Agenda Item	**14**
Report No	**ECI/35/20**

HIGHLAND COUNCIL

Committee:	**Economy and Infrastructure**
Date:	**4 November 2020**
Report Title:	**Annual Report under Public Bodies Climate Change Duties, 2019/20**
Report By:	**Executive Chief Officer Infrastructure and Environment**

1.   Purpose/Executive Summary

1.1   This report presents the Highland Council's draft mandatory report under the Public Bodies Climate Change Duties, as required under the Climate Change (Scotland) Act 2009.

2.   Recommendations

2.1   Members are invited to agree that the 2019/20 report is submitted as part of the mandatory reporting process under the Public Bodies Climate Change Duties.

3.   Implications

3.1   Resource - There are resource implications with regards to staff time to put in place the reporting systems necessary for the required reporting processes that will need input from teams across the Council (namely Energy and Sustainability, Waste, Street lighting, Fleet, Finance and the Eco Officers Network). This will be managed within the resource available for next year.

3.2   Legal - The Council has a legal requirement to report on its carbon emissions in accordance with the information requested by the Scottish Government. This includes complying with any deadlines or monitoring and verification standards that are imposed. In addition, the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 places a legal duty on the Council to contribute to the delivery of national emissions reduction targets of 75% by 2030 and to end Scotland's contribution to climate change by 2045, whilst acting in the way best calculated to help deliver any statutory climate change adaptation programme.

3.3   Community (Equality, Poverty and Rural) – There are no community implications arising from this report.

3.4   Climate Change/Carbon CLEVER - Accurately monitoring and reporting on carbon emissions and climate change will help to focus attention on action to reduce carbon emissions across the Council and the wider Highland region, and becomes increasingly important following on from the Council's declaration of a climate and ecological emergency in 2019.

3.5   Risk – There is a significant reputational risk to the Highland Council of not being seen to deliver on its commitment to achieving a carbon neutral Highlands by 2025. Climate change is now recognised as a Corporate Risk, and it is therefore important that its impacts are properly assessed. The Council should plan to mitigate against and adapt to the effects of climate change across all Service functions.

3.6   Gaelic – There are no Gaelic implications arising from this report.

4   Background

4.1   The Climate Change (Scotland) Act 2009 and the subsequent Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 ("the Act') introduced binding targets and legislation to reduce Scotland's emissions by 75% by 2030 against a 1990 baseline, and to end Scotland's contribution to climate change no later than 2045. In addition, the Act places specific duties on public bodies relating to climate change.

4.2   The Act requires that a public body must, in exercising its functions, act:
   • In the way best calculated to contribute to delivery of the Act's emissions reduction targets;
   • In the way best calculated to deliver any statutory adaptation programme; and
   • In a way that it considers most sustainable.

4.3   In 2015, the Scottish Government introduced an Order under the Act requiring all public bodies to submit an annual report detailing their compliance with the climate change duties detailed above.

4.4   This report provides an update to the Scottish Government on how the Highland Council is performing in respect of its duties and must be submitted no later than 30 November 2020. The Council's climate change duties report for 2019/20 is attached at **Appendix 1**. The 2019/20 report, on the whole, uses the same template used in previous reporting years. No penalties are yet in place for missing annual targets; however, given increasing public and media awareness around climate change and its effects, and the announcement of a climate and ecological emergency by both the Scottish Government and the Highland Council, it is prudent to expect that there will be increasing external and public scrutiny of the Council's performance in respect of carbon emissions reduction, and its activities and initiatives in terms of addressing climate change at a local level.

4.5   The Highland Council declared a climate and ecological emergency on 9 May 2019 in recognition of the serious and accelerating changes to the world caused by climate change. Many of the actions which have flowed from this declaration are highlighted within the appended report.

4.6   The report is divided into five required sections:

1. Organisational profile, detailing key statistics about the organisation (e.g. size of the estate and number of employees);
2. Governance, Management and Strategy relating to climate change;
3. Details of the Council's own 'corporate' emissions from its estate, services and functions, including details of the top 10 carbon reduction projects as well as targets for reducing carbon emissions;
4. Details on steps taken to adapt to the risks and impacts of climate change including priority action areas for the year ahead; and
5. Information on how sustainable procurement practices are contributing to climate change goals and targets.

4.7   The report also includes a recommended section on the wider impacts and influence on carbon emissions, which includes area-wide emissions estimates, and details of projects demonstrating effective partnership working, capacity building and climate change communications.

5.   Report Highlights

5.1   Over the course of 2019/20, the Council's total carbon footprint fell by **4,453 tonnes CO₂e** compared to 2018/19, a year-on-year reduction of 10**%**. This fall can be attributed to a variety of different projects, as well as a reduction in the emissions associated with consumption of electricity. A full comparison of 2018/19 consumption data, emission factors and emissions data with 2019/20 can be found at **Appendix 2**.

5.2   In order to calculate the Council's total carbon footprint each year, units such as miles, kWh, tonnes of waste or litres of fuel are converted into CO_2 equivalents (CO_2e) by using specific conversion factors taken from the Department for Business, Energy & Industrial Strategy's official greenhouse gas company database. These conversion factors are updated annually and consider changes to behaviours and technologies relating to renewables, energy efficiency, vehicle types and fuel economy. The emissions conversion factor for electricity fell from **0.3072kg/kWh** in 2018/19 to **0.2773kg/kWh** in 2019/20 – a drop of 10%. This means that the same level of electricity consumption in 2019/20 would emit 10% less CO_2e than in 2018/19.

5.3   This reduction in the carbon footprint of electricity has been achieved through the shift nationally towards cleaner electricity, via the wide-scale installation of renewables such as wind and solar, and the removal of some fossil fuel generation from the overall energy mix. Electricity consumption (including street lighting) accounts for around **47%** of the Council's total carbon footprint; therefore, the Council's overall emissions have been significantly reduced thanks to the decarbonisation of the electricity sector, as well as through an overall reduction in consumption across the organisation (see figs 2 and 3 below).

5.4   The graph below provides an illustration of the Council's performance in respect of carbon emissions reduction over the past few years, and demonstrates a significantly better performance than what was targeted under the Carbon Management Plan 2013-2020:

Fig. 1 – PBCCD Carbon Emissions
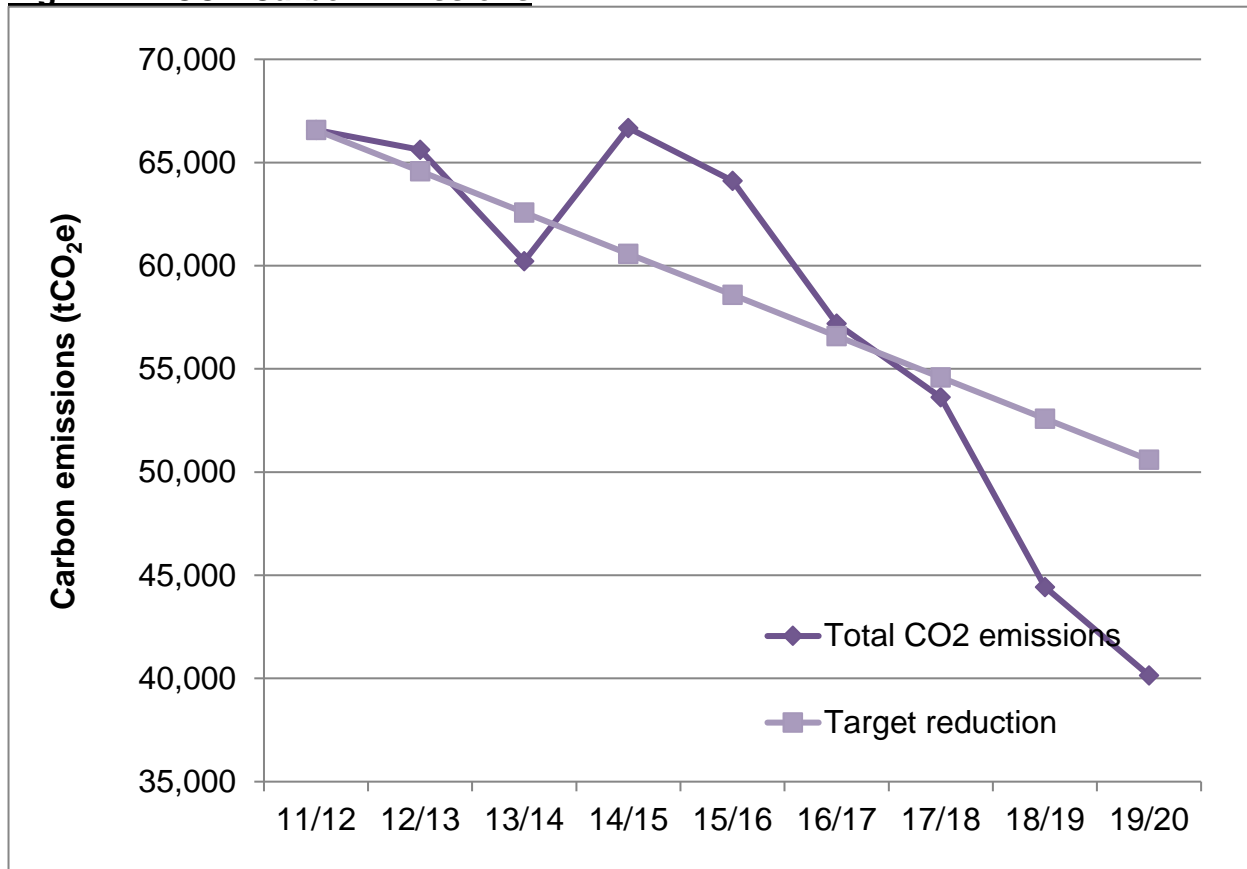
Total carbon emissions based on PBCCD emissions conversion factors (2011/12 – 2019/20)

5.5 Whilst it is the case that a significant proportion of the Council's reduction in emissions over the past few years can be attributed to the greening of the electricity sector, several internal projects and initiatives have also significantly contributed to this. These include the following:

- the replacement of sodium streetlights with LEDs. This has reduced the energy consumption from our streetlighting estate from 18.3MWh in 2011/12 to 12.6MWh in 2019/20;
- the Grey Fleet Redesign project has helped to change the way many of the Council's staff travel for business. Since its inception, the project has reduced the number of grey fleet miles travelled by staff from 5,920,212 in 2017/18 to 3,762,164 in 2019/20 – a reduction of 36% with an associated saving of around £800,000. This project has also reduced the emissions associated with staff travel by 670tCO$_2$e per year, predominantly achieved through both a reduction in overall travel and the displacement of miles onto low carbon car club vehicles; and
- the widescale replacement of oil-fired boilers with renewable energy heating systems, which has reduced the carbon footprint from oil consumption from 11,219tCO$_2$e in 2011/12 to 4,828tCO$_2$e in 2019/20 – a 57% reduction.

5.6 However, it is recognised that the Council's electricity consumption remains its biggest single source of carbon emissions and the area which requires most work. Given that the cost of electricity continues to increase year on year, it is critical that the Council finds ways to either reduce its overall consumption of electricity, or to generate much more of its own renewable electricity – this is, however, limited to a fairly significant extent because of grid capacity issues across much of the region. Fig. 2 below details the Council's energy consumption from 2011/12 through to 2019/20, whilst Fig.3 sets out the emissions from each of these sources (biomass is excluded from the emissions table, as biomass is near carbon neutral - the trees which are used for fuel are replanted, maintaining a continuous carbon cycle):
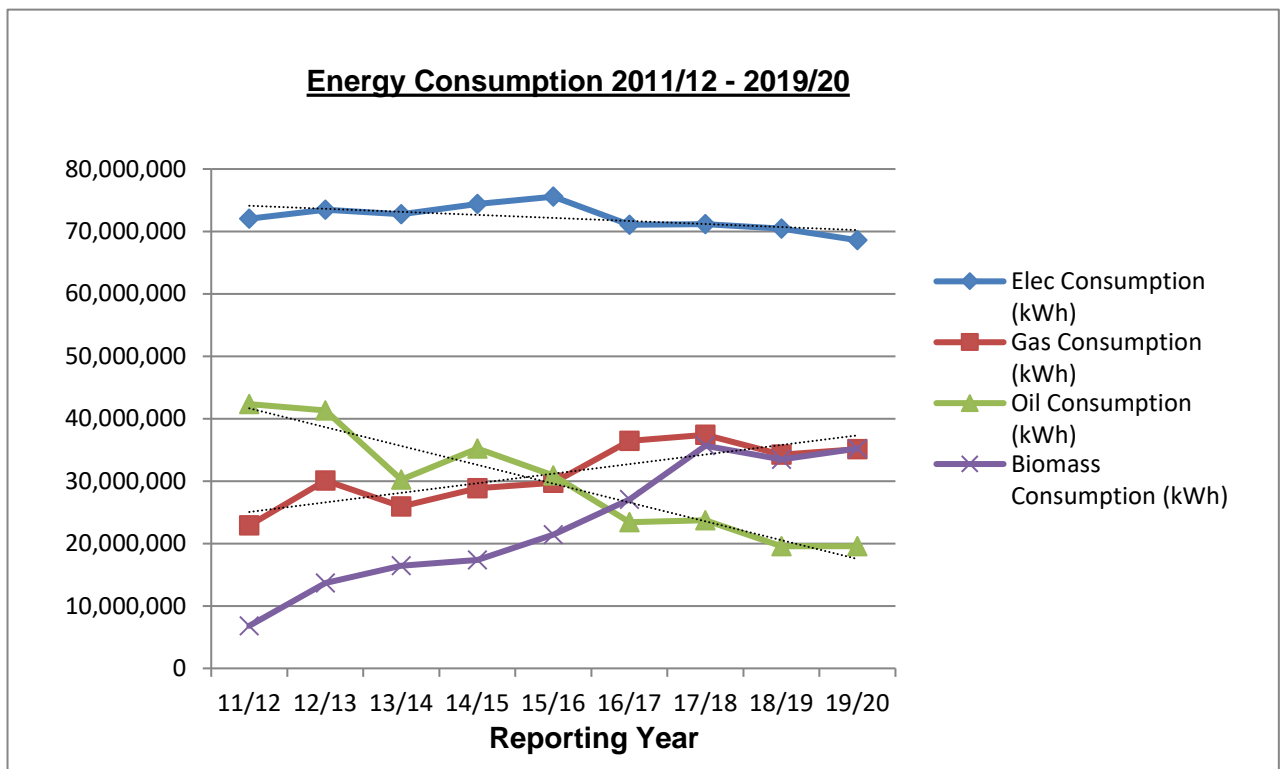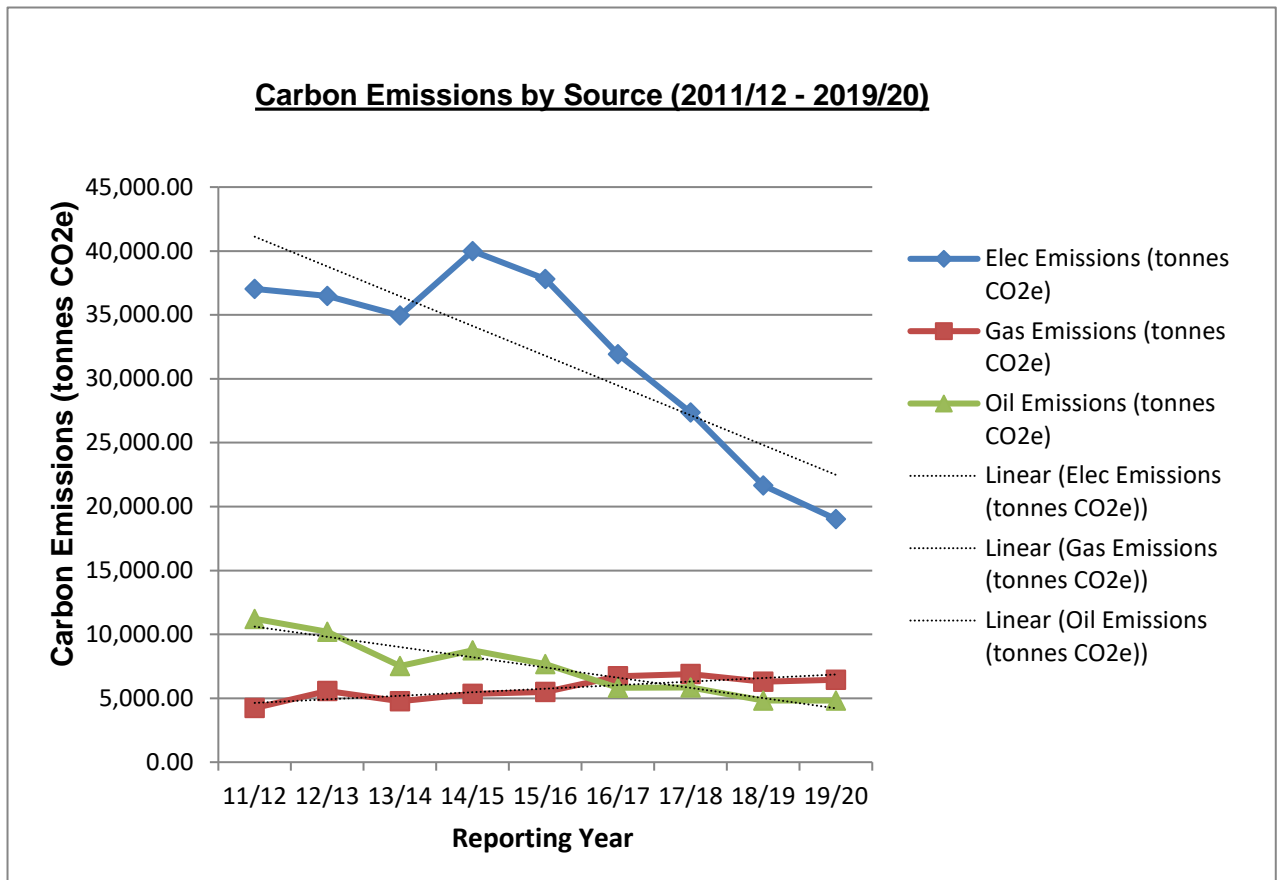
Fig.2 – Energy Consumption 2011/12 – 2019/20

Fig.2 – Energy Consumption 2011/12 – 2019/20

Fig.3 - Carbon Emissions by Source

Carbon Emissions by Source (2011/12 - 2019/20)

5.7 Non-streetlighting electricity consumption continues to rise across the organisation (up slightly from 55.7MWh in 18/19 to 55.9MWH in 19/20), and this must be reversed to increase the pace of our carbon emissions reduction and to avoid additional costs (see fig.4 below). To this end, the annual PBCCD Report highlights at section 2F what the Council's priorities will be in respect of climate change governance, management and strategy throughout 2020/21. The ongoing Council restructure will provide an excellent opportunity for individual Services to take more of a lead in reducing cumulative energy consumption across the Council, and the new Net Zero Plan which is currently being developed will set out how this could be achieved over the coming years.

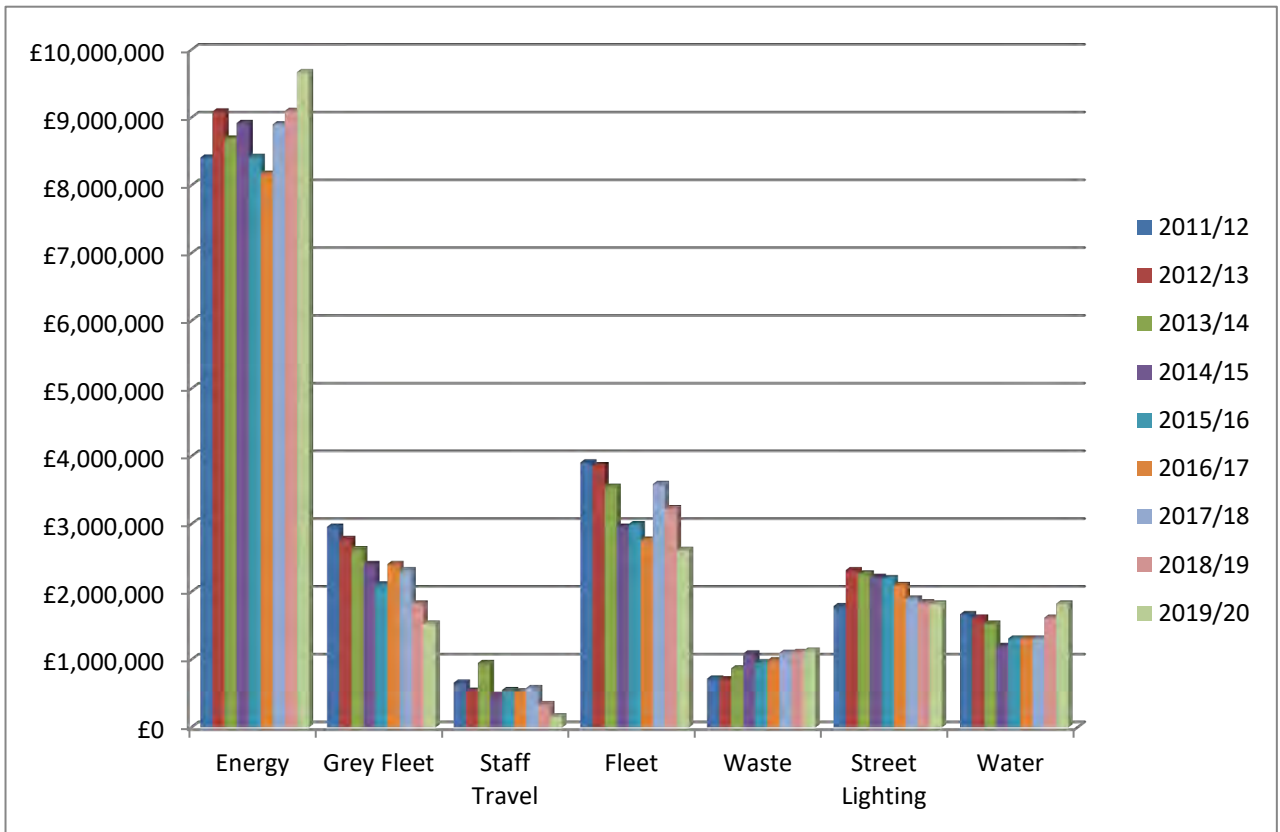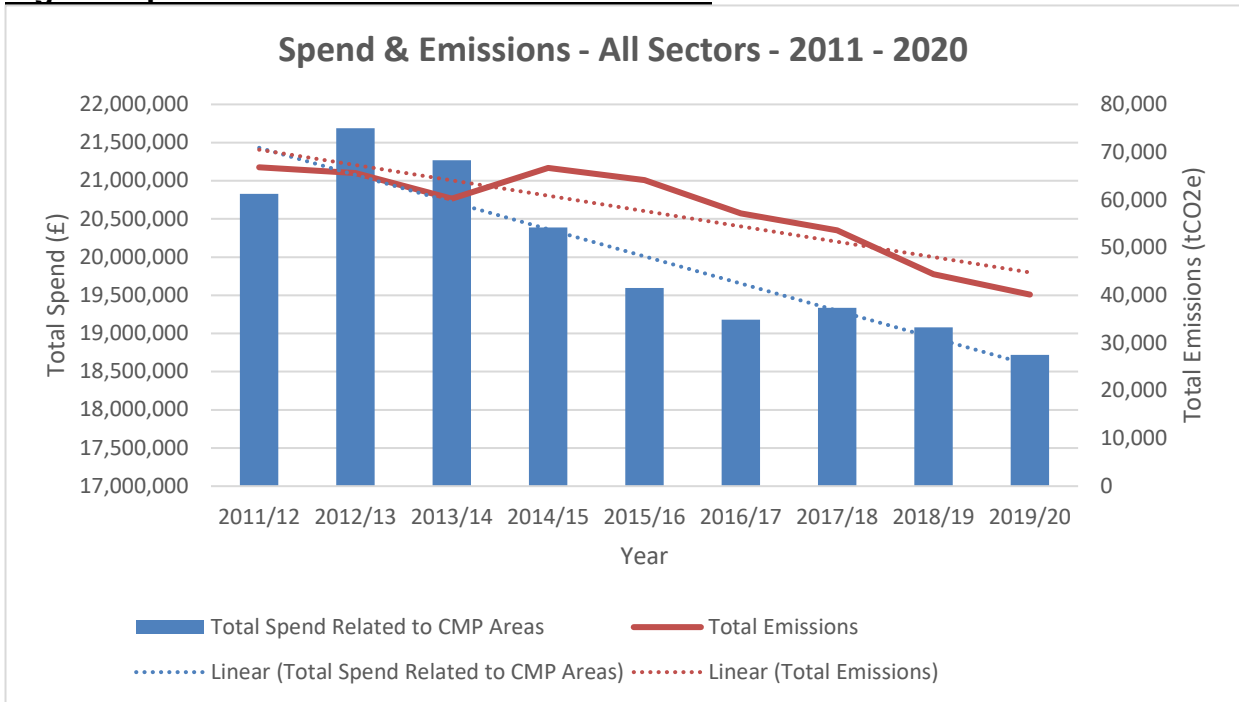**Fig. 4 – Spend related to individual sectors 2011/12 – 2018/19**

Fig. 5 – Spend & Emissions – All Sectors Total

5.8 Looking ahead to next year's report, it is important to acknowledge the likely impact of the Covid-19 pandemic on the Council's carbon emissions for 2020/21. Lockdown and the requirements on staff to largely work from home will undoubtedly have had a positive impact on the associated emissions from electricity, gas and oil consumption, as well as from staff travel, fleet, waste and water consumption between April and September 2020. However, the requirement for increased ventilation and heating across the school estate alongside the onset of winter will undoubtedly lead to an increase in consumption, cost and emissions – it is therefore imperative that the non-school estate is managed effectively over winter to ensure that it consumes as little energy as possible to offset the increases from the school estate.

6. National Policy Changes and Implications for the Highland Council

6.1 Action to mitigate against climate change is a key component of the Scottish Government's aim to create a growing, sustainable and inclusive economy. The Climate Change (Scotland) Act 2019 set world-leading emissions reduction targets, including a binding target to reduce emissions by 80% by 2050. All public bodies in Scotland, including the Highland Council, are legally required to help deliver these targets.

6.2 In recognition of the increasing threat posed by Climate Change, in May 2019, the Council declared a climate and ecological emergency, and the establishment of the Climate Change Working Group as a result has helped to expedite climate action across the organisation – details of this can be found throughout the appended report.

6.3 In September 2019, the Scottish Parliament passed the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019, which sets more challenging emissions reduction targets, namely:
- a 75% reduction by 2030 against a 1990 baseline; and
- a legally binding, net-zero target for **all greenhouse gases** by 2045.

6.4 Further, and to ensure and monitor compliance with these revised targets, the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 ("the Order") will come into force from November 2020. This order will require public bodies to include the following information in our annual reports, from reporting year 2021/22:

- where applicable, a target date for achieving **zero direct emissions** of greenhouse gases, or such other targets that demonstrate how the body is contributing to Scotland achieving its emissions reduction targets;
- where applicable, any targets **for reducing indirect emissions** of greenhouse gases;
- how the body **aligns its spending plans and use of resources** to contribute to reducing emissions and delivering its emissions reduction targets;
- how the body will publish, or otherwise make available, its **progress towards achieving its emissions reduction targets**; and
- how the body is **contributing to Scotland's Adaptation Programme**

6.5 As a result of these changes in legislation and following on from the Council's declaration of a climate and ecological emergency, there is a pressing need for the Council to re-

examine its own targets around climate change. It is now essential that the Council sets a target date for net zero direct emissions, and this will require widescale engagement with both Elected Members and senior officers to develop costed, evidence-based scenarios to allow a realistic target date to be set. The Climate Change Working Group will have a key role in supporting the requirements set out in the Order.

6.6 The need for robust adaptation to climate change also becomes increasingly prudent, given the likelihood of ever more frequent and extreme weather events as a result of "locked in" change due to historical emissions. As a public authority, the Council has a key role in preparing Highland for the likely impacts arising from climate change and to minimise impacts to service delivery. To this end, the Climate Change team has developed the *Highland Adapts* initiative with support from Adaptation Scotland and Climate Ready Clyde. *Highland Adapts* will deliver a place-based, partnership approach to climate change adaptation, in collaboration with Community Planning Partners including NHS Highland and NatureScot. Ultimately, it is anticipated that this will provide a mechanism to identify the key cross-cutting risks that climate change will pose in the coming years whilst developing a strategy and action plan to address these.

6.7 Nevertheless, it remains vitally important that the Council continues to do all it can to reduce its emissions, wherever feasible. Positively, many of the types of actions which are needed to limit global warming to 1.5°C are already underway at the Highland Council but need to be accelerated. There is a clear role for the Council to play through reducing our energy use, being more energy efficient and expanding the scale of our renewable energy generation capacity. It is important to remember that the bulk of Council emissions come from consumption of energy, fuel, water, the production of waste etc, which all have an associated financial cost. Therefore, by reducing how much energy we consume or how much waste we produce, there is a net cost benefit as well as a net carbon benefit – policies and initiatives to reduce our carbon footprint mutually reinforce efforts to reduce overall spend across the organisation.

6.8 Finally, as Members will be aware, an update on climate change was presented to Members of the Recovery Board at the meeting on 7 October 2020. At that meeting, Members agreed that the work highlighted at paragraphs 6.6.1 – 6.6.4 of the report should be taken forward by the Climate Change Working Group, Economy and Infrastructure Committee and Corporate Resources Committee with a view to making recommendations to the Highland Council. To that end, workshops will be held with Members to identify and agree priorities for action, and a formal paper will then be prepared for a later meeting of the Economy and Infrastructure Committee.

Designation: Executive Chief Officer - Infrastructure and Environment

Date: 12th October 2020

Author: Joe Perry, Climate Change Coordinator

APPENDIX 1: Annual Report under Public Sector Climate Change Duties, 2016/17

<u>**Required Section**</u>
1   Organisational Profile

1a   Name of reporting body – The Highland Council

1b   Type of body – Local Authority

**1c   Highest number of full-time equivalent staff in the body during the report year – ** 7,888

1d   Metrics used by the body Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.
       N/A

1e   Overall budget of the body

       ~£628,928,000 net revenue budget

1f   Report year – 2019/20 Financial Year

1g   Context Provide a summary of the body's nature and functions that are relevant to climate change reporting.
       The Highland Council is a local authority in the north of Scotland, serving a largely rural and remote population. Inverness is the region's main population centre, and its only city. The Council is responsible for delivering a wide range of services to residents across the region, including schools, leisure facilities, waste collections and social and welfare services.

       The Highland Council serves a third of the land area of Scotland including the most remote and sparsely populated parts of the United Kingdom. The region has the 7th highest population of the 32 local authorities in Scotland.

       The length of coastline including islands at low water is 4,905 kilometres, 21 per cent of the Scottish total, and excluding islands is 1,900 kilometres (49 per cent of Scotland).

2   Governance, Management and Strategy

2a   How is climate change governed in the body?

       The Highland Council's programme, Local Voices / Highland Choices 2017-2022, was updated in 2018/19. Under the theme, "A Place to Live", this programme identifies a key priority to "introduce a range of strategies and plans to support our commitment to sustainability, including phasing out single use plastics from Council sites and schools and developing solutions for residual waste treatment that will meet the requirements of the ban on landfilling Biodegradable Municipal Waste (BMW) by 1st January 2021.

       The Council's progress towards mitigating and adapting to climate change sits within the remit of the Economy & Infrastructure Committee as well as the Climate Change Working Group, whilst each report presented to the Highland Council's strategic committees is required to identify any and all climate change implications.

The Climate Change Working Group has a number of specific functions:

1. To support and champion Highland's high-quality environment, biodiversity, air, land, water, food products and renewable energy resources to bring appropriate commercial opportunities, maximise income whilst raising awareness of the need to protect and enhance our critical environmental assets.
2. To be updated on the legislative, regulatory, policy and practice issues in relation to climate change, sustainability and biodiversity issues which impact the Highland Council, by Council officers and key partners.
3. To consider the development of a revised Carbon CLEVER vision for climate and ecological action that moves the Council's agenda beyond risk-based compliance towards a more truly low-carbon Council.
4. To propose new actions to achieve net zero by 2025, drawing out budgetary and other resource implications for the Council and wider Highland region.
5. To receive, scrutinise and comment on a new Climate Change Plan for the Highland Council.
6. To receive, scrutinise and comment on a new Energy Strategy & Action Plan for the Highland Council.
7. To scrutinise and comment on the work being progressed under the respective remits of the Energy & Renewables and Staff Travel Project Boards.
8. To consider and comment on responses to the Scottish Government and other relevant bodies regarding climate and ecological issues, including statutory reporting under Scotland's Public Bodies Climate Change Duties.
9. To consider how best to promote awareness of the need for climate and ecological action within the Council and amongst partner organisations including Community Planning Partners, the Highland Environment Forum, and where appropriate, the wider community in Highland.
10. To identify, support and champion climate and ecological progress across the Council whilst providing an appropriate level of critical challenge for the organisation.
11. To take evidence and consider specific Highland issues, for example, electrical grid constraints, which impact the Council's low carbon ambitions.
12. To consider and make recommendations to the Highland Council and / or any other appropriate strategic committee in relation to these matters, including any proposed changes or developments to Highland Council policy & strategy.

The Council introduced its first Carbon Management Plan in 2005, and in 2013, launched the Carbon CLEVER initiative. Carbon CLEVER sets a goal of a carbon neutral Inverness in a low carbon Highlands by 2025. Various papers on Carbon CLEVER and its associated projects and initiatives have been presented to full Council meetings, as well as strategic and area committees.

In April 2012, the Highland Council published its first climate change adaptation strategy for the Highland Region: "Adapting to Climate Change in Highland". This document was approved at a meeting of the Highland Council. The document aims to gather evidence, present regional information, and equip relevant decision makers with the appropriate tools to adapt to the effects of a changing climate. The document was developed in consultation with multiple stakeholders and with guidance and advice from Adaptation Scotland. Currently, a draft operational plan sets out the first three years of the Highland Adapts initiative. This initiative aims to

bring organisations from across the region together to develop a unique approach to adapting to climate change. The initiative will be jointly resourced and rooted in a deep understanding of the needs and priorities of local communities, including the climate risks they face. The initiative will develop a strong evidence base that will be used to develop a shared adaption strategy and action plan which will embed action to adapt across organisational, community and sector plans, strategies and investments.

The Highland Council has eight services (see attached figure). The Council's Climate Change team, consisting of a Climate Change Officer and a Climate Change Coordinator, is responsible for facilitating, reporting and promoting climate change actions across the Council, and is the primary point of contact for climate change issues. The Climate Change team sits within the Environment team in the Infrastructure & Environment Service, and provides support to all Council Services. Reports on Climate Change and associated initiatives are generally taken to Economy & Infrastructure Committee. Ultimately, all Committees report back to full Council.

2b **How is climate change action managed and embedded by the body?**
On 9th May 2019 the Highland Council declared a climate and ecological emergency in recognition of the serious and accelerating changes to the world caused by climate change. The Council has established a Climate Change Working Group with responsibility for reporting back to full council on the progress of internal and regional climate change action.

The Highland Council's Carbon Management Plan 2013 - 2020 (CMP) provides a framework for monitoring and reducing carbon emissions from the Council's internal operations. A number of key teams are responsible for taking actions to meet specific targets within the plan. The Climate Change team works collaboratively with services across the Council to develop and implement carbon reduction strategies. The Council is currently reviewing its CMP, including the scope and governance arrangements around the CMP, with a view to developing more robust processes for embedding climate change action in the day-to-day operations of each individual Council service.

The Climate Change team has strategic oversight of the Highland Council's progress to reduce carbon emissions. The team acts as a centre of expertise on climate change for the Council, and works collaboratively with teams from all eight Council services. Reports on climate change produced by the team are reviewed by the Executive Leadership Team, which includes the Chief Executive and Executive Chief Officers, before being presented to and scrutinised by the appropriate committee, for approval by Elected Members. Committee minutes are then approved by full Council. In 2010, the Council introduced mandatory climate change screenings for all committee papers, covering all committees and all subject matters. This was amended in 2013 to also incorporate any potential Climate Change/Carbon CLEVER implications.

The Highland Council has taken a number of steps to embed climate change action across the organisation. This includes staff engagement and awareness activities including climate change and sustainability training for new staff (our Green Ambassador network was refreshed and re-branded as the Eco Officer network early in 2018), an annual programme of events and campaigns focused on climate change including Earth Hour, Cycle to Work Week, Climate Conversations sessions with staff, , behaviour change initiatives on energy saving and active travel utilising the ISM behaviour change tool, national and European campaigns (including Climate Week). The Eco Officers network will also play a key role in the adoption of Students Organising for Sustainability's Green Impact Tool in 2020 and beyond. This tool helps to incentivise and measure sustainability "actions" by Council employees. The Green Impact Tool will be simultaneously adopted by Highlands and Islands Enterprise and will be supported by students from The University of Highlands and Islands, making this a region-wide initiative. We have also introduced an annual TRIAD-management campaign encouraging all staff to reduce their energy consumption in a bid to reduce the overall energy cost - this will be supported and facilitated in future years by our Eco Officer network.

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

Wording of objective	Name of document
Develop a new Carbon Management Plan in collaboration with partners to revise corporate emission reduction targets by December 2018	Corporate Plan

Draft a revised Highland Adaptation Strategy in collaboration with partners and communities to manage regional climate change risks by December 2018	Corporate Plan

2d Does the body have a climate change plan or strategy? If yes, provide the name and/or link to any such document.

The Council adopted its first Carbon Management Plan in 2005/6, and is now on its third iteration. The Carbon Management Plan 2013-2020, was adopted in 2013, and expands on the ambition and scope of the previous two plans, including setting more ambitious carbon reduction targets, and targeting a wider range of emissions both from internal Council emissions, as well as reporting on community-wide emissions from Council houses and municipal waste (although reduction targets are not set against these). This focused attention has helped to embed climate change awareness across the Council.

The document can be accessed at the following link:
https://www.highland.gov.uk/downloads/file/3232/carbon_management_plan_2013_to_2020

2e 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	Time period	Comments
Adaptation	Adapting to climate change in Highland	2012-2020	An outline business case is currently being developed in collaboration with Adaptation Scotland and community planning partners to scope out whether there is an opportunity for a joined-up Highland-wide approach to adaptation.
Business travel	Carbon Management Plan Travel & Subsistence Policy	2013-2020 2018 onwards	T&S policy has been updated to reflect increased ambition from Scottish Government re low carbon travel as well as budgetary pressures facing the Council.
Staff Travel	Carbon Management Plan	2013-2020	As above.
Energy efficiency	Carbon Management Plan	2013-2020	As above.
Fleet transport	Carbon Management Plan	2013-2020	As above.

Topic area	Name of document	Time period	Comments
Information and communication technology	Carbon Management Plan	2013-2020	As above.
Renewable energy	Carbon Management Plan	2013-2020	Onshore Wind Energy Supplementary Guidance adopted November 2016
Sustainable/renewable heat	Carbon Management Plan	2013-2020	As above.
Waste management	Carbon Management Plan	2013-2020	As above.
Water and sewerage	Carbon Management Plan	2013-2020	As above.
Land Use	Highland wide Local Development Plan, adopted 2012 (review currently on hold awaiting NPF4); Inner Moray Firth Local Development Plan, adopted 2015 (currently being reviewed) Land allocations within extant Local Plans including: • West Highland and Islands Local Development Plan, 2019; • Caithness and Sutherland Local Development Plan 2018 • Ross and Cromarty East Local Plan, 2007; • Wester Ross Local Plan, June 2006; and • Local Flood Risk Management Plan for the Highland & Argyll Local Plan District (LPD01), and Findhorn, Nairn & Speyside Local Plan District (LPD05) (2016 to 2022).	various	

Topic area	Name of document	Time period	Comments
	Various topic based Supplementary Guidance (Including Onshore Wind Energy Supplementary Guidance 2016 and Addendum Supplementary Guidance: 'Part 2b' 2017) and Site Specific Development Briefs. Growing Our Future – draft food growing strategy for Highland (consultation to begin in Autumn 2020)		
Other			

2f **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 organisation's areas and activities of focus for the year ahead.

Priority 1: Develop a new Net Zero Plan which reflects the announcement of a climate and ecological emergency by both the Scottish Government and the Highland Council. This plan should take into account the Highland Council's carbon emissions reduction targets and the challenging financial situation currently facing the Council, particularly in regards to the "green recovery" from the COVID-19 pandemic.

Priority 2: Recruit Climate Change & Energy Team Manager following approval of funding for this post by Members in December 2019 whilst seeking other opportunities to expand the resource available to the team.

Priority 3: Continue to attract additional partners to the Highland Adapts initiative, as well as continuing to refine the outline business case to reflect the increasing need for robust adaptation in light of the COIV-19 pandemic. Funding has now been formally committed by three partners (The Highland Council, NatureScot (SNH), and NHS Highland). Totalling £45k per year for at least 2 years. A Project Manager will be recuited to lead on the further development of this initiative. It has been recognised that a multi-agency approach to adaptation to address the key cross-cutting risks associated with climate change would benefit all community planning partners in Highland.

Priority 4: Development of an Energy Strategy & Action Plan for the Highland Council. It is recognised that energy consumption (including street lighting)

accounts for 75% of the Council's total carbon footprint, whilst costing the organisation £11.5m annually. Given that energy prices are increasing year-on-year, there is a pressing need to develop a strategy and action plan focusing on how the Council can generate its own energy, become more efficient regarding the energy it uses, whilst increasing the energy literacy of staff in order to promote positive energy behaviours.

Priority 5: Analysis / rationalisation of the Council's White Fleet: It is recognised that there are opportunities to review the Council's white fleet (vehicles under 3.5t which are used to transport either goods or people, but excluding minibuses and casual car hire) to assess levels of utilisation, actual business requirements for white fleet vehicles and improve processes in respect of the renewal of leases. The project will also address idling in white fleet vehicles.

2g   **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 findings of the self-assessment.
(a)This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change.

The Climate Change team conducted an initial run of the CCAT tool in 2015. A session using the tool to assess the Council's climate change performance to date was held with the Senior Management Team in May 2018. This was a useful exercise in terms identifying priorities for a new Climate Change Plan, as well as where the organisation is performing poorly.

The Council scored relatively well in respect of governance, which reflected the commitment of the Senior Management Team at the time and the organisation as a whole to achieving the targets set out in the CMP. In addition, systems in respect of the collation of emissions data are robust, with all statutory and voluntary reporting being up-to-date. However, it is recognised that this could be used more effectively for communication.

Carbon reduction targets are reviewed annually as part of the carbon reporting process, and this is used by the Climate Change Team in collaboration with colleagues to identify key priority areas, projects and initiatives to improve overall performance in the next reporting year. However, it is proposed that, going forward, an annual CCAT review is used to widen the scope of the performance improvement process.

There are also key strengths within the adaptation and behaviour sections. A Highland-wide approach to adaptation through the Community Planning Partnership is currently being developed, whilst the Eco Officer network will play a vital role in embedding low carbon practices in offices throughout the region.

The overall scores for emissions, behaviour and procurement were low. In preparing a new Climate Change Plan, it will be necessary to revisit overall emissions reduction targets as well as projects in the pipeline, whilst also recalculating business as usual forecasts. Developing a robust Project Register,

updated regularly by key teams across the organisation, is also an important next step.

In addition, governance arrangements around carbon management will be fundamental in the new CMP to ensure progress is measured and managed more effectively across the Council. Internal communication and engagement of Members, management and staff has also been identified as a key area requiring improvement. Key successes in respect of good carbon management, with associated financial benefits, should be communicated more frequently and more effectively. This will pave the way for better staff engagement and grassroots activity through the Eco Officer network to identify and implement further carbon reduction actions.

2h **Supporting information and best practice.** Provide any other relevant supporting information and any examples of best practice by the organisation in relation to governance, management and strategy.

A set of Terms of Reference for the Climate Change Working Group ensure best practice in strategic oversight of climate change workstreams. These terms of reference describe the working group as a consultative forum which provides advice and guidance on the climate, ecological and environmental sustainability agenda across the Highland Councils estate.

The Highland Council was successful in securing £3.5m in match funding from Salix, giving the Council a total of £7m. This is not only the largest fund ever awarded through Salix in Scotland but is also the largest ever awarded to a Local Authority in the UK. This award will provide essential funds to enable officers to proactively prioritise initiatives that reduce the organisation's carbon emissions. Furthermore, the recycling nature of the fund means savings are ring fenced to be further invested in energy saving projects. Not only will this fund drive long term sustainability, but it will also support economic growth in Highland through the continued use of trusted local contractors.

These successes align well with the Council's carbon management plan ambition to reduce corporate emissions by 3% per annum, as well as Scotland's legally binding target to reduce emissions by 75% by 2030 and to net zero by 2045.

The Council has continued to pursue workstreams which reduce reliance on grey fleet and personal car use by staff. Workshops have been held with both officers and Councillors to identify the vision, values and focus areas for the Electric Vehicle Strategic Control Plan. The introduction of Enterprise Car Club to The Highland Council has been very successful, saving 377 tonnes of CO2 and saving £400,000 in its first year of operation. This represents a 15% reduction in overall business travel costs, consisting of a 22% drop in grey fleet mileage and an overall drop of business mileage of 13%. The Enterprise Car Club consists of ~80 vehicles located across 21 Highland Council offices, with the majority of them being plug-in hybrids.

In tandem with the introduction of this car scheme has been further development on remote working capacity for staff members. The adoption of Microsoft Teams has made remote working easier, with the COVID-19 pandemic providing opportunities for many staff members to attend meetings and collaborate remotely. Remote

working removes the emissions associated with commuting to offices and meetings.

The Council is in advanced talks with NUS to introduce the award-winning sustainability tool "Green Impact" in collaboration with Highlands and Islands Enterprise. The introduction of this tool will provide a useful framework for sustainability action within the Council and will have wellbeing, cost saving and social benefits.

In January 2020, the Council commissioned the first greenhouse gas baseline inventory report for the whole Highland region. This will provide the Council with a thorough assessment of the carbon sources and sinks throughout the region, which will then be used to develop an evidence-based policy approach to climate change mitigation and adaptation across the region.

In February 2020, the Council commissioned a report to better align its programme with those of the Scottish Government around the low carbon agenda, with particular focus on areas where the Council could best position itself to attract external funding to support low carbon projects. It is expected that this work will be complete in Summer 2020.

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.

Reference year	Year	Scope 1	Scope 2	Scope 3	Total	Units
Baseline	2011/12	24,913	37,031	4,635	66,579	tCO_2e
Year 1	2012/13	25,218	38,234	4,218	67,670	tCO_2e
Year 2	2013/14	21,024	37,858	4,519	63,401	tCO_2e
Year 3	2014/15	20,847	38,722	4,274	63,843	tCO_2e
Year 4	2015/16	22,629	39,323	4,088	66,040	tCO_2e
Year 5	2016/17	20,899	36,969	4,153	62,021	tCO_2e
Year 6	2017/18	21,226	24,983	7,416	53,625	tCO_2e
Year 7	2018/19	19,849	19,946	5,281	45,076	tCO_2e
Year 8	2019/20	18,493	17,533	4,596	40,622	tCO_2e

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.

Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO$_2$e)	Comments
Grid Electricity (generation)	Scope 2	55,978,040	kWh	0.2556	kg CO2e/kWh	14,308	Buildings
Grid Electricity (generation)	Scope 2	12,619,028	kWh	0.2556	kg CO2e/kWh	3,225	Street lighting
Natural Gas	Scope 1	35,123,712	kWh	0.18385	kg CO2e/kWh	6,457	Space heating
Burning Oil (Kerosene)	Scope 1	19,580,792	kWh	0.24675	kg CO2e/kWh	4,832	Space heating
Petrol (average biofuel blend)	Scope 1	149,094	litres	2.20904	kg CO2e/litre	329.4	Fleet use
Diesel (average biofuel blend)	Scope 1	2,146,424	litres	2.59411	kg CO2e/litre	5,568	Fleet use
Gas Oil	Scope 1	275,000* (estimate)	litres	2.75281	kg CO2e/litre	757* (estimate)	Winter Gritting fleet
Biomass (wood chips)	Scope 1	35,215,771	kWh	0.01563	Kg CO2e/kWh	550	Space heating
Water – Supply	Scope 3	504,699	m3	0.344	kg CO2e/m3	173.6	Water to all buildings.

Water – Treatment	Scope 3	454,229	m3	0.708	kg CO2e/m3	321.6	Water to all buildings.
Refuse Municipal to Landfill	Scope 3	622	tonnes	586.5	kg CO2e/tonne	365	Waste to landfill – non schools
Refuse Municipal to Landfill	Scope 3	1,469	tonnes	586.5	kg CO2e/tonne	862	Waste to landfill – schools
Mixed recycling	Scope 3	149	tonnes	21.4	kg CO2e/tonne	3.2	Recycling – non schools
Mixed recycling	Scope 3	343	tonnes	21.4	kg CO2e/tonne	7.3	Recycling – schools
Organic Garden Waste Composting	Scope 3	31	tonnes	10.2	kg CO2e/tonne	0.32	Mixed composting – non-schools
Organic Garden Waste Composting	Scope 3	112	tonnes	10.2	kg CO2e/tonne	1.1	Mixed composting – schools
Average Car – Unknown Fuel	Scope 3	3,762,164	miles	0.28502	kg CO2e/mile	1,072.3	Grey fleet mileage – based on average value as only mileage is recorded on expenses claims
Average Car – Unknown Fuel	Scope 3	463,275	miles	0.28502	kg CO2e/mile	132	Car hire mileage – based on average value as only mileage is recorded.
Car – hybrid (average) mileage	Scope 3	1,139,666	Miles	0.11386	kg CO2e/mile	129.8	Car club mileage
Bus (local bus, not London)	Scope 3	22,447	passenger km	0.12076	kg CO2e/passenger km	2.7	Coach and bus staff travel
Ferry (average passenger)	Scope 3	3,891	passenger km	0.11286	kg CO2e/passenger km	0.44	Staff travel

Short-haul flights (average passenger)	Scope 3	45,433	passenger km	0.15832	kg CO2e/passenger km	7.2	Staff travel
Rail (National rail)	Scope 3	618,418	passenger km	0.04115	kg CO2e/passenger km	25.4	Staff travel
Taxi (regular)	Scope 3	24	passenger km	0.15018	kg CO2e/passenger km	0.004	Staff travel
Grid Electricity (transmission & distribution losses)	Scope 3	55,978,040	kWh	0.02170	kg CO2e/kWh	1,218	Buildings
Grid Electricity (transmission & distribution losses)	Scope 3	12,619,028	kWh	0.02170	kg CO2e/kWh	274	Street Lighting
					Total	40,622	

3c   **Generation, consumption and export of renewable energy**

Technology	Renewable Electricity		Renewable Heat		Comments
Technology	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	
Wind	10,000				Unmetered solution for off-grid school. Estimate, based on expected generation for size of turbine.
Solar PV	725,727	187,431			Blend of actual and estimated data. Estimates based on PV sites where consumption is regularly measured. Assumed 20% export rate in line with Ofgem guidance
Biomass			35,215,771		22.4MW generating capacity. Actual consumption data.

Biogas CHP	Data not available				414.5kW generating capacity.
Air Source Heat Pump			1,539,208		460.5kW generating capacity. Estimate, based on heat pump sites where consumption is regularly measured
Ground Source Heat Pump			157,354		Estimate, based on heat pump sites where consumption is regularly measured.
Solar Thermal			Data not available		47.5kW generating capacity

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	Units	Boundary / Scope of Target	Progress Against Target	Year used as Baseline	Baseline figure	Units of Baseline	Target Completion Year	Comments	Targets
Carbon Management Plan	Annual	Annual % reduction	All emissions	Achieved	2011/12	66,579	tCO2e	2019/20		
Carbon CLEVER	Absolute	Total % reduction	All emissions		2014/15			2024/25		

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

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

Emissions source	Total estimated annual carbon savings (tCO$_2$e)	Comments
Electricity	1,617	Various projects were implemented to reduce carbon emissions in this area, and these have successfully reduced consumption. Including the 'self-supply' to our building via the Solar PV programme - £2.3m self-financing investment across the estate totalling over 2.4MW of generation over >30 sites.
Natural gas		Projects were successfully implemented to move away from oil to this lower carbon fossil fuel.
Other heating fuels	1,031	Projects were successfully implemented to reduce carbon emissions in this area, primarily replacing oil-fired heating systems with biomass boilers. There has been an associated decrease in usage, as a result.
Waste	1,275	A revision to the methodology used to calculate our internal waste arisings has resulted in a decrease in emissions from waste.
Business Travel	350	New ICT contract and telephony solutions including Skype for Business has reduced the requirement for business travel as users are now able to more readily utilise video conference (VC) and share documents live with colleagues and others. In addition, the Council's grey fleet project has led to the introduction of lower carbon alternatives to private vehicle use, including the roll-out of hybrid car club vehicles at various key locations.
Fleet transport	260	Route optimisation, installation of new Euro 6 engines, reduction of service provision. Fleet reductions and minimisation of gritting routes have resulted in carbon savings. A review of the Council's white fleet as well as a Sustainable Transport Review will be undertaken in 2020/21.
Total	**4,533**	

3f   Detail the top 10 carbon reduction projects implemented by the body in the report year
Provide details of up to 10 projects implemented in the reporting year which are estimated to achieve the highest carbon savings.

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)	Behaviour change aspects including use of ISM
Invergordon Academy PV Installation	Capital Borrowing	2019/20	actual	£28,916		25 years	Grid electricity	5.29	
Invergordon Leisure Centre PV Installation	Capital Borrowing	2019/20	Actual	£76,725		25 years	Grid electricity	11.9	
Lochaber High School PV Installation	Capital Borrowing	2019/20	Actual	£225,406		25 years	Grid electricity	35.37	
Milton of Leys Primary School PV Installation	Capital Borrowing	2019/20	Actual	£38,833		25 years	Grid electricity	7.77	
Thurso Swimming Pool PV Installation	Capital Borrowing	2019/20	Actual	£18,052		25 years	Grid electricity	4.31	
Dingwall Leisure Centre PV Installation	Capital Borrowing	2019/20	Actual	£41,042		25 years	Grid electricity	9.94	

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)	Behaviour change aspects including use of ISM
Black Isle Leisure Centre PV Installation	Capital borrowing	2019/20	Actual	£31,742		25 years	Grid electricity	6.16	
Fortrose Academy PV Installation	Capital borrowing	2019/20	Actual	£30,793		25 years	Grid electricity	7.2	
Caol Campus PV Installation	Capital borrowing	2020/21	Actual	£40,040		25 years	Grid electricity	7.49	
Camaghael Hostel PV Installation	Capital Borrowing	2020/21	Actual	£22,371		25 years	Grid electricity	3.4	
Alness Academy	Capital Budget	Awaiting Post-Covid-19 Commissioning	Actual	£475,000		20 years	Oil in previous school building	209.98 (comparing biomass to oil)	
Merkinch Primary School	Capital Budget	Awaiting post-COVID Commissioning	Actual	£215,000		20 years	Gas in original building	180.36 (comparing biomass to gas)	
Keiss Primary School Nursery Extension	Capital Budget	2020/21	Estimate	£16,000		20 years	Grid Electricity	Insufficient info available	
Tongue Primary Nursery Extension	Capital Budget	2020/21	Estimate	£11,000		20 years	Grid electricity	Insufficient info available	

3g   Estimated decrease or increase in emissions from other sources in the report year

If the organisation's corporate emissions increased or decreased for any other reason in the report year, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO$_2$e)	Increase or decrease in emissions	Comments
Estate changes			
Service provision			
Estate Changes			
Estate changes			

3h   Anticipated annual carbon savings from all projects implemented by the organisation in the year ahead

Emissions source	Total estimated annual carbon savings (tCO$_2$e)	Comments
Electricity	430	LED lighting upgrades through SALIX investment (£1.8m)
Natural gas		In a conscious move to reduce oil consumption there is a move to natural gas if a renewable energy source is not currently viable or available.
Other heating fuels		Upgrade of oil boilers through SALIX investment (£1m). Level of emissions savings still to be quantified. An additional £0.7m Salix monies earmarked for oil boiler replacements if deemed viable.
PV Installation	109	PV installation across schools, leisure centres and a hostel. Some installation projects were delayed due to COVID-19 restrictions.
Business Travel	400	Reduction in emissions from staff travel expected via reduction in overall travel, and continued shift of grey fleet mileage onto EV / petrol hybrid fleet and car club vehicles.

Emissions source	Total estimated annual carbon savings (tCO$_2$e)	Comments
Fleet transport		Route optimisation, more efficient vehicles and equipment. A review of the Council's white fleet is currently underway, which it is hoped will reduce the overall size of the fleet whilst converting vehicles to hybrids / EVs wherever feasible.
ICT Equipment		Rollout of more efficient ICT software and equipment, including Microsoft Teams, across the estate starting 2019/20.
Total	**939**	

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

Emissions source	Total estimated annual emissions (tCO$_2$e)	Increase or decrease in emissions	Comments
Estate changes		decrease	The programme of office rationalisation is on-going, and this is likely to be expedited as a result of the Covid-19 pandemic. It is expected that there will be significant carbon savings once these projects are completed although these savings have not yet been quantified.
Service provision		decrease	The Council is committed to pursuing its 'digital first' communication priority scheme to reduce the number of visits to service centres. This will help reduce carbon emissions relating to in-person visits and staffing requirements at service points, but this has not been quantified.

Emissions source	Total estimated annual emissions (tCO$_2$e)	Increase or decrease in emissions	Comments
			Officers and Elected Members can also now video conference into many committees, removing the requirement to attend in person, which significantly reduces both grey fleet mileage and public transport costs / associated emissions.

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 savings	Total estimated emissions savings (tCO$_2$e)	Comments	
	Total project savings since baseline year	-	We do not currently capture this data.	

3k   Supporting information and best practice

The Highland Council has developed and implemented several projects aimed at targeting climate change across the organisation. Many of these projects seek to achieve cost reductions as well as carbon savings. Recognising the significance of energy use on corporate carbon emissions, the £3.5m interest free loan from Salix, alongside the programme Carbon Saving Capital Works for Council Buildings and Properties seeks to replace expensive, carbon-intensive oil-fired and electric heating systems with low carbon alternatives, and this work continued throughout 2019/20. There are now multiple systems in place, generating an income of approximately £1.8m per year for the Council through Renewable Heat Incentive payments. The leadership the Council has shown in developing and championing renewable technologies has helped to create a sustainable supply chain in Highland for these systems.

The programme to replace sodium streetlights with more energy efficient LEDs continues to produce significant carbon and cost savings. The Highland-wide roll-out of LED streetlights is part of a 5 year programme, due to be completed in 2019/20 with 90% of lighting columns being converted which will result in a 50% reduction in electricity consumption. Reducing electricity consumption and moving all properties towards automated metering (some properties are still on estimated supplies), will enable better reporting support more targeted behaviour change interventions across the estate.

Staff engagement and involvement on climate change issues has also been a key focus of work for 2019/20, which has been principally led by the Climate Change Working Group (CCWG). The CCWG provides an excellent forum to highlight the range of work being undertaken across the Council by multiple teams in respect of the climate change agenda, and as the reports are publicly accessible, scrutiny of the Council's actions becomes much easier. Further, a number of key public and private sector partners have been given an opportunity to present to the CCWG, updating Members on key actions and projects which are addressing climate issues locally.

In addition, the Council conducted various climate conversations sessions with staff at multiple locations, whilst participating in a number of national and international schemes and campaigns. This included a series of events designed to promote active travel, including Cycle to Work Week, Big Bike Revival community events which included free bike maintenance checks through partnership with Velocity Cafe & Cycling Workshop, a local social enterprise. The Council continued to engage with staff to reduce energy consumption during potential TRIAD periods in 2019/20 and will renew and refine efforts in 2020/21, largely through our Eco Officer network, which continues to grow following a relaunch in January 2018.

4   Adaptation

4a   Has the body assessed current and future climate-related risks?

The Highland Council produced the Adapting to Climate Change in Highland report in 2012. This report contained an assessment of the potential risks and benefits of different climate change scenarios on the Highlands, as well as identifying priority action areas.

The Highland Council considers current and future climate-related risks in a number of its development and planning processes, primarily through the use of UKCP18 climate change scenarios to predict changes to various risks to new developments and current infrastructure. Areas of focus include flood risk management, coastal and marine planning, and sustainable design, which all have specific planning guidelines and supplementary guidance associated with them aimed at assessing future sustainability as part of the planning process.

There are other strategies in place for managing risk which may or may not include climate-related risks. For example the Resilience Team conducts regular risk assessments at a variety of geographic scales across Highland, in collaboration with partner agencies including the NHS, Police and Fire Services and other local authorities in the region. These assessments are consequence-based, for example when considering a power outage or a coastal pollution incident the cause is less important than the response. However, these response plans cover a number of areas which are expected to be influenced by climate change, for example an increase in winter storms could mean an increased chance of power outages in rural communities.

The Highland Council is currently working with community planning partners to develop a place-based approach to adaptation in Highland, with the working title *Highland Adapts*. An outline business case and operational plan were completed for the *Highland Adapts* initiative in 2019/20, and a number of partners including The Highland Council, NatureScot and NHS Highland have committed to the initiative.

There is a clear strategic need for the *Highland Adapts* initiative to be established. This is confirmed by the increasing emergence of climate impacts affecting the region, legislative requirements to adapt and strong support for joint action among organisations and individuals.

The outline operational plan for *Highland Adapts* is comprised of three work packages, which will be completed over the first three years of the initiative:

1.   Governance and leadership - Governance arrangements for the Highland Adapts initiative will be further developed and finalised during the first six months of operation. This will include establishing a programme board and scoping options for community involvement which could include setting up a Highland-wide network of adaptation champions.

2.   Understanding the challenge - A risk and opportunity assessment is required in order to identify the climate risks and opportunities that will affect the Highlands up to the end of the century and highlight areas where action is needed in the next five years to prepare the ground for these changes, from both an infrastructure and built environment perspective as well as capacity building for change. The assessment must identify Highland-wide risks and also take account of the variation in risks and opportunities across different communities, places and landscapes.

3.   Planning and implementation - The main planning and implementation phase of the Highland Adapts initiative will take place following completion of the risk and opportunity assessment. The governance established to run the Highland Adapts initiative and the engagement process used to develop the risk and opportunity assessment will build understanding, trust and a shared vision and sense of urgency among partners. The planning and implementation phase will build on this work and will identify priority actions that multiple partners are able to commit to. This phase is likely to involve developing a regional adaptation strategy and action plan, and will be agreed by Highland Adapts partners at a later stage.

4b   What arrangements does the organisation have in place to manage climate-related risks?

There are two components that need to work together in order to effectively manage climate-related risks, namely future forecasting and prediction of potential climate-related impacts based on best available climate modelling, accompanied by developing strategies to manage these long-term risks and acute or emergency response plans to immediate impacts/threats. From its role as a planning authority, the Highland Council takes steps to manage climate-related risks from new developments and to existing infrastructure. This is primarily managed for new developments through the planning process and the policies contained in the Highland-wide Local Development Plan, which is currently being reviewed and updated.

Reviews of the risks to existing infrastructure are carried out on a per project basis, with the support of relevant Council services such as the Flood Risk Management Team as well as external partners such as SEPA. Onshore Wind Energy Supplementary Guidance released in November 2016 assists with identifying and designing onshore wind energy projects that can be supported through planning and hence are more likely to gain consent, be implemented and contribute towards renewable energy targets. The Flood Risk Management Team manages a dynamic risk-based system of watercourse inspections and implements remedial / maintenance works as necessary to reduce flooding. Monthly targets for priority inspections are met and monitored using performance indicators, and the development of our first Local Flood Risk Management Plan is complete. The publication of our Local Flood Risk Management Plan in June 2016 has helped to raise awareness of flood risk in communities and the riparian responsibilities towards watercourse maintenance. Community Councils have been informed of the publication and further initiatives to raise awareness and increase resilience

in communities which will be developed over coming years. Annual reporting on progress will follow publication. The Local Flood Risk Management Plan (LFRMP) has also identified high risk areas where the development of a Flood Protection Study (leading to a Flood Protection Scheme) should be carried out.

The Development & Infrastructure Service is delivering Flood Protection Studies in accordance with the LFRMP, taking into account climate change scenarios when assessing future flood risk. Development of a Highland-wide Surface Water Management Plan (2016-2019) will assess surface water flooding issues in the highest priority areas, prior to the next Plan publication in 2022.The Pilot Pentland Firth & Orkney Waters Marine Spatial Plan was published in March 2016. It was collaboration between Marine Scotland, the Highland Council and Orkney Islands Council. Its policies include flooding, well-being and quality of life and amenity of coastal communities. It identifies resilience to climate change as one of its key overarching objectives. It provided guidance for the subsequent, proposed eleven statutory regional marine plans around Scotland, of which three would cover the Highland local planning authority area.   The responsibility lies with Scottish Ministers to agree to take forward any of the proposed three Highland Regional Marine Plans, but it is not within the Highland Council remit to progress these.

The Resilience Team provides acute response plans and strategies for events that may or may not have a climate component. For example flooding may be exacerbated by heavier winter rainfall (as predicted in the models presented in the Adapting to Climate Change in the Highlands report), but the emergency response is a generic document that is not concerned with the cause but rather the consequence of a particular emergency. Highland Council Resilience structures, along with those of partner agencies within the Highlands & Islands Local Resilience Partnership actively prepare for severe weather events, training key staff, and have activated these special arrangements to protect the public, property and the environment.
Good progress continues to be made in helping and encouraging communities to prepare local community resilience plans, which focus on steps communities can take to help themselves in the event of extreme weather events, as well as providing for vulnerable members of the community, or those who will become vulnerable in the event of prolonged power cuts or disruptions to water supply or essential transport links. This has been achieved by the Resilience Team and Ward Managers working with Scottish & Southern Energy Power Distribution's (SSEPD) staff to increase the adoption of plans within communities. Approximately 50 communities have engaged in community resilience planning. Individual resilience, in the event of significant impacts arising from severe weather events, has been promoted through Corporate Communications. In the aftermath of pluvial flooding in Dingwall, warning and informing for flooding events has been updated and Scottish Flood Forum was invited to a number of drop-in events to provide practical prevention advice.

4c   What action has the organisation taken to adapt to climate change?

The Highland Council has a joint focus on climate change adaptation. The first is to work with local communities to raise awareness about a range of different issues from flood risk management to biodiversity that has a climate change component. The second is a focus on the Council's responsibility to ensure the provision of basic services and infrastructure in the face of particular risks or threats. The majority of engagement work is delivered through the Council's Environment Team, and principally, the Climate Change team. The Countryside Rangers, who now fall under the High Life Highland umbrella, work with wider community, schools and initiatives to promote natural, built, and cultural heritage. Climate change is woven through the whole programme of activities and forms part of risk assessment for their facilities.

The Council's Access Team safeguards access and implements access related projects across the Highlands. They deal with climate change adaptation on regular basis, for example, and where relevant, conducting risk assessments for particular sites in terms of the impact of sea level rises, or from increasing frequency of storm damage and flooding. On the basis of these risk assessments, the Access Team focuses on adapting routes and materials used to mitigate effects of climate change. The Forestry Team recently published a new Tree Strategy, which specifically references the potential impacts of climate change on management needs for the Council's tree resource. The main role of the Forestry Team is the protection of trees / woodlands through Tree Preservation Orders & Conservation Areas; encouraging the protection of trees on development sites through planning consultation and working with colleagues to maintain and enhance the Council's tree resource.

The Highland Council continues to work collaboratively with SEPA, the Met Office and other partner agencies to plan for and respond to weather related incidents. In Q3 of 2020, a series of exercises were held at a local level involving each of our five Emergency Liaison Groups (ELGs) to test the multi-agency response to weather-based scenarios. In September 2020, the annual River Ness flood gate maintenance exercise was held to test the operation of flood gates.

The Highland Council is also a partner in Flows to the Future, an initiative to restore peatland in Caithness, and broaden understanding of the importance of peatland ecology, as well as the carbon benefits provided by well-managed peatlands. Additionally, a number of strategies are being developed related to natural resource management, including a land use strategy, a revision of the peatland strategy, and a forest and woodland strategy that will all take climate change into account.

With regard to ensuring the provision of essential services, and fulfilling the Council's role as a planning authority and emergency responder, there are a number of different services that are impacted directly and indirectly by climate change. For example, the Resilience, Flood Risk Management, and

Planning teams all consider potential climate change impacts as part of their risk assessment and project planning processes. This varies depending on particular circumstances but may include assessing flood risk based on UKCP18 climate scenarios while designing flood prevention schemes, or the potential impact of more frequent severe winter storms on power and water supplies, particularly to vulnerable rural communities.

4d **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.

(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 ref.	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-10	Flood Risk Management Plan (2016-2022) published on 22/06/16.

Highland-wide Surface Water Management Plan | Draws together multiple datasets to support flood risk management in the Highlands. |
| Support a healthy and diverse natural environment with capacity to adapt. | N2 | Natural Environment | N2-2 | Highland-wide Local Development Plan. Policies 28 (Sustainable Design), 51 (Trees and Development), 55 (Peat and Soils), 56 (Travel), 64 (Flood Risk), 67 (Renewable Energy Developments), 74 (Green Networks), 75 (Open Space). | Updates to the Highland-wide Local Development Plan in response to the new Scottish Planning Policy (SPP) - main issues report consultation now complete. |
| | | | N2-18 | Flood Risk Management Plan published in 2016; works with communities on local community resilience plans to address flooding | Interim update reports can be found here. |

Objective	Objective reference	Theme	Policy ref.	Delivery progress made	Comments
			N2-20	Highland Biodiversity Action Plan; Pilot Pentland Firth & Orkney Waters Marine Spatial Plan was published in March 2016	Highland Council will work with partner organisations to develop 3 Regional Marine Spatial Plans for the National Marine Areas identified adjacent to Highland
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment		Highland Biodiversity Action Plan

Growing Our Future – draft food growing strategy for Highland | Update to Biodiversity Action Plan to be published in 2020/21.

Consultation on draft food growing strategy to be launched in Autumn 2020 |
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	Flood Risk Management Plan (2016-2022) published on 22/06/16. Historic Environment Scotland Climate Change Adaptation for Traditional Buildings published in October 2016.	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks			*Highland Adapts* will develop a strategy and action plan which will highlight critical areas for action across partner agencies.
Increase the resilience of buildings and infrastructure networks to sustain and enhance	B3	Buildings and infrastructure networks	B3-3	Highland-wide Local Development Plan (adopted 2012)	Being updated following public consultation.

Objective	Objective reference	Theme	Policy ref.	Delivery progress made	Comments
the benefits and services provided.			B3-7	Annual Standard Delivery Plan, reported on to Community Services committee details the implementation strategy for the Scottish Housing Quality Standard (SHQS).	The Scottish Government's Energy Efficiency Standard for Social Housing (EESSH) supersedes the Scottish Housing Quality Standards (SHQS), with more stringent standards to be achieved. Council housing stock has been being assessed and is 74% compliant with EESSH. The Council intends to invest over £5.3m in 2020/21 towards improving the energy efficiency of its housing stock and is planning to spend an additional £9m in 2021-22.
			B3-8	Annual Standard Delivery Plan, reported on to Community Services committee details the implementation strategy for the Scottish Housing Quality Standard.	All social housing meets the tolerable standard outlined.
			B3-6	The Council's Energy and Sustainability Team oversees the delivery of the HEEPS-ABS programme, in collaboration with E.ON	Intended to assist owner occupiers and privately rented properties to improve energy efficiency. Designed to support the reduction in fuel poverty by reducing energy costs and carbon emissions to the household. The Council scheme allows householders to access insulation

Objective	Objective reference	Theme	Policy ref.	Delivery progress made	Comments
					measures and first-time central heating which can be delivered in an area based format. All areas of the Highlands are targeted over the course of the scheme.
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		The Highland Climate Challenge online game for Primary Schools provided early education of carbon reducing behaviours and activities and helped to recognise their carbon footprint.	*Highland Adapts* will have a heavy focus on community engagement to help develop a strong evidence base for locally appropriate solutions to climate change across the region.
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society	S2-5	The Resilience Team and Flood Risk Management Team are both working with communities and partner organisations to develop local community resilience plans.	
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society	S3-6	The Resilience Team in collaboration with emergency responders has put in place a comprehensive evaluation strategy to assess performance after each training exercise/ event.	These evaluations are not specifically about climate related risk, but are about responding more effectively whatever the scenario, which may include a variety of situations that could be impacted by climate change. Many of the actions related to public health, climate change and community resilience are either already in place or being developed by the CPP.

4e   What arrangements does the body have in place to review current and future climate risks?

The Highland Council uses the UKCP18 climate change scenarios to inform future planning decisions, and incorporates any changes in these scenarios into the relevant decision making processes. Examples of this are illustrated in section 4c and 4g. The Resilience Team is continually assessing preparedness to a variety of acute risks that will be impacted by climate change. The Resilience Team is also developing Community Resilience Plans with support from partners to allow communities to assess their own unique risks and prepare contingency plans for these risks. This includes risks from severe weather and other risks which will be exacerbated by future climate change, although the plans are more generic and do not specifically reference future climate risks.

4f   What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?

There are different strategies for monitoring and evaluation depending on the specific nature of the threat or sector being addressed. This can be in the form of implementing policies or strategies in response to national legislation, that contain specific indicators as required. As much of the future climate change adaptation considerations are done through risk assessment processes, the monitoring and evaluation processes are included as part of individual project requirements.

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

Priority 1: Formally establish the *Highland Adapts* initiative and recruit Project Management team. Climate change has now been incorporated into the Council's corporate risk register. Following discussions and workshops with Community Planning Partners, the place-based, partnership, region-wide approach to adaptation called *Highland Adapts* is required to meaningfully address the risks of a changing climate and protect service delivery. The Council has committed funding of £15k per year for 3 years to help establish Highland Adapts and additional funding has also been committed by partners. However, more work is required to secure sufficient funding to establish a Project Management team to lead the initiative, and additional partners will be sought throughout 2020/21.

Priority 2: Through the NPF4 consultation and development of an indicative Regional Spatial Strategy (iRSS) for Highland, highlight and demonstrate the need for strong adaptation and resilience principles to be embedded in national and local planning policy.

Priority 3: Continue work with emergency response partners to develop community resilience plans alongside local communities to help assess what communities can do to prepare for and mitigate the impacts of severe weather events, particularly for vulnerable individuals (or those who will become vulnerable in the event of prolonged power cuts or disruptions to water supply).

Priority 4: Developing Surface Water Management Plans in accordance with the requirements laid out in the Flood Risk Management (Scotland) Act 2009.

Priority 5: Continue to invest in and implement flood alleviation schemes across Highland. This includes continuing the programme of assessing watercourses to investigate whether maintenance would substantially reduce the flood risks.

Much work around climate change adaptation focuses on working with communities on community resilience projects across Highland in a number of areas including flooding, biodiversity, and emergency planning. Each sector involved in climate-related risk assessment has their own priorities within these broad areas.

4h   **Supporting information and best practice** Provide any other relevant supporting information and any examples of best practice by the organisation in relation to adaptation.

The Council has recognised the importance of partnership working in order to most effectively address the challenges related to climate change adaptation. This has been best demonstrated in 2019/20 by the development of the Highland Adapts initiative, which is detailed elsewhere within this report.

The Highland Biodiversity Partnership has focused on developing and conducting public consultation of the Biodiversity Action Plan. The Biodiversity Action Plan (BAP) specifically references the importance of climate change as a factor to drive environmental change in Highland. For example, working with the Invasive Species Forum to deal with the threat of new species moving north due to climate change.

Through the work of the Biodiversity Working Group, the results of the 2015 – 20 action plan will be summarised and the 2021 - 2026 plan completed. Consultation with partners and forum members has already been undertaken and will continue as the plan is developed. As part of the process of creating the 2021 - 2026 action plan the Highland Environment Forum aims to strengthen the biodiversity group membership, creating a stronger partnership for delivery of the plan.

The Council's Historic Environment Team is currently developing and implementing new management techniques to be used where peatland restoration is being undertaken to ensure that important historic environments and archaeology is preserved or maintained during peatland restoration projects.

5   **Procurement**

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

The Commercial and Procurement Shared Service (C&PSS)
Embraces the procurement function in: Aberdeen City Council, Aberdeenshire Council and the Highland Council. 2017-2022 Joint Procurement Strategy fully aligned to: **i)** Scottish Model of Procurement (balance of quality, cost and sustainability) **ii)** National Performance Framework **iii)** Public Service Reform Agenda and **iv)** Scottish Government aspirations to: **"support Scotland's economic growth by delivering social and environmental benefits, supporting innovation and promoting public procurement processes and**

systems which are transparent, streamlined, standard, proportionate, fair and business-friendly"

The Council's **Procurement Mission Statement** commits to delivery of **"ethical and sustainable value for money solutions that support the operational needs and wider strategic aims of the councils and the communities they service to further local and national priorities to the fullest extent possible."** This converges with the National Performance Framework outcome "**valuing, enjoying, protecting and enhancing our environment"** and wider vision for the environment.. Policy/strategy/guidance emphasises a commitment (beyond mandatory thresholds) to **identify: "leverage opportunities (including social, economic and environmental value) aligned to the needs and priorities of our communities"**
Policy

"The partner councils aim to act as a role model within the public sector by carrying out activities in a responsible and sustainable manner, considering how the economic, social and environmental wellbeing of the area can be improved by working with all sectors of the business community to achieve increased prosperity. As responsible and ethical buyers, the partner councils aim to embed the key principles of sustainability into procurement activity for the benefit of society, the economy and the environment." The policy statement appears prominently in sourcing strategies and tender documents guiding procurers and bidders. Communication in this manner leads to climate positive measures receiving early, considered focus resulting in higher quality, more innovative bids aligned to local priorities and climate change duties.

Policy/guidance explains not all sustainability measures are solely achieved through community benefits. Outcomes can be specified as contractual conditions e.g. particular eco standards (or equivalent), product composition and opportunities to introduce circular economy measures. Methods of production, lifecycle costing, environmental performance, reduction of packaging (particularly single use plastic) waste-water standards/accreditation and production methods at any stage of the lifecycle of supply or service promoted. Example:

Environmental Wellbeing (Climate Change Duties) ...local authorities are expected to assume a leadership role at a local/regional level in terms of responding to the challenges presented by climate change. In meeting this requirement, bidders are expected to broadly outline general current practice in areas that directly impact on contract performance (e.g. emissions class of vehicles, circular economy measures, reuse of materials, effective route planning measures, energy/fuel efficiency, carbon neutrality measures, reduction of packaging/reduced plastic content of packaging or materials etc). Bidders are strongly encouraged to volunteer good practice and co-operate with The Council in terms of environmental/emissions/climate performance levels that serve to reduce harmful emissions during the life of the contract and demonstrate good practice in terms of environmental sustainability.

Zero Waste Scotland Specification Development (Category and Commodity) guidance is promoted. Sustainable procurement measures achieved in the

specification regarded as "community benefits" and procurers are encouraged to consider utilising community benefits <u>and</u> the specification to maximise environmental wellbeing.

Sustainability tools are promoted in policy and guidance: i) Sustainability Test, ii) Prioritisation Tool and iii) Lifecycle Impact Mapping. As with procurement strategy, linkages to The Scottish Model of Procurement; The National Performance Framework and Local Outcome Improvement Plans**.**

Policy/guidance recognises that councils have influence and responsibilities beyond the geographical areas they serve. Sustainable procurement measures/community benefits can be captured at the following levels: **Local** (Council/area specific); **Nationa**l (Scotland/UK) or **Global** (e.g. fairly traded/ethically sourced goods/carbon emission reduction.) Guidance prompts that many national strategic objectives are addressable locally (employment & skills, Real Living Wage, health and wellbeing, poverty, biodiversity, reduced road miles/reduced carbon emissions etc.)

To simplify, sustainable procurement strongly recognised as a means of increasing **prosperity**. Prosperity of the (local) economy; Prosperity of (local) people; Prosperity of (local) places and Prosperity of the (local) environment.

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

The following represent illustrative samples of procurement activity i) delivering a reduction in CO2 ii) improving energy efficiency and iii) incorporating meaningful sustainability criteria:

Construction – follows industry terms/best practice (NEC3, SBCC ICE etc), Building Standards/Building Performance polices. Specifications incorporate sustainability, energy and environmental considerations to a challenging but proportionate extent per project. Strong ethos that value for money demonstrated by whole of life costing/best price-quality ratio. Current and future climate risks factored into procurement processes where relevant to safeguarding assets/infrastructure and communities.

Electric Vehicles – The Highland Council continues to expand the fleet and network of electric vehicles and additional charge points. New grant funding has been secured from Transport Scotland for additional charge points across the region and Switched on Fleets funding is being used to procure and provision new electric and petrol hybrid cars at key locations.

National Frameworks

Through participation in User Intelligence Groups (UIGs), the Council works in close collaboration with Scotland Excel (SXL) to improve sustainability credentials in the development of new national frameworks. A comprehensive sustainability test is carried out by SXL for each new framework. Amongst other considerations, the bidder's policies on managing waste, minimising carbon footprint, fair work practices, innovation and commitments to delivering meaningful community benefits are routinely explored and subject to robust contract/supplier management.

The Council makes extensive use of national frameworks (particularly SXL.) The
SXL Contracts Register lists each operative SXL framework. In most cases the
SXL Contracts Register contains a summary of sustainability considerations.
These considerations represent a **minimum** standard which can (where options
allow) be enhanced through purchasing decisions made in "call offs" from the
framework. For example, lease and purchase of fleet vehicles and plant
predominantly through SXL frameworks. In any framework involving delivery of
supplies, new generations of frameworks encourage increasingly superior
emissions class of vehicles from framework commencement or willingness to work
towards a particular framework during the life of the framework. Food related
frameworks increasingly incorporate reduced packaging/waste and circular
economy principles.

Scottish Government Frameworks and Contracts cover a wide range of goods
and services and can be used by central government and the wider public sector)
In some cases the list of frameworks and contracts contain a summary of
sustainability considerations. These considerations represent a **minimum**
standard which can (where options allow) be enhanced through purchasing
decisions made in "call offs" from the framework.

Utilities
- **Electricity** - Promoting greener power: option of Renewable Energy
  Guarantee of Origin (REGO) certificates at a fixed rate; range of Energy
  Efficiency Services available as additional services and opportunities to sell
  energy back to the grid.
- **Natural Gas** **–** sustainable measures and energy performance guarantee
  option to ensure a range of energy conservation measures.
- **Water** – Climate Change Emergency measures including intelligent water
  management programme for reducing water usage with associated
  reduction in CO2 emissions

5c   Supporting information and best practice

An increasingly significant number of outcomes relate to "environmental wellbeing"
and promote the Council's leadership role. The approach provides a framework to
work consistently within. A list of 14 community benefit types developed to ensure
meaningful, proportionate and relevant community benefit outcomes are
incorporated and maximised.

The themed approach to community benefits continues to evolve and improve.
Considerable care is taken to ensure that CB requirements do not inadvertently
create bidder discrimination contrary to treaty principles and that proposals can be
evaluated fairly on a "like for like" basis. The approach/strategy has secured
supportive feedback from The Scottish Government, suppliers, Sustainable
Procurement Limited, Scotland Excel, Senscot, Ready for Business, 3rd Sector
Interfaces and Social Enterprises.

CB Clause Example

Environmental Wellbeing (Climate Change Duties) ...local authorities are expected to assume a leadership role at a local/regional level in terms of responding to the challenges presented by climate change. In meeting this requirement, bidders are expected to broadly outline general current practice in areas that directly impact on contract performance (e.g. emissions class of vehicles, circular economy measures, reuse of materials, effective route planning measures, energy/fuel efficiency, carbon neutrality measures, reduction of packaging/reduced plastic content of packaging or materials etc) Bidders are strongly encouraged to volunteer good practice and co-operate with The Council in terms of environmental/emissions/climate performance levels that serve to reduce harmful emissions during the life of the contract and demonstrate good practice in terms of environmental sustainability.

Statutory Consultations, National Research and Calls For Evidence

C&PSS made extensive, constructive and positive contributions to the following in the reporting period:

1. Scottish Government commissioned research re "Analysis of the Impact of the Sustainable Procurement Duty" (Jan 2020)
2. Circular Economy Bill (Dec 2019)
3. Role of Public Bodies in Tackling Climate Change (Dec 2019)
4. National TOMS Framework (Themes Outcomes and Measures) Social Value Portal (Oct/Nov 2019)

Effective Collaboration/Partnership Working

C&PSS has strengthened close partnerships with community planning partners, local third sector interface organisations, Aberdeen Social Enterprise Network and Senscot to raise awareness of and capability within the 3rd sector re sustainable procurement/community benefits. Improvement initiatives around co-design (embracing LOIP, National Performance Framework) came to fruition in the reporting period.

Closer ties with the 3rd sector identifies areas where there might be an active role for community planning partners; 3rd sector organisations and our communities to shape, support or deliver requirements. The approach to community benefits relies on identifying potential sources of financial and local practical support to assist suppliers in the delivery of social value. If this converges with the social purposes of a 3rd sector organisation (including supported businesses) or the interests of a community group, a key objective is to engage early and make this information available to bidders.

This approach ensures that as far as possible, social value is aligned to community priorities. If social/economic value can be supported by the 3rd sector, this allows increased scope for procurers and suppliers address "environmental wellbeing".

6   Validation and Declaration
6a   Internal validation process

Corporate emissions data is compiled by a variety of teams across the Council. This data is validated by each service prior to being provided to the Climate Change team. The Climate Change team then provides an additional 'sense check', scrutinising the data for consistency with previous year's reporting. Requirements for the data are carefully discussed with each team, and a written process tailored to each specific team has been developed to ensure consistency in the type and scope of data provided each year, along with an agreed person responsible for delivering the data to the Climate Change team. Data is stored securely with both the service providing the data, and with the Climate Change team. Data on staff travel is subject to internal scrutiny through Community Services.

6b   Peer validation process

Although no external peer validation is currently undertaken in respect of our annual Public Bodies Climate Change Duties return, we would welcome additional external scrutiny and suggestions regarding performance and opportunities for improvement.

6c   External validation process

Individual services that supply data to the Climate Change team have additional audit and scrutiny requirements for their data. For example, the majority of the energy use data provided is scrutinised under the CRC process, while waste data is reported to SEPA. The Council held the Carbon Trust Standard until April 2015, and follows the processes put in place during this process.

6d   No Validation Process Indicate this in the space provided and the reasons why this has not been undertaken.

NA

6e   Declaration

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

Name: Joe Perry
Role in the organisation: Climate Change Coordinator
Date: 08/10/2020

End of Required Section

Recommended Reporting: **Report on the Wider Influence (Not required)**

Wider Impact and Influence on GHG Emissions

1. Historic Emissions (Local Authorities Only)

Table 1a

Dataset	Sector	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Units
DECC Sectors	Total Emissions	2374.30	2347.67	2315.36	2140.95	2298.85	2113.19	2109.85	2048.86	1867.21	1983.57	ktCO2
	Industry and Commercial	951.32	932.19	913.62	799.20	904.58	836.34	814.06	796.33	699.78	840.69	ktCO2
	Domestic	812.65	796.46	806.05	748.72	802.91	693.50	717.03	671.46	580.46	534.01	ktCO2
	Transport total	610.33	619.02	595.68	593.03	591.37	583.35	578.77	581.07	586.97	608.87	ktCO2
	Per Capita	10.75	10.48	10.20	9.36	9.96	9.08	9.06	8.80	8.01	8.47	tCO2
Other Sectors	Waste											tCO2e
	N. LULUCF Net Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		ktCO2
	Other (specify in 'Comments')											tCO2e

Table 1b

Sector	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Units
Total Emissions	1583.73	1625.57	1418.60	1215.99	1498.82	1409.49	1586.56	1202.87	911.22	1162.54	ktCO2
Industry and Commercial	1049.08	1031.01	1003.59	888.90	997.27	941.35	917.44	903.23	791.64	937.21	ktCO2
Domestic	812.65	796.46	806.05	748.72	802.91	693.50	717.03	671.46	580.46	534.01	ktCO2
Transport	620.22	630.24	606.98	604.28	602.57	594.28	589.80	592.11	598.17	619.76	ktCO2
Per Capita	7.17	7.26	6.25	5.32	6.50	6.06	6.81	5.16	3.91	4.97	tCO2
Waste											tCO2e
Land Use (LULUCF)	-898.23	-832.13	-998.02	-1025.90	-903.92	-819.64	-637.72	-963.92	-1059.06	-928.43	ktCO2
Other (specify in 'Comments')											tCO2e

2a   **Targets**
        Please detail your wider influence targets
        Table 2

Sector	Description	Type of Target (units)	Base-line year	Target / End Year	Comments
All Sectors	A carbon neutral Inverness in a low carbon Highlands by 2025	Absolute (tCO$_2$e)	2011		The first part of a baseline emissions inventory for developing a monitoring and evaluation framework was completed in 2018.
Waste	Compliance with the Zero Waste Scotland Plan, including 70% recycling rate with less than 5% of waste going to landfill by 2025.	Percentage emissions (%)		2025	Measurement is percentage of waste being recycled, re-used or sent to landfill.
Buildings	Compliance with the Scottish Housing Quality Standards and the Energy Efficiency Standard for Social Housing	Percentage emissions (%)	2015	2018	Percentage of houses complying with the new standards.

Sector	Description	Type of Target (units)	Base-line year	Target / End Year	Comments
Electricity	Highland Renewable Energy Strategy and Planning Guidance	Cumulative (tCO_2e)			Recognition of the need for cleaner forms of energy with minimal CO2 emissions; • The need for energy savings and efficiency, based on cleaner energy; • Balance between social, economic and environmental interests; • The importance of local involvement in any renewables industry and the retention of associated wealth; • Retention of the regional diversity, scenic qualities and local distinctiveness of landscapes; • The importance of protecting biodiversity, including rare and endangered habitats and species; • The aim of maximising employment and income;

Sector	Description	Type of Target (units)	Base-line year	Target / End Year	Comments
					• The aspiration for viable energy self-sufficiency, with a reliable supply; • The need to integrate renewables within the existing energy framework; • Recognition of energy poverty and the aim of eradicating it; • Utilisation of the valuable, high calibre energy resources available in Highland

2b 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 in box below.

The Highland Council declared the following Notice of Motion on 9th May 2019:

Highland Council recognises the serious and accelerating changes to the world caused by climate change and therefore declares a climate and ecological emergency.

The Council will establish a Climate Change Panel with responsibility for the following and reporting directly to full Council on progress:-

(i)   inform ourselves on what the Council is currently doing to reduce our carbon footprint;

(ii)   revisit the Carbon Clever declaration made by the Council in 2012 with a view to updating and working towards a carbon neutral Highlands by 2025;
(iii)   consider and recommend any new targets and priorities for the Council's Corporate Plan by June 2019;
(iv)   we realise we can achieve far less by working alone so we commit to listening to and involving Highland citizens in all that we do and to involve them in the preparation of our new carbon reduction plan; and
(v)   promptly, we will target areas for behavioural change, such as plastic reduction. These areas to be selected by public consultation.

3   Policies and Actions to Reduce Emissions

Table 3

Sector	Start year	Year that policy / action will be fully implemented	Annual CO2 saving	Latest year measured	Status	Metric / indicators for delivering progress	During project / policy design and implementation, has ISM or equivalent behaviour change tool been used?	Further details of behaviour change activity
Electricity	2014	2020	1,036	2019	In implementation	Reduction in consumption from street lighting estate (kWh and CO2e)	No	
Transport	2018	2020	250	2019	In implementation	Reduction in staff travel	Yes-ISM	ISM workshops were held

Sector	Start year	Year that policy / action will be fully implemented	Annual CO2 saving	Latest year measured	Status	Metric / indicators for delivering progress	During project / policy design and implementation, has ISM or equivalent behaviour change tool been used?	Further details of behaviour change activity
						(mileage and CO2e)		with staff to identify reasons for high private vehicle utilisation across organisation and to identify alternatives.

4 Partnership Working, Communications and Capacity Building

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

Table 4

Key Action Type	Description	Action	Organisation's project role	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Communications	Partnership working on climate change or sustainability	Awareness Raising	SNH		Highland Council		Building and maintaining links across organisations and professionals working on environmental issues in Highland. Collaborative working to deliver relevant outcomes from the Highland Outcome Improvement Plan.	

Key Action Type	Description	Action	Organisation's project role	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	Delivery of public electric vehicle charging network / Electric A9 – Local Authority Installation Programme	Infrastructure Delivery	Lead	Swarco SSEN	Transport Scotland		The Local Authority Installation Programme (LAIP) is an annual funding programme which further develops EV charging network so that EV drivers can confidently travel throughout Scotland – across both urban and rural locations. The programme is funded by the Scottish Government and administered by Transport Scotland. To date, THC has delivered over 30 EV chargepoints, and is anticipated that this figure will increase to over 80 over the course of 2020/21.	

Key Action Type	Description	Action	Organisation's project role	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	Roll-out of alternatives to private vehicle usage for business purposes.	Behaviour Change	Lead	Enterprise Car Club			Roll-out of low carbon alternatives for staff travel	To be continued throughout 2020/21
Communications	Partnership working of climate change or sustainability	Awareness Raising	Highland Environment Network		Highland Council, SNH & others	Highland Environment Network	Dissemination of environmental information with a focus on climate change to the Highland community	
Communications	Partnership working of climate change or sustainability	Multi-organisation Communication	Lead	70 signatories from public, private and third sector including. Private sector includes Inverness Caledonian Thistle FC, Tomatin	70 signatories from public, private and third sector including. Public sector includes SNH, Cairngorms National Park	70 signatories from public, private and third sector including. Third sector includes Sleat Community Trust, Transition Black Isle,	Declaration signatories commit to: Take action to reduce the carbon emissions from their organisations Work with signatories in the Highlands and share information to promote good practice Motivate and work with others to take	To be refreshed in 2020/21

Key Action Type	Description	Action	Organisation's project role	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
				Distillery, and Korrie Renewables	Authority, SEPA, NHS Highland and UHI.	Broadford and Strath Community Company Ltd and Isle of Eigg Trust	action to reduce carbon emissions and adapt to the potential impacts of climate change Produce a short annual update of actions taken and progress achieved towards reducing carbon emissions, so that this good practice can be shared.	
Investment	£250,000 match funding towards low carbon travel and transport hub at Rose Street Car Park, Inverness	Partnership working of climate change	Lead		Transport Scotland, NHS Highland	Velocity Café & Bicycle Workshop	The Inverness Low Carbon and Active Travel Hub will be located within the Rose Street Multi-Storey Car Park. The hub will establish a high profile EV charging hub with a series of multi-use electrical vehicle charging points that is capable of further expansion and will	To be delivered by Dec 2022

Key Action Type	Description	Action	Organisation's project role	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
							trial innovative energy supply sources and storage that can act as a catalyst for encouraging the transition to ULEV across the Highlands. The project will also develop active travel & satellite hubs which will help Inverness capitalise on its position as Scotland's cycling city with the highest number of journeys by bike.	

5. Other Notable Reportable Activity

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

Table 5

Key Action Title	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Flow to the Future project	Supporting	Restoring Flow Country peatlands in Caithness, including the construction of a visitors centre to promote education about the importance of peatlands.	Project started July 2014 and is set to last 5 years. Revisiting an application to progress the site to be a World Heritage Site.

Appendix 2 – Comparison of consumption and emissions data

Emission Source	Consumption Data 2018/19	Consumption Data 2019/20	Difference	Units	Emission Factor 2018/19	Emission Factor 2019/20	Difference	Units	Emissions (tCO2e) 2018/19	Emissions (tCO2e) 2019/20	Difference	Comments
Grid Electricity - generation	55,700,506	55,978,040	0.5%	kWh	0.28307	0.2556	-9.7%	kg CO2e /kWh	15,767	14,308	-9.3%	Buildings
Grid Electricity - generation	14,762,598	12,619,028	-14.5%	kWh	0.28307	0.2556	-9.7%	kg CO2e /kWh	4,179	3,225	-22.8%	Street Lighting
Grid Electricity - transmission & distributions losses)	55,700,506	55,978,040	0.5%	kWh	0.02413	0.0217	-10.1%	kg CO2e /kWh	1,344	1,218	-9.4%	Buildings
Grid Electricity (transmission & distributions losses)	14,762,598	12,619,028	-14.5%	kWh	0.02413	0.0217	-10.1%	kg CO2e /kWh	356	274	-23.0%	Street Lighting
Natural Gas	34,243,060	35,123,712	2.6%	kWh	0.18396	0.18385	-0.1%	kg CO2e /kWh	6,299	6,457	2.5%	Space Heating
Burning Oil (kerosene)	19,562,996	19,580,792	0.1%	kWh	0.24665	0.24675	0.0%	kg CO2e /kWh	4,825	4,832	0.1%	Space Heating
Petrol (average biofuel blend)	79,429	149,094	87.7%	llitres	2.20307	2.20904	0.3%	kg CO2e /litre	175	329	88.2%	Fleet Use
Diesel (average biofuel blend)	2,751,497	2,146,424	-22.0%	litres	2.62694	2.59411	-1.2%	kg CO2e /litre	7,228	5,568	-23.0%	Fleet Use

Emission Source	Consumption Data 2018/19	Consumption Data 2019/20	Difference	Units	Emission Factor 2018/19	Emission Factor 2019/20	Difference	Units	Emissions (tCO2e) 2018/19	Emissions (tCO2e) 2019/20	Difference	Comments
Gas oil	275,172	275,000	-0.1%	litres	2.97049	2.75281	-7.3%	kg CO2e /litre	817	757	-7.3%	Winter Gritting Fleet
Biomass (wood chips)	33,448,661	35,215,771	5.3%	kWh	0.01506	0.01563	3.8%	kg CO2e /kWh	504	550	9.1%	Space Heating
Water - Supply	499,957	504,699	0.9%	m3	0.344	0.344	0.0%	kg CO2e /M3	172	174	0.9%	Water to all buildings
Water - Treatment	449,961	454,229	0.9%	m3	0.708	0.708	0.0%	kg CO2e /M3	319	322	0.8%	Water to all buildings
Refuse Municipal to Landfill	681	622	-8.7%	tonnes	586.5	586.5	0.0%	kg CO2e /tonne	399	365	-8.5%	Waste to Landfill - non schools
Refuse Municipal to Landfill	1,436	1,469	2.3%	tonnes	586.5	586.5	0.0%	kg CO2e /tonne	842	862	2.4%	Waste to Landfill - schools
Mixed Recycling	157	149	-5.1%	tonnes	21.4	21.4	0.0%	kg CO2e /tonne	3	3	-5.9%	Recycling - non schools
Mixed Recycling	326	343	5.2%	tonnes	21.4	21.4	0.0%	kg CO2e /tonne	7	7	4.3%	Recycling - schools
Organic Garden Waste Composting	32	31	-3.1%	tonnes	10.3	10.2	-1.0%	kg CO2e /tonne	0	0	6.7%	Mixed Composting - non-schools

Emission Source	Consumption Data 2018/19	Consumption Data 2019/20	Difference	Units	Emission Factor 2018/19	Emission Factor 2019/20	Difference	Units	Emissions (tCO2e) 2018/19	Emissions (tCO2e) 2019/20	Difference	Comments
Organic Garden Waste Composting	144	112	-22.2%	tonnes	10.3	10.2	-1.0%	kg CO2e /tonne	1	1	-25.7%	Mixed Compsoting - schools
Average Car - Unknown Fuel	5,071,557	3,762,164	-25.8%	miles	0.29072	0.28502	-2.0%	kg CO2e /mile	1,474	1,072	-27.3%	Grey fleet mileage – based on average value as only mileage is recorded on expenses claims
Average Car - Unknown Fuel	827,783	463,275	-44.0%	miles	0.29072	0.28502	-2.0%	kg CO2e /mile	241	132	-45.2%	Car hire mileage – based on average value as only mileage is recorded.
Car - hybrid (average) mileage	493,398	1,139,666	131.0%	miles	0.20227	0.11386	-43.7%	kg CO2e /mile	100	130	30.1%	Car club mileage
Bus (local bus, not London)	10,619	22,447	111.4%	passenger km	0.12007	0.12076	0.6%	kg CO2e /passenger km	1	3	110.9%	Coach and bus staff travel
Ferry (average passenger)	2,039	3,891	90.8%	passenger km	0.11287	0.11286	0.0%	kg CO2e /passenger km	0	0	91.3%	Staff travel

Emission Source	Consumption Data 2018/19	Consumption Data 2019/20	Difference	Units	Emission Factor 2018/19	Emission Factor 2019/20	Difference	Units	Emissions (tCO2e) 2018/19	Emissions (tCO2e) 2019/20	Difference	Comments
Shorthaul flights (average passenger)	36,262	45,433	25.3%	passenger km	0.16236	0.15832	-2.5%	kg CO2e /passenger km	6	7	22.0%	Staff travel
Rail (national rail)	324,093	618,418	90.8%	passenger km	0.04424	0.04115	-7.0%	kg CO2e /passenger km	14	25	77.1%	Staff travel
Taxi (regular)	209	24	-88.5%	passenger km	0.15344	0.15018	-2.1%	kg CO2e /passenger km	0	0	-86.7%	Staff travel
TOTAL									45,075	40,622	-9.9%	