

Public Bodies Climate Change Duties Compliance Reporting Template 2021/22



1. Overview

This template is provided for public bodies required to report annually in accordance with the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 which took effect for reporting periods commencing on or after 1 April 2021.

Reports must be submitted to ccreporting@ed.ac.uk by 30th November. Late submissions may not be accepted for analysis and may be classed as non-compliant with Public Bodies Duties legislative reporting requirements.

2. Guidance

1. Please save-as this workbook with your organisation's name in the title before completing
2. Question 1f must be completed to ensure the correct emission factors are applied in Q3b,
3. If you need to add more rows please email the file to ccreporting@ed.ac.uk
4. Hybrid/homeworking emissions - please include an estimate of FTEs working remotely - hybrid/home in the designated row provided in table 3b
In order for this to be calculated correctly the total no. of FTEs must be entered in Q1c
5. Local Authorities completeing the recommended tab should select their local authority region at the top of the sheet
and their emissions will be provided automatically from BEIS datasets

3. Colour Coding used in the template

	Dropdown box - select from list of options
	Uneditable/fixed entry cell
	Editable cell

Public Sector Report on Compliance with Climate Change Duties 2022 Template

PART 1 Profile of Reporting Body

1a

Name of reporting body

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

Moray Council

1b

Type of body

Select from the options below

Local Government

1c

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

3761.81

THIS MUST BE COMPLETED

1d

Metrics used by the body

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

Metric	Units	Value	Comments
Please select from drop-down box			
Please select from drop-down box			
Please select from drop-down box			
Please select from drop-down box			
Please select from drop-down box			
Please select from drop-down box			
Please select from drop-down box			
Please select from drop-down box			
Please select from drop-down box			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			

1e

Overall budget of the body

Specify approximate £/annum for the report year.

Budget

£338,000,000

Budget Comments

1f

Report type

Specify the report year type

Report type

Report year comments

Financial

THIS MUST BE COMPLETED

1g

Context

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

As a local authority, Moray Council has an obligation within the Climate Change Act to report on its carbon emissions. Moray Council declared a climate emergency on 27 June 2019. This declaration was complemented by the adoption of a Climate Change Strategy for 2020-2030 on 10 March 2021. This strategy sets an ambition to achieve carbon neutrality for Moray Council by 2030, and outlined a 57-point action plan to assist in progress towards this target. The council has an extensive remit to deliver services for the people of Moray. Some of the key influences on our carbon emissions include:

- The development and implementation of strategic transport policies;
- The development of planning policy and planning guidance, and granting of planning permission. The Moray Local Development Plan 2020 aims to improve resilience of the natural and built environment to climate change.
- Building standards protocols and inspections;

	<div>Our Climate Change Strategy and Routemap to Net Zero Emissions sets out the priorities of the council on these matters. We will be setting up our Climate Change Board, recruiting a new Climate Change Strategy Officer with responsibility for LHES, updating our Routemap to Net Zero Emissions, assessing the impact of climate change/biodiversity assessments in committee papers and continuing to train staff and elected members on climate change - including development of a new induction e-module.</div>
2c	<div>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. (a) This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change. An exercise to determine these priorities is planned to take place with members of the council's Climate Change Board, including a Climate Change Assessment Tool (CCAT) assessment.</div>
Further information	
2h	<div>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.</div>

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 (a) (measured and reported in accordance with Scopes 1 & 2, and to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

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

(b) This refers to "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.

ENSURE QUESTION 1F IS COMPLETED BEFORE STARTING THIS SECTION, THEN SELECT APPROPRIATE BASELINE YEAR

Reference year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline Year	2015/16	Financial	5,400	9,905	12,919	28,224	ICD2e	Pilot SSN report year.
Year 1 carbon footprint	2016/17	Financial	9,866	9,317	13,366	32,548	ICD2e	
Year 2 carbon footprint	2017/18	Financial	9,611	7,905	12,406	29,922	ICD2e	
Year 3 carbon footprint	2018/19	Financial	6,249	6,249	11,198	23,697	ICD2e	
Year 4 carbon footprint	2019/20	Financial	9,154	3,638	14,288	27,078	ICD2e	
Year 5 carbon footprint	2020/21	Financial	8,128	2,661	11,687	22,475	ICD2e	Covid-19 pandemic year.
Year 6 carbon footprint	2021/22	Financial	9,034	2,910	12,548	24,490	ICD2e	
Year 7 carbon footprint		0 Financial				-	ICD,e	
Year 8 carbon footprint		0 Financial				-	ICD,e	
Year 9 carbon footprint		0 Financial				-	ICD,e	
Year 10 carbon footprint		0 Financial				-	ICD,e	
Year 11 carbon footprint		0 Financial				-	ICD,e	
Year 12 carbon footprint		0 Financial				-	ICD,e	
Year 13 carbon footprint		0 Financial				-	ICD,e	
Year 14 carbon footprint		0 Financial				-	ICD,e	
Year 15 carbon footprint		0 Financial				-	ICD,e	

3b Breakdown of emissions 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 there is no data consumption available for an emission source enter the emissions in kgCO₂e in the 'Consumption' column of one of the 'Other' rows and assign the scope and an emission factor of 1.

(a) Emissions factors are published annually by the UK Department for Business, Energy & Industrial Strategy

Emission Factor Year 2021 The emission factor year is auto-assigned based on your answer to Q1f, if it is incorrect please contact SSN.

You can now filter emission sources by "type" in column C to enable quicker selection of emission source in column D.

User defined emission sources can be entered below remote/homeworking emissions - rows 101 to 129. If you require extra rows in the table please send the template to ccreporting@ed.ac.uk.

[illegible]

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

[illegible]

	Please select from drop down box		
	Please select from drop down box		
	Please select from drop down box		
	Please select from drop down box		
	Please select from drop down box		
	Total	-	

3) Estimated decrease or increase in emissions from other sources in the year ahead
If the body's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
State changes		Please select from drop down box	
Service provision		Please select from drop down box	
Staff numbers		Please select from drop down box	
Other (please specify in comments)		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Please select from drop down box		Please select from drop down box	
Total		-	

3) Total carbon reduction project savings since the start of the year which the body used 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 savings	Total estimated emissions savings (tCO ₂ e)	Comments
Total project savings since baseline year		

Further information

3a Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to corporate emissions, targets and projects.

46 What arrangements does the body have in place to manage climate-related risks?

PART 5 Procurement

5a 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 reviewed the standard (weighted) sustainability tender question. This has allowed evaluation of the contractors' approach to sustainability. We record the outcome as a procurement non-cost benefit and now have the ability to report on the sustainable outcomes (as a categorisation).

We have also reviewed and further the sustainable outcomes of the Procurement Strategy. This ensures that goods and services are procured responsibly, and with due consideration to ethical, carbon and sustainability factors – including through the supply chain and sub-contractors.

We have further developed our Sustainable Procurement Guidance (and training module) and embedded this within the Council's tender process to refine the priorities and actions of our Climate Change Strategy. This supports and informs departmental lead officers through the new process, and improves sustainability actions and responses within the tendering process. Public bodies are required to provide evidence of their sustainability approach as part of the tendering process.

Alongside colleagues in the Climate Change Team, we have worked to develop a simple process for suppliers to evidence their carbon reduction actions when bidding for smaller contracts. This was trialled in a recent food tendering process for catering suppliers. Our Procurement Forward Plan, raising awareness to local business of opportunities created through just transition, has been developed for tendering officers to undertake Carbon Literacy Training within the tender and procurement has now reviewed documentation and training materials to make changes reflective of the climate emergency.

5b 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.

Our annual procurement report highlights the number of contracts with environmental conditions attached. There were 22 contracts in the financial year, broken down by conditions as follows:

- 5 x energy

- 7 x greenhouse gases

- 4 x waste

- 6 x sustainable construction

This represents an increase of 9 contracts since the previous reporting period. However, it should be noted that procurement was suspended for some time whilst we were operating under Covid-19 lockdown regulations. Therefore, the number of competitive tenders for the current reporting year are representative of a more normal procurement landscape.

Further information

Sc Supporting information and best practice

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

Public Sector Report on Compliance with Climate Change Duties 2022 Template

PART 6 Validation and Declaration

6a

Internal validation process

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

No validation process.

6b

Peer validation process

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

No validation process.

6c

External validation process

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

No validation process.

6d

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.

All of the data used in this report has been obtained from previous compliance report submissions or from sections within the council which collect data as part of their operational functions. In some cases, data used in this report has been the basis for papers accepted by council committees. We will investigate opportunities to collaborate with colleagues across local authorities to perform validation checks in the future.

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:	Jim Grant
Role in the body:	Head of Economic Growth & Development
Date:	15/11/2023

(Q1) Historic Emissions (Local Authorities Only)
Please indicate emissions amounts and unit of measurement (e.g. tCO₂e) in t/year. 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).
Please note: These statistics cover territorial emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O), although not fluorinated gases, which are also included in the UK territorial greenhouse gas emissions statistics. Prior to the 2005 to 2020 publication the statistics covered emissions of carbon dioxide only.
(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**.
<https://data.gov.uk/dataset/7793/2458-2014-02-07-0645-cb0bf9b0-00f0/emissions-of-carbon-dioxide-for-local-authority-areas>

[illegible][illegible]

Please detail any of the specific policies and actions which are underway to achieve your emission reduction targets:

Please provide any detail on data sources or limitations relating to the information provided in Table 1

--

Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

[illegible]

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
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		
Please select from drop down box		Please select from drop down box		

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