Procurement Strategy incorporates sustainable procurement <http://www.clacks.gov.uk/site/documents/procurement/corporateprocurementprocess/>

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	2013/14	3623	5902	242	9767	tCO2e	Scope 1 represents Emissions from Gas, LPG, Fuel Oil, Diesel and Biomass
Year 1 carbon footprint	2014/15	3846	5581	276	9703	tCO2e	Scope 2 represents Emissions from Grid Electricity
Year 2 carbon footprint	2015/16	3792	5017	684	9493	tCO2e	Scope 3 represents Emissions from Water, Water Treatment and Grid Electricity (Transmission and Distribution)
Year 3 carbon footprint	2016/17	3894.77	4325.75	623.46	8844	tCO2e	Data Sourced from utility invoices - collated within the Current and Future CFs Tab within the CFPR tool spreadsheet.
Year 4 carbon footprint	2017/18	3940	3096	503	7539	tCO2e	Data Sourced from utility invoices - collated within the Current and Future CFs Tab within the CFPR tool spreadsheet.

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
7258.8		Natural Gas	Scope 1	15266034	kWh	0.1841639 89077374	kg CO2e/kWh	2811.5	

	LPG	Scope 1	93067 kWh	0.2145097 23	kg CO2e/kWh	20.0
	Fuel Oil	Scope 1	108284 kWh	0.2678917 20207764	kg CO2e/kWh	29.0
	Biomass (Wood Chips)	Scope 1	283872 kWh	0.0127	kg CO2e/kWh	3.6
	Diesel (average biofuel blend)	Scope 1	416491 litres	2.6001627 1124822	kg CO2e/litre	1082.9
	Grid Electricity (generation)	Scope 2	8805194 kWh	0.35156	kg CO2e/kWh	3095.6
	Grid Electricity (transmission & distribution losses)	Scope 3	85152 kWh	0.03287	kg CO2e/kWh	2.8
	Water - Supply	Scope 3	85152 m3	0.344	kg CO2e/m3	29.3
	Water - Treatment	Scope 3	107604 m3	0.708	kg CO2e/m3	76.2
	Average Car - Unknown Fuel	Scope 3	591918 km	0.18242	kg CO2e/km	108.0

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)	
Solar PV	171214	30828			

Wind	692	0			
Biomass			148300	0	

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
										A substantial exercise in organisational restructure and changing resources has impacted upon the development and approval of the local Carbon Management Plan.

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
0.00	Electricity		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information. However, we are aware that savings will have been made with the ongoing roll out of LED lighting in public buildings and from street lighting upgrades
	Natural gas		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information. However, we are aware that the Housing Services Capital Investment in the upgrading of Central Heating systems (420), installation of Double glazed windows ((408 properties) and installation of External Wall Insulation (11 properties) will have contributed to carbon reduction in Council owned properties. Works on public buildings e.g. schools, will also have

		benefited from this and will have lead to the generation of heat savings.
Other heating fuels		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information
Waste		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information
Water and sewerage		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information
Business Travel		There is insufficient data available on Business Travel to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information. However, we are aware that with the reduction in staff numbers and the ongoing drop in private care use (in conjunction with the use of more electric pool vehicles) we are reducing our carbon footprint.
Fleet transport		There is insufficient data available from fleet records to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information
Other (specify in comments)		

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
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Street Lighting between midnight and 6.00 a.m.	Capital Budget/Salix Fund	2017/18	Estimated	183000 0			20	Grid Electricity	1152	110000		Upgrade/Dimming of Street lights to 75% luminance . Data taken from Street Lighting report to Council 13th Oct. 2016 The savings reflect £80,000 in lighting savings and £30,000 in maintenance costs (Total £110,000)
Campus at Tullibody South	Capital											Enabling works/pre-construction - closure of 2 Primary Schools
Sustainable Transport Review	Capital											Review of transport ongoing
Increased Pool fleet	Capital											Reduction in Business mileage envisaged
Education - Classroom upgrades	Capital											lighting/insulation/glazing – Clackmannan Primary School
I.T. - modernisation	Capital											Development of Virtual servers.
I.T. - Server infrastructure	Capital											Implementation of power management on server infrastructure.....power down when not in use
Alva Primary School and Nursery												Energy Efficiency upgrades incorporated into refurb. project
Park Primary School, Alloa												Energy Efficiency upgrades incorporated into refurb. project
Deerpark and Lochies Primary School, Sauchie												Energy Efficiency upgrades incorporated into refurb. project

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

0.00	Estate changes			Estate changes are minimal and any resulting emissions changes are deemed negligible
	Service provision			We do not have a methodology to estimate how changes in service provision have affected our carbon footprint.
	Staff numbers			Changes in staff numbers are unlikely to have had a significant impact on building energy use, although a reduced staff complement will have reduced the use of hot water. Reduced staff numbers are also likely to have led to reduced staff mileage.
	Other (specify in comments)			

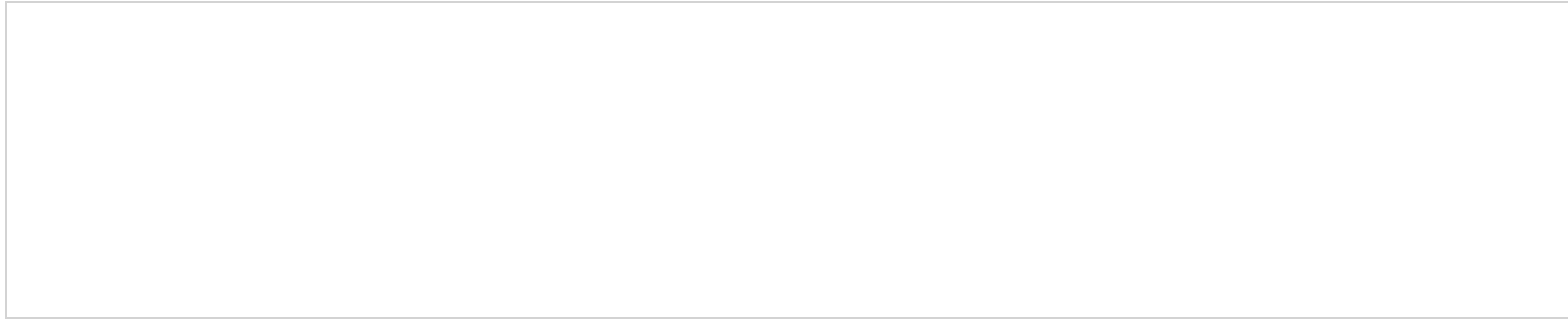
3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead				
Total	Source	Saving	Comments	
288.00	Electricity	288	Street Lighting Upgrade/Dimming of Street lights to 75% luminance between midnight and 6.00 a.m	
	Natural gas			
	Other heating fuels			
	Waste			
	Water and sewerage			
	Business Travel			
	Fleet transport			

	Other (specify in comments)		
--	-----------------------------	--	--

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
0.00	Estate changes			
	Service provision			
	Staff numbers			
	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
	Data unavailable

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.



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).

We have not completed a thorough and systematic assessment of current and future climate-related risks, but we have made steps towards this including the collation of risks from the earlier LCLIP and from the Incident Report, Resilience Plans and business plans. As with last year, climate change is featured in the corporate risk log as a subset of "Failure to Prepare for Severe Weather Events". In addition, we have specific measures for certain aspects, most notably flood risk management planning. When the Council considers FRM and specifically when it produces studies to inform flood protection schemes, it strives to build in the very latest thinking on what should be accounted for in designed solutions (structural and non-structural) when considering Climate Change.

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.

The corporate risk log is owned by the Corporate Management Team and the Head of Strategy & Customer Services is responsible for the corporate risk management approach. The Council follows a systematic risk process, reporting corporate and service risks to Council on a regular basis. Processes are assessed via internal and external governance and audit mechanisms, and peer-reviewed by other local authorities. Adaptation is also embedded in our proposed Local Development Plan and associated supplementary guidance.

The Corporate Risk Log includes climate change as a subset of "Failure to Prepare for Severe Weather Events": Inability to respond to impact of severe weather events on workforce or community due to lack of appropriate planning and equipment. This is most likely to include flooding from rainfall or coastal surges, hazardous winter weather or heatwaves (all of which, due to climate change, are likely to become more frequent and severe). The risk is owned by the Executive Director. The end of year update (May 2018) states that, "Existing controls remain in place for both winter-related weather and flooding threat, with recent weather events proving procedures to be broadly robust, though with lessons always being learnt and built into the development of future plans. Reduction in staff numbers is threatening resilience but Service is implementing measures for mitigation. Controls continue to be developed and de-briefs will outline actions required."

The Council's Statement of Preparedness for end of year 2017-18 is at <https://www.clacks.gov.uk/document/meeting/260/842/5940.pdf>

In addition our Business Planning Guidance makes specific reference to climate risk including the provision that Services should ensure that all business plan actions are assessed for their susceptibility to the impacts of severe weather events, including impacts on staff, service users and supply chain.

Local Flood Risk Management Plans for the Forth and Forth estuary Local Plan Districts were published in June 2016 and are available at <http://www.clacks.gov.uk/transport/flooding/>

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.

We continue to work with internal and external partners. We have continued to run climate change adaptation projects with Inner Forth Landscape Initiative partners. Transportation staff have worked with Sustainability and with the Trust for Conservation Volunteers to develop a network of Flood Risk Monitor volunteers to monitor key choke points in watercourses to enhance community flood resilience and we have developed this model further in order to encompass invasive species on the selected watercourses in addition to choke points. We continue to engage with these and other partners to promote flood risk management and community awareness. We also have a continuing partnership with SFF/TCV to develop community resilience groups. The Council also has an ongoing partnership with the SFRS to promote better links with them re FRM and Community Resilience capacity building.

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	N1-8	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	

			N1-8	Further projects on impacts of climate change on the Inner Forth with Inner Forth Landscape Initiative partners	
			N1-10	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	
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.	
			N2-7	Continuing public engagement on managing invasive species with Inner Forth Landscape Initiative partners	
			N2-11	The Local Development Plan and Supplementary Guidance documents have policy and guidance to enhance habitat and green networks.	
			N2-17	Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	

			N2-20	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	
			N2-20	Exploring options for coastal realignment project as part of City Deal submission	
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment			Local authorities are not listed as responsible for delivering any projects under objective N3.
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	
			B1-14	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks			Local authorities are not listed as responsible for delivering any projects under objective B2; however, see question 4h for how we contribute to B2-2.

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).	
			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).	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society			Local authorities are not listed as responsible for delivering any projects under objective S1; however, see question 4h for how we contribute to S3-1.
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society			Local authorities are not listed as responsible for delivering any projects under objective S2; however, see question 4h for how we contribute to S2-5.
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society			Local authorities are not listed as responsible for delivering any projects under objective S3

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 2016/17 report noted that as part of the proposed approach to a Climate Change Adaptation Strategy, it would be necessary to consider inclusion of review periods for assessing climate risks: the strategy would 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. However, as in 2016/17, in 2017/18 with resource shortages and multiple changes in Council governance and leadership within the year we have focussed on projects rather than a pursuing the development of a formal Strategy

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).

At present we do not have a formal suite of criteria and indicators for our overall adaptation effort. Discrete aspects such as our flood risk planning and emergency planning have monitoring and evaluation criteria and timescales.

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.

Internal Audit and Energy and Sustainability Team Officers presented the following recommendations to the Corporate Management Team for Council consideration in 2016/17 unfortunately these remain outstanding over 2017/18 due to a reduction in resources and an ongoing major restructure within the organisation:

- Continue to review delivery of climate change activity across the Council to improve integration and opportunities for improvement.
- Continue to integrate adaptation into existing strategies and processes: in particular to boost uptake of building climate considerations into risk assessment in work planning.
- Continue to build upon existing good practice and work already ongoing such as in Local Development Plan, Emergency Planning, Flood Risk Planning, and engage with revision of LDP
- Continue to develop projects where opportunities and partners permit, develop a formal strategy when governance and leadership issues are resolved
- Build upon success of Menstrie Primary resilience event and Hillfoots river monitoring projects

These proposals will be presented to our CMT for further consideration following the submission of this year's return.

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.

As with 2016/17, 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, and also the TCV/Hillfoots volunteer river monitor project on which work started in FY 2016-17;

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; ongoing

N2-7 (reduce the pressure on ecosystems from invasive non-native species (INNS) by working with Inner Forth Landscape Initiative partners to develop better understanding of the spread of invasive non-native species at a landscape level and to assess climate change impacts for the overall Inner Forth Landscape Initiative programme, co-organising a regional conference on invasive species, and extending the Hillfoots river monitoring project to encompass invasives monitoring in addition to flood hotspot monitoring on which work started in FY 2017-17;

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 on climate change following review and extension of the 2012-17 CBAP to 2020; ongoing

S2-5 (Develop and promote resources which support capacity building in communities, to help build resilience to emergencies, including responding to severe weather events) by ongoing work to develop "What can I do?" advice for households affected by severe weather events. And in particular with developing a project to engage volunteers in the Hillfoots villages in monitoring high flood risk sites in watercourses;

With regard to S3-1 (NHS Scotland Boards to develop individual climate change adaptation plans), with the integration of health and social care initiated in 2014-15, this is an issue on which local authorities and NHS boards need to work together, and we started to work with NHS Forth Valley, Stirling Council and Falkirk Council to identify areas where partnership approaches could be of especial benefit. Resource limitations have hindered progress

Clackmannanshire Council has taken significant steps either as specific climate adaptation measures or as part of broader good practice including using our experience of the impacts of flooding on vulnerable groups informs our work on flood risk management; and carrying out presentations to staff groups and community planning partners.

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.

We have adopted a sustainable procurement policy as part of our corporate procurement process.

The Sustainable Procurement Duty is now built into the Council's tender authorisation form which must be completed by the Contract Responsible Officer, before any tender process commences. It requires that before the Council buys anything, it must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates, with specific guidance on economic, social, health-related and environmental factors

An Interim Strategy was produced. However The Procurement Strategy is still to be approved by Council and this is expected late in 2018/19.

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.

The proposed Action Plan contains measures to enable monitoring of future activity, but this still requires approval by the Council, expected late in 2018/19:

Utilise the Scottish Government's sustainable prioritisation tool to identify and prioritise procurement activity

Utilise the Flexible Framework Self-Assessment Tool (FFSAT) to provide a Sustainable Action Plan to establish the performance level of sustainable procurement across the council

Create and manage a sustainable register to capture, monitor and report on the sustainable outcomes achieved via procurement activity, and link to related internal and external reporting requirements

Establish systems to record the impact of procurement policies and practices on the council's climate change duties

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 Council produced its interim procurement strategy to cover the latter part of the 2016/17 financial year and the full 2017/18 financial year. During 2017/18 the Council undertook a consultation exercise in order to prepare the full procurement strategy. The Consultation was undertaken using the Council consultation hub and took place between August and September 2017.

The strategy can be seen at <https://www.clacks.gov.uk/document/meeting/1/840/5917.pdf>

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.

Internal Audit validated the report . Their work focused on reviewing the reporting arrangements and the accuracy of the information in the report. On this basis Internal Audit have provided "substantial assurance" on the Council's reporting arrangements and the accuracy of the information in the report. Substantial assurance is defined as

The systems for risk, control, and governance are largely satisfactory, but there is some scope for improvement as the present arrangements could undermine the achievement of business and/or control objectives and/or leave them vulnerable to some risk of error/abuse.

Internal Audit's review of the report notes that the report contains several proposals for improvement in future years and also makes a recommendation to enhance the audit trail associated with the reporting process by using an electronic evidence pack to support each of the sections of the report. In addition to this they have suggested that target dates be set for updating the Sustainability and Climate Change Strategy, establishing a Carbon Management Group, revising the Carbon Management Plan, and developing a Climate Change Adaptation Strategy.

6(b) Peer validation process

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

Internally we have a degree of this by virtue of the collegiate approach what we are taking to compiling the report .

In 2016/17 we engaged, via SSN, with a range of peer bodies to compare approaches. This included holding a round table session in November with the Joint Integrated Board (Stirling & Clacks Health & Social Care) along with Stirling Council and NHS Forth Valley. Resource constraints prevented this from taking place in 2017/18.

6(c) External validation process

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

As in 6b above

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.

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
Lawrence Hunter	Energy and Sustainability Lead officer	2018-11-29

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	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Units	Comments
Total Emissions	427.41	495.78	510.18	409.98	502.40	457.21	424.91	421.24	365.34	349.88		ktCO ₂	
Industry and Commercial	223.04	291.72	307.07	220.87	305.57	278.14	239.32	241.60	203.36	190.67		ktCO ₂	
Domestic	134.09	132.04	132.55	119.45	127.14	111.21	119.05	115.23	96.03	92.64		ktCO ₂	
Transport total	70.28	72.03	70.56	69.65	69.68	67.85	66.54	64.41	65.95	66.57		ktCO ₂	
Per Capita	8.63	9.80	9.97	7.99	9.79	8.88	8.29	8.21	7.14	6.81		tCO ₂	
Waste												tCO ₂ e	
LULUCF Net Emissions												ktCO ₂	
Other (specify in 'Comments')													

Table 1b - Full

Sector	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Units	Comments
Total Emissions	617.44	684.78	697.91	578.86	658.27	634.23	610.08	598.47	533.55	511.49		ktCO ₂	
Industry and Commercial	382.79	451.34	466.36	361.78	460.69	428.36	397.68	393.79	346.99	328.15		ktCO ₂	
Domestic	134.09	132.04	132.55	119.45	127.14	111.21	119.05	115.23	96.03	92.64		ktCO ₂	
Transport total	84.32	85.61	84.33	83.56	83.75	81.59	80.33	77.92	79.77	80.14		ktCO ₂	
Per Capita	12.46	13.53	13.63	11.29	13.35	12.32	11.90	11.67	10.42	9.96		tCO ₂	
Waste												tCO ₂ e	
LULUCF Net Emissions	16.25	15.79	14.68	14.07	13.70	13.07	13.02	11.53	10.76	10.55		ktCO ₂	
Other (specify in '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.

The Community Plan, Working Together for Clackmannanshire, sets out in broad terms how the community planning partners want to see Clackmannanshire improve over the next decade. This includes an aspiration that "we recognise how our lifestyles and choices impact on the environment" (page 8).

The Clackmannanshire Community Plan 2010 is available at: <http://www.clacks.gov.uk/document/3212.pdf>

In its vision for Better Communities, the Clackmannanshire Council Corporate Plan, Taking Clackmannanshire Forward, states that "We want to keep Clackmannanshire at the forefront of green, recycling and sustainability initiatives", with an outcome that "we effectively tackle the causes and effects of climate change" (page 6). Performance indicators relating to better communities include:

- Decrease biodegradable waste sent to landfill
- Improve recycling levels
- Deliver carbon reduction targets

• Priority actions identified in the plan (pages 13-14) include:

- Invest to keep Clackmannanshire at the very forefront of recycling, sustainability and zero waste initiatives
- Maximise opportunities and investment to further develop energy efficiency initiatives within Clackmannanshire as part of a greater move to mitigate fuel poverty in the area
- Continue to promote green energy schemes and improve recycling rates, with the objective of saving money as well as helping the environment
- Promote energy efficiency and a sustainable environment for our citizens through the early adoption of good practice and pilot projects to demonstrate and examine the best fit of these measures for Clackmannanshire

The Clackmannanshire Council Corporate Plan 2012-2017 is available at: <http://www.clacks.gov.uk/document/4506.pdf>

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	Comm

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

Governance and resourcing issues have delayed completion of the Carbon Management Plan and Project Register including data management capacity

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
Partnership Working	Energy advice with Home Energy Scotland Community Wellbeing Partnership with Community Planning Partners Citizens' Advice Bureaux partnership promotion related to energy efficiency and fuel poverty Energy master planning with Zero Waste Scotland Community engagement on fuel poverty with tenants' and residents' associations Engagement with Scottish Government on developing Energy Efficiency programmes (SEEP)	Behaviour Change	Lead			NHS Forth Valley, Forth Valley College, Police and Fire & Rescue Services	Home Energy Scotland Zero Waste Scotland Scottish Government BSBI, RSPB, SWT	Behaviour Change Awareness raised Learning Skills/Capacity Building
Partnership Working	Community engagement, volunteer action and monitoring and recording. Partnership development/delivery of capital projects. Ongoing work with Clackmannanshire Biodiversity partnership (54 actions included within the Biodiversity action plan relating to awareness, overarching action, action for Habitats and species))	Partnership working of climate change or sustainability	Participant	Dependent upon project. Examples may be Community Groups, Volunteers, Trusts etc		SNH, Forestry Commission	BSBI, RSPB, SWT	

Partnership Working	Ongoing work with Inner Forth Landscape Initiative	Partnership working of climate change or sustainability	Participant	RSPB		SNH, HES, Falkirk Council, Stirling Council	Buglife, Butterfly Conservation, Clackmannan Field Studies Society, CSGN Trust, RSPB, SWT
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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



MEMO

To: Lawrence Hunter, Energy and Sustainability Strategy Officer

Copy To: Garry Dallas, Strategic Director (Place)
Stuart Crickmar, Strategic Director (Partnership and Performance)
Ian Doctor, Service Manager Regulation
Gordon O'Connor, Internal Audit Manager

From: Graham Templeton, Senior Internal Auditor

Date: 23 November 2018

Subject: **INTERNAL AUDIT – PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORT**

1. As part of our Internal Audit coverage for 2018/19, Internal Audit has recently completed work on the Council's Climate Change Act Public Body Duties 2017/18 Annual Report.

Background

2. The Climate Change (Scotland) Act 2009 (the Act), introduced the requirement for public bodies to report on their climate change duties.

3. In line with the timescales from the Act, the Council's annual report has to be submitted to the Sustainable Scotland Network (SSN) by 30 November 2018.

Internal Audit Work

4. In order to ensure the consistency of returns across public bodies the annual report format is a standard template split into five areas:

- Profile of Reporting Body;
- Governance, Management, and Strategy;
- Emissions, Targets, and Projects;
- Adaptation; and
- Procurement.

5. Our work focused on reviewing the reporting arrangements and the accuracy of the information in the report.

Internal Audit Findings

6. Our findings are summarised in the attached **Annex 1**.

7. During the course of our audit work we also identified issues which should be considered for future years' reporting. These are at paragraphs 8 and 9.

8. In addition, we have suggested that target dates should be set for updating the Sustainability and Climate Change Strategy, establishing a Carbon Management Group, revising the Carbon Management Plan, and developing a Climate Change Adaptation Strategy. These are at paragraphs 3 and 11.

Internal Audit Assurance

9. We can provide **SUBSTANTIAL ASSURANCE** (see **Annex 2** for definition) on the Council's reporting arrangements and the accuracy of the information in the report.

Graham Templeton
Senior Internal Auditor
23 November 2018

PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORT
INTERNAL AUDIT FINDINGS

Section 1 – Profile of Reporting Body

1. We were content that Section 1 had been completed with information being provided from Human Resources, Performance and Change Section, and Accountancy. Information recorded includes the number of full time equivalent staff, floor area of operational and non-operational estate, and the Council's budget for 2017/18. We were also content that the figures provided were consistent with the return for last year.

Section 2 – Governance, Management, and Strategy

2. The information in Section 2 is provided from a variety of sources across the Council and we were content that it had been accurately recorded.

3. Section 2(f) of the report sets out the Council's top five priorities for climate change, governance, management, and strategy for the year ahead. We noted this covers key areas such as revising the Sustainability and Climate Change Strategy (current version is from 2010), establishing a Carbon Management Group (previous group has not met for a number of years), and developing the Carbon Management Plan (most recent version covered the period 2011-2016).

4. In our view, due to the importance of each of these, target dates should be agreed for revising and developing these documents and establishing the group.

Remit Item 3 – Emissions, Targets, and Projects

5. The emissions data is based on those areas of CO₂ emissions which the Council can significantly influence.

6. We reviewed the data for Sections 3(a), 3(b), 3(c), 3(f), and 3(j) of the report and these could be reconciled to the Carbon Footprint and Project Register Tool.

7. We were content that the information provided in relation to Scope 1, Scope 2, and Scope 3 emissions were consistent with those in the 2016/17 report.

8. We noted that Waste Management related emission sources (eg, refuse municipal to landfill) are not included within the report. This should be considered for future years reporting.

9. In Section 3(f) the only data provided in relation to the Council's top ten carbon reduction projects was for the street lighting upgrade. We were advised this was the only project that the Energy and Sustainability Strategy Officer was able to accurately monitor and report the estimated savings. The development of the Carbon Management Plan (which would include details of both current and planned projects across the Council) and the establishment of the Carbon Management Group, referred to at paragraph 3, should result in more comprehensive reporting in future years.

Section 4 – Adaptation

10. The objectives and themes covered in Section 4 are part of the standard template fields. The progress made, and comments, in the return were provided by the Energy and Sustainability Strategy Officer using their knowledge of corporate developments.

11. We noted that Sections 4(e) and 4(f) of the report referred to the development of a Climate Change Adaptation Strategy and associated indicators. It is recorded in the report that this work has been delayed due to ongoing resourcing issues and changes in Council governance and leadership. In our view, target dates should be agreed for finalising the Strategy and the indicators.

Section 5 – Procurement

12. The information contained within this section of the report was agreed with the Procurement Manager. These arrangements were sound.

DEFINITION OF ASSURANCE CATEGORIES

Level of Assurance	Definition
Substantial assurance	The systems for risk, control, and governance are largely satisfactory, but there is some scope for improvement as the present arrangements could undermine the achievement of business and/or control objectives and/or leave them vulnerable to some risk of error/abuse.
Limited assurance	The systems for risk, control, and governance have some satisfactory aspects, but contain a number of significant weaknesses that are likely to undermine the achievement of business and/or control objectives and leave them vulnerable to an unacceptable risk of error/abuse.
No assurance	The systems for risk, control, and governance are ineffectively designed and/or are operated ineffectively such that business and/or control objectives are not being achieved and the risk of serious error/abuse is unacceptable. Significant improvements are required.