

## SCHEDULE 1

Article 2

### LISTED BODIES

#### *Ministers, The Parliament*

The Scottish Ministers

The Scottish Parliamentary Corporate Body

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

Food Standards Scotland

The Keeper of the Records of Scotland

The Keeper of the Registers of Scotland

The Office of the Scottish Charity Regulator

The Registrar General of Births, Deaths and Marriages for Scotland

Revenue Scotland

The Scottish Courts and Tribunals Service

The Scottish Housing Regulator

#### *Local government*

A council constituted by section 2 of the Local Government etc. (Scotland) Act 1994<sup>(1)</sup>

A Transport Partnership created under the Transport (Scotland) Act 2005<sup>(2)</sup>

#### *National health service*

The Common Services Agency for the Scottish Health Service

A Health Board constituted under section 2 of the National Health Service (Scotland) Act 1978<sup>(3)</sup>

The National Waiting Times Centre Board

NHS Education for Scotland

The Scottish Ambulance Service Board

The State Hospitals Board for Scotland

#### *Educational institutions*

The board of management of a college of further education (within the meaning given by section 36(1) of the Further and Higher Education (Scotland) Act 1992<sup>(4)</sup>)

An institution which is a fundable post-16 education body in receipt of funding from the Scottish Further and Higher Education Funding Council or a regional strategic body (within

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(1) 1994 c.39; section 2 was amended by the Environment Act 1995 (c. 25), Schedule 22, paragraph 232(1).

(2) 2005 asp 12.

(3) 1978 c.29; section 2 was amended by the Health and Social Services and Social Security Adjudications Act 1983 (c. 41), section 14(2) and Schedule 7, paragraph 1; the National Health Service and Community Care Act 1990 (c.19), section 66(1) and Schedule 9, paragraph 19(1); the National Health Service Reform (Scotland) Act 2004 (asp 7), schedule 1, paragraph 1(1) and (2) and the Smoking, Health and Social Care (Scotland) Act 2005 (asp 13), schedule 2, paragraph 2(1) and (2). There are other amendments to section 2 which are not relevant for the purposes of this instrument.

(4) 1992 c.37.

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the meaning of the Further and Higher Education (Scotland) Act 2005<sup>(5)</sup>, other than any such institution whose activities are principally carried on outwith Scotland

*Police*

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

*Others*

Audit Scotland  
The Board of Trustees for the National Galleries of Scotland  
The Board of Trustees of the National Museums of Scotland  
The Board of Trustees of the Royal Botanic Garden, Edinburgh  
The British Waterways Board  
The Cairngorms National Park Authority  
Creative Scotland  
The Crofting Commission  
Highlands and Islands Enterprise  
Historic Environment Scotland  
An integration joint board established by order under section 9(2) of the Public Bodies (Joint Working) (Scotland) Act 2014<sup>(6)</sup>  
The James Hutton Institute  
The Loch Lomond and The Trossachs National Park Authority  
The Moredun Research Institute  
The National Library of Scotland  
The Scottish Children’s Reporter Administration  
Scottish Enterprise  
The Scottish Environment Protection Agency  
The Scottish Fire and Rescue Service  
The Scottish Further and Higher Education Funding Council  
The Scottish Legal Aid Board  
Scottish Natural Heritage  
The Scottish Public Services Ombudsman  
The Scottish Qualifications Authority  
The Scottish Social Services Council  
The Scottish Sports Council  
Scottish Water  
Social Care and Social Work Improvement Scotland

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(5) [2005 asp 6](#); section 35(1) was relevantly amended by the Post-16 Education (Scotland) Act [2013 \(asp 12\)](#) to include definitions for “fundable post-16 education body” and “regional strategic body”. There are other amendments which are not relevant for the purposes of this Order.

(6) [2014 asp 9](#).

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SCHEDULE 2

Article 4

REPORT ON COMPLIANCE WITH CLIMATE CHANGE DUTIES

**1. PROFILE OF REPORTING BODY**

**Name of reporting body**

Provide the name of the listed body (the “body”) which prepared this report.

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**Type of body**

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**Highest number of full-time equivalent staff in the body during the report year**

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**Metrics used by the body**

Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.

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

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<p><b>1(e)</b></p> <p><b>Overall budget of the body</b> Specify approximate £/annum for the report year.</p>	
<p><b>1(f)</b></p> <p><b>Report year</b> Specify the report year.</p>	
<p><b>1(g)</b></p> <p><b>Context</b> Provide a summary of the body's nature and functions that are relevant to climate change reporting.</p>	

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

*Governance and management*

**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.

Provide a diagram / chart to outline the governance structure within the body.

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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.



Provide a diagram to show how responsibility is allocated to the body's senior staff, departmental heads etc.



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*Strategy*

**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.

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

**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.

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**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.

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

**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.

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

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

*Further information*

**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.

<sup>(a)</sup> This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change.

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

*Emissions*

**3(a) Emissions from the 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<sup>(a)</sup> (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol<sup>(b)</sup>). 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.

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

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

<sup>(b)</sup> This refers to the document entitled "The greenhouse gas protocol. A corporate accounting and reporting standard (revised edition)", World Business Council for Sustainable Development, Geneva, Switzerland / World Resources Institute, Washington DC, USA (2004), ISBN: 1-56973-568-9.

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**3(b) 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<sup>(a)</sup> leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.

<i>Emission source</i>	<i>Scope</i>	<i>Consumption data</i>	<i>Units</i>	<i>Emission factor</i>	<i>Units</i>	<i>Emissions (tCO<sub>2</sub>e)</i>	<i>Comments</i>
					<b>Total</b>		

<sup>(a)</sup> Emission factors are published annually by the UK Government Department for Environment, Food and Rural Affairs (Defra).

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**3(c) 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.

<i>Generation of renewables</i>	<i>Total generated (kWh)</i>	<i>Total consumed by the body (kWh)</i>	<i>Total exported (kWh)</i>	<i>Comments</i>
Renewable electricity				
Renewable heat				
Other 1 (specify in comments)				
Other 2 (specify in comments)				
Other 3 (specify in comments)				

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*Targets*

**3(d)**

**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.

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

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*Projects and changes*

**3(e) Estimated total annual carbon savings from all projects implemented by the body in the report year**

If no projects were implemented against an emissions source, enter "0".  
 If the body does not have any information for an emissions source, enter "Unknown".  
 If the body does not include the emissions source in its carbon footprint, enter "N/A".

<i>Emissions source</i>	<i>Total estimated annual carbon savings (tCO<sub>2</sub>e)</i>	<i>Comments</i>
Electricity		
Natural gas		
Other heating fuels		
Waste		
Water and sewerage		
Business travel		
Fleet transport		
Other 1 (specify in comments)		
Other 2 (specify in comments)		
Other 3 (specify in comments)		
<b>Total</b>		

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- 3(f) 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.



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Project name	Funding source	First full year of CO <sub>2</sub> e 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 (tCO <sub>2</sub> e/annum)	Estimated costs savings (£/annum)	Behaviour change	Comments

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**3(g) 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.

<i>Emissions source</i>	<i>Total estimated annual emissions (tCO<sub>2</sub>e)</i>	<i>Increase or decrease in emissions</i>	<i>Comments</i>
Estate changes			
Service provision			
Staff numbers			
Other 1 (specify in comments)			
Other 2 (specify in comments)			
Other 3 (specify in comments)			
<b>Total</b>			

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**3(h) Anticipated annual carbon savings from all projects implemented by the body in the year ahead**

If no projects are expected to be implemented against an emissions source, enter "0".

If the body does not have any information for an emissions source, enter "Unknown".

If the body does not include the emissions source in its carbon footprint, enter "N/A".

<i>Emissions source</i>	<i>Total estimated annual carbon savings (tCO<sub>2</sub>e)</i>	<i>Comments</i>
Electricity		
Natural gas		
Other heating fuels		
Waste		
Water and sewerage		
Travel		
Fleet transport		
Other 1 (specify in comments)		
Other 2 (specify in comments)		
Other 3 (specify in comments)		
Total		

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**3(i) 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.

<i>Emissions source</i>	<i>Total estimated annual emissions (tCO<sub>2e</sub>)</i>	<i>Increase or decrease in emissions</i>	<i>Comments</i>
Estate changes			
Service provision			
Staff numbers			
Other 1 (specify in comments)			
Other 2 (specify in comments)			
Other 3 (specify in comments)			
<b>Total</b>			

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**3(j) 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”).

<i>Total savings</i>	<i>Total estimated emissions savings (tCO<sub>2</sub>e)</i>	<i>Comments</i>
Total project savings since the baseline year		

*Further information*

**3(k) Supporting information and best practice**  
 Provide any other relevant supporting information and any examples of best practice by the body in relation to its emissions, targets and projects.

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**PART 4: ADAPTATION**

*Assessing and managing risk*

**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).

**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.

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*Taking action*

**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.

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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<sup>(a)</sup> (“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.

<i>Objective</i>	<i>Objective reference</i>	<i>Theme</i>	<i>Policy / proposal reference</i>	<i>Delivery progress made</i>	<i>Comments</i>
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment			
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment			
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment			
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks			
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks			
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks			
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society			
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society			
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society			

<sup>(a)</sup> 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.



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*Review, monitoring and evaluation*

**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).

**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).

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*Future priorities for adaptation*

**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.

*Further information*

**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.

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**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.

**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.

*Further information*

**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.

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**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.

**6(b) Peer validation process**  
Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

**6(c) External validation process**  
Briefly describe the body's external validation process, if any, of the data or information contained within this report.

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**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.

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**6(e) 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	

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