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REPORT TO: Members' Library Service

MEETING DATE: December 2023

BY: Executive Director for Place

SUBJECT: East Lothian Council – Public Sector Climate Change Reporting 2022/23

1 PURPOSE

- 1.1 To advise members of the climate change obligations during 2022/23, through the statutory Public Bodies Climate Change Duties Reporting (PBCCDR).

2 RECOMMENDATIONS

- 2.1 Members are asked to note the Council's journey in respect of climate change. The Council's PBCCDR as submitted to the Scottish Government is set out in Appendix 1.

3 BACKGROUND

- 3.1 The Climate Change (Scotland) Act 2009 Section 44 states that public bodies must:

- act in the way best calculated to contribute to the delivery of Scotland's national emissions reduction targets (mitigation – reducing greenhouse gas emissions);
- act in the way best calculated to help deliver Scotland's statutory climate change adaptation programme (adaptation – resilience to the impact of climate change);
- act in a way that it considers is most sustainable.

- 3.2 The PBCCDR demonstrates the operations and services of public bodies in relation to the Climate Change (Scotland) Act 2009. It creates a standard methodology to improve data consistency and sets a foundation to track climate action across the public sector. The reports are publicly

available to support accountability and transparency of climate performances. PBCCDR intends to help public bodies to:

- Identify operational inefficiencies
- Increase transparency
- Improve sustainability reporting
- Improve leadership and engagement
- Integrate objectives in corporate business plans
- Embed action across all departments
- Improve decision making and strategic planning
- Identify opportunities for financial efficiencies and cost savings

3.3 East Lothian Council submitted its first PBCCDR in 2014/15. Every year, a new report is prepared and submitted by 30th of November. All PBCCDR, including those submitted by East Lothian Council can be found on the Sustainable Scotland Network's website:

<https://sustainablesotlandnetwork.org/reports>. The Network also publishes an annual synthesis report which can be found here: https://sustainablesotlandnetwork.org/uploads/store/mediaupload/2141/file/SSN_AnalysisReport_21-22.pdf

3.4 In the PBCCDR 2022/23, public bodies were asked to use a different methodology to capture greenhouse gas emissions from hybrid/home working and mixed recycling. Hybrid/home working was reported as Total annual Full Time Equivalent (FTE) staff Working From Home (WFH) hours = % FTEs WFH * total FTEs * annualised FTE hours this year (22/23) instead of the estimate of % of FTE hybrid/home working that was used last year (21/22). Mixed recycling was not available as a category for this year's reporting. Instead, public bodies were asked to either separate their mixed recycling into multiple reporting categories or cluster them as one, as the emissions factor for the majority of recyclables is the same. East Lothian Council opted for the latter alternative, and thus mixed recycling has been gathered under 'Metal – mixed cans – Recycled' to estimate a final total carbon emissions count for recyclables.

3.5 In 2021/22, PBCCDR introduced two new reporting questions. These were 1) 'How will the body align its spending plans and use of resources to contribute to reducing emissions and delivering its emissions reduction targets?' and 2) 'How will the body publish/make available progress towards achieving emissions reduction targets?'. These two questions remain in the 2022/23 Report.

3.6 East Lothian Council introduced internal floor space as a new body metric in its PBCCDR 2022/23. The metric will, in addition to population size served, improve assessment of our performance in relation to climate change and sustainability as a rapidly growing local authority.

Staff commuting and emissions from grey fleet, as part of business travel broken down by fuel type, were added as two new carbon emissions

categories in the PBCCDR 2021/22. These categories continue being included to get a better understanding the Council's carbon footprint and in particular Scope 3 Emissions.

- 3.7 East Lothian Council's Climate Change Duties Report 2022/23 demonstrates a carbon footprint of 13,990 tCO₂e. Figure 1 illustrates the Council's annual carbon footprint since 2014/15. The bars in red include staff commuting as a carbon emissions category, while the blue bars illustrate associated tCO₂e without this measure.

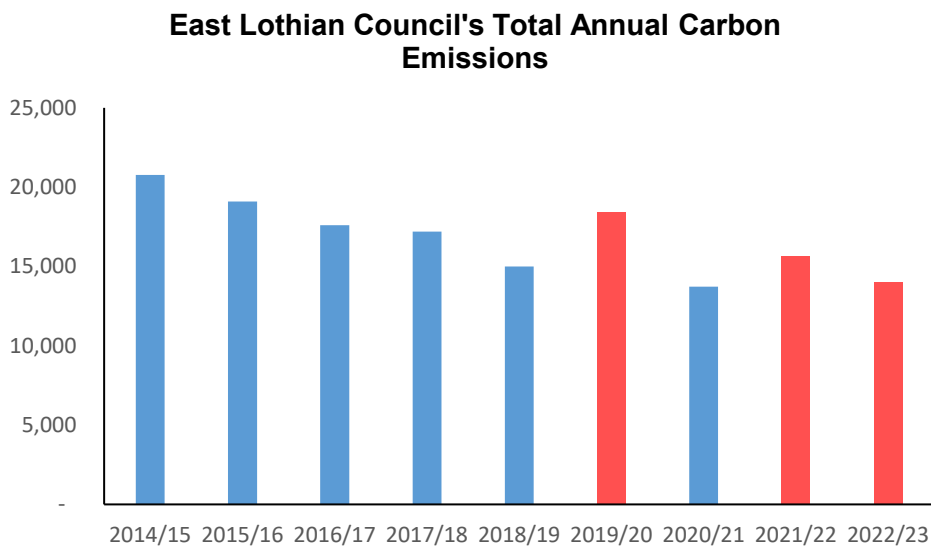


Figure 1: East Lothian Council's annual total greenhouse gas emissions, expressed in tonnes of carbon dioxide equivalent (tCO₂e). Y-axis = tCO₂e, x-axis = financial year, red bars = staff commuting included, blue bars = staff commuting excluded.

- 3.8 The reported carbon footprint can be broken down into Scope 1 (direct emissions from sources owned or operated by the Council, such as gas and fleet), Scope 2 (indirect emissions from the consumption of purchased electricity, steam or power generated outwith the Council, such as grid electricity generation) and Scope 3 emissions (indirect emissions that are a consequence of the operations or services of the Council, such as waste management and business mileage). Table 2 illustrates tonnes of carbon equivalent emissions associated with the different scopes. Compared to the last year of 2022/23, East Lothian Council has reduced its emissions across all Scopes.

- 3.9 More detail on the different scopes of emissions, consumption data and carbon emissions categories can be found in Appendix 1. PART 3: EMISSIONS, TARGETS AND PROJECTS.

Table 1. Breakdown East Lothian Council's emissions across scopes

Year	Scope 1	Scope 2	Scope 3	Total	Units
2014/15	7,211	10,519	3,033	20,763	tCO ₂ e
2015/16	5,738	10,076	3,273	19,087	tCO ₂ e
2016/17	5,682	8,740	3,188	17,610	tCO ₂ e
2017/18	6,212	7,336	3,656	17,204	tCO ₂ e
2018/19	7,230	5,846	1,931	15,007	tCO ₂ e
2019/20	7,594	5,220	5,636	18,450	tCO ₂ e
2020/21	8,043	3,750	1,930	13,723	tCO ₂ e
2021/22	7,478	3,874	4,301	15,653	tCO ₂ e
2022/23	6,822	3,542	3,625	13,990	tCO ₂ e

3.10 Since the carbon emissions factor varies year-on-year in accordance with the Greenhouse Gas Protocol, East Lothian Council should also note the consumption data of each emissions category. It helps to understand activities in relation to the net zero. Table 2 lists the consumption data from both 2022/23 and 2021/22 for comparison. Please note that figures can fluctuate for a variety of reasons. Every effort is made to secure the most accurate data possible.

Table 2. Breakdown East Lothian Council's emissions 2022/23 in comparison with 2021/22

Emissions Category	2022/23	2021/22	Unit
Commercial & Industrial to Landfill	490	1,645	tonnes
Mun./Com./Ind. combustion	2,036	2,112	tonnes
Mixed recycling	15,869	20,469	tonnes
Organic Garden Waste Composting	7,397	9,828	tonnes
Organic Food & Drink AD	2,978	3,307	tonnes
Natural Gas	28,792,444	32,376,043	kWh
LPG litres	67,269	75,378	litres
Gas Oil litre	63,269	67,571	litres
Burning Oil (Kerosene) litres	17,801	14,035	litres
Grid Electricity (gen.;tran.; dis. loss)	18,318,765	18,245,342	kWh
Water (Supply & Treatment)	134,763	149,473	m ³
Bus (local bus, not London)	413,856	451,381	pass. km
Car - diesel (average - unknown eng.size)	23,261	175,181	miles
Car - petrol (average)	20,605	18,888	miles
Car - hybrid (average)	92,110	16,528	miles
HGV Rigid (ave laden)	510,206	532,666	Miles
Van - Average (<3.5 tonnes) Diesel miles	1,370,483	1,350,554	miles
Fleet Car - Battery El. Vehicle (average)	56,707	66,264	miles
Business Travel Van - Class III Battery El.	130,473	64,241	miles
Business Travel Car - diesel (average)	188,391	175,189	miles
Business Travel Car - Battery El. (average)	6,496	12,093	miles
Business Travel Car - hybrid (average)	14,215	3,193	miles
Business Travel Car - petrol (average) miles	231,072	230,784	miles
Business Travel Average Car unknown fuel	174	3,436	km
Hybrid/homeworking emissions	980	705	tCO ₂ e
Staff Commuting	1,391	1,611	tCO ₂ e

Conclusions

- 3.11 The consumption data of the majority of the carbon emissions categories have decreased – and hence also the carbon footprint. This is positive news and while the figures can fluctuate for a variety of reasons, it is important that East Lothian Council keeps momentum and continues accelerating its ambitions to reduce carbon emissions, ensure a just and green recovery from the pandemic, and achieve net zero by 2045 or sooner.

4 POLICY IMPLICATIONS

- 4.1 There are no policy implications directly arising from the Council's progress report.
- 4.2 The 2022/23 PBCCDR provides useful insight into how the Council is responding to the challenges of climate change, including its contribution to emissions reduction and climate change adaptation.
- 4.3 The 2022/23 PBCCDR provides data and evidence supporting actions to reduce corporate emissions and tackle climate change as set out in East Lothian Council's Climate Change Strategy (2020–2025).

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report has been through the Integrated Impact Assessment process and no negative impacts have been identified.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – None
- 6.2 Personnel – None
- 6.3 Other – None

7 BACKGROUND PAPERS

- 7.1 Appendix 1: East Lothian Council's Public Sector Climate Change Duties Report 2022/23.

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DESIGNATION	Sustainability & Climate Change Officer
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DATE	12 December 2023

Appendix 1: East Lothian Council's Public Bodies Climate Change Duties Report 2022/23

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Required

PART 1: PROFILE OF REPORTING BODY

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PART 1: PROFILE OF REPORTING BODY

1(a) Name of the reporting body

East Lothian Council

1(b) Type of body

Local Government

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

2672

1(d) Metrics used by the body

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

Metric	Unit	Value	Comments
Population size served	Population	112,300	Source: Scotland CENSUS May 2022. The figure is an increase of 2.48% from previous year (109,580 mid 2021 source NRS). East Lothian has the second fastest growing population of all local authorities in Scotland, with a population change of 12.7% between 2011 and 2022.
Floor area	m2	291,755	Data from the Corporate Asset Report 2022/23. Category descriptions include Area Housing Offices, Children's Centres, Community Centres, Depots, Halls, Libraries, Misc, Museums, Offices,

			Old People's Homes, Public Toilets, Resource Centres, Schools, Town Houses, Youth Centres.
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1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	Budget Comments
£506.618m	

1(f) Report year	
Specify the report year.	
Report Year	Report Year Comments
Financial	2022/23 financial year

1(g) Context
Provide a summary of the body's nature and functions that are relevant to climate change reporting.
In accordance with other Scottish Local Authorities, East Lothian Council is responsible for the provision of a range of local services, including: mandatory powers (e.g. providing schools for 5-16 year olds and social work services); permissive powers (e.g. economic development and recreation services); and regulatory powers (e.g. trading standards, environmental health and licensing). East Lothian Council has a role to play in reducing emissions from the Council's estate and a range of other areas including buildings, transport, land use and waste; driving and influencing emissions reduction across the county and managing risk / increasing resilience to a changing climate.

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

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

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

East Lothian Council declared a climate emergency in August 2019 and launched its Climate Change Strategy (2020-2025) in January 2020. The Strategy and its Action Plan is monitored and updated by the Climate Change Planning & Monitoring Group (CCPMG) and presented to full Council on an annual basis. These annual updates are made available for the public by being uploaded both on the Council's climate change website and Member's Library.

CCPMG is an Officer's group and meets on a quarterly basis. It has representatives from across all relevant service areas in the Council and is chaired by the Council's Executive Director of Place. The membership of the group is renewed annually in conjunction to the Public Duties Climate Change Reporting to the Scottish Government. Its role and remit also includes overseeing compliance with the statutory duties of the Climate Change (Scotland) Act 2009, Section 44.

In December 2022, the Council established a Cross-Party Sustainability Forum with Elected Members to complement CCPMG. The Forum meets, like CCPMG, on a quarterly basis and its purpose is to provide political oversight of the Council's Climate Change Strategy, Asset Management arrangements and asset rationalisation to drive down greenhouse gas emissions while adapting to climate change.

Climate change is addressed in several key Council documents, in addition to the Climate Change Strategy (2020-2025). For example, the East Lothian Council Plan (2022-2027) sets 'Respond to the Climate Emergency' as one of its top three overarching objectives; the East Lothian Plan (2017-2027), which is the ten-year strategic plan for East Lothian Partnerships, has '... community life in a high-quality environment' as one of its priorities; the Council's Recovery & Renewal Plan includes the action category 'climate and ecological emergency' in its plan to recover from the pandemic.

See the governance structure of the Council attached below.

Governance structure for the East Lothian Climate Change Planning and Monitoring Group:



East Lothian Partnership Structures

Governance Group = Council, NHS, Police, Fire, Scottish Enterprise, Third Sector, Higher Education. Approves processes, ensures delivery, resolves issues.

ELP Forum = including representation of the 6 Area Partnerships, resourcing partners, other Partners. Brings together partners and community bodies to collaborate on improving outcome for local people.

Strategic Partnerships, Delivery Groups & Area Partnerships = a range of multi-agency groups, each responsible for delivering relevant aspects of East Lothian Plan and Locality Plans. **The Climate Change Planning and Monitoring Group is included in here.**

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

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

There are six key service areas in East Lothian Council: Council Resources, Education & Children's Services, Development, Infrastructure, Housing, Communities & Partnerships, and the East Lothian Health & Social Care Partnership with NHS Lothian.

Climate change action is managed and embedded throughout the Council. Within Development, there are several posts that correspond specifically with climate action. For example: Planning hosts a Sustainability & Climate Change Officer, who is responsible for coordinating the Council's work on climate change mitigation and adaptation; Sport, Countryside & Leisure has a Biodiversity Officer and Climate Change Intern in post and several Countryside Rangers who are key in delivering actions to tackle the ecological emergency and support climate change adaptation; Housing Services work with energy efficiency projects and are currently putting together a new Housing Strategy which includes action on mitigation and adaptation of housing; Infrastructure Services host several posts which are responsible for energy, water consumption and maintenance projects; Road Services are responsible for electric vehicle car charging infrastructure and sustainable staff travel; Waste Services are continuously launching projects to improve recycling and decarbonisation of fleet mileage; Procurement Services are responsible for the Sustainable Procurement Policy and Community Benefits which include sustainability; the Connected Communities Team work with Area Partnerships and Community Councils to include climate emergency in the local Area Plans and support climate action on community level.

All Council Services play a role in tackling the climate emergency. The Council's Climate Change Strategy (2020-2025) includes actions related to decarbonisation, biodiversity, active travel, energy efficiency, education, planning, air quality, community engagement, sustainable economy, reduction of waste etcetera.

As mentioned above, climate action is included in other key Council documents such as the East Lothian Council Plan (2022-2027), East Lothian Plan (2017-2027), the Recovery & Renewal Plan, Working Differently Plan etcetera. Climate action is not operated in a silo but is integrated into all Services. This is further highlighted by the Climate Change Planning & Monitoring Group (CCPMG), which is chaired by the Council's Executive Director of Place and includes managers and officers from a range of Council Service Areas.

The CCPMG is currently discussing a refresh of the structure, to include both the climate emergency and nature emergency in its role and remit. The new structure is expected to be in place next financial year.

2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?		
Provide a brief summary of objectives if they exist.		
Wording of objective	Name of document	Document link
The East Lothian Council Plan, overarching objective 'Respond to the Climate Emergency'.	The East Lothian Council Plan (2022-2027)	https://www.eastlothian.gov.uk/info/210603/performance_and_spending/12729/the_east_lothian_council_plan_2022-2027
East Lothian Plan, outcome 2.2 'East Lothian people can live affordably and contribute to a thriving life in a high quality environment'.	The East Lothian Plan (2017-2027)	https://www.eastlothian.gov.uk/info/210592/community_planning/11857/the_east_lothian_plan_2017-27/1
The East Lothian Local Development Plan 2018 contains four objectives with corresponding outcomes. The objectives include: <ul style="list-style-type: none"> • "Promote sustainable development" • "Protect and enhance the area's high quality environment and its special identity" • "Ensure adequate infrastructure capacity and an appropriate use of resources" 	East Lothian Council Local Development Plan (2018)	https://www.eastlothian.gov.uk/info/210547/planning_and_building_standards/12242/local_development_plan
The East Lothian Local Housing Strategy, Priority Outcome 5 'Fuel poverty is reduced and climate change targets exceeded'.	East Lothian Council Local Housing Strategy (2018-2023)	https://www.eastlothian.gov.uk/downloads/download/13022/local_housing_strategy_2018-23
The East Lothian Local Transport Strategy, overarching vision 'East Lothian will have well-connected communities with increased use of sustainable transport modes to access services and amenities'.	The East Lothian Council Local Transport Strategy (2018-2024)	https://www.eastlothian.gov.uk/downloads/download/13256/local_transport_strategy_2018-2024

<p>The East Lothian Poverty Plan, actions under Priority 3 Having a Home - a decent, affordable, warm and dry home:</p> <ul style="list-style-type: none"> • Action 3.3 'Increase the awareness and uptake of energy efficiency advice and improve tenant and owner understanding of energy efficiency across all tenures'. • Action 3.4 'Reduce fuel poverty'. 	<p>The East Lothian Council Poverty Plan (2021-2023)</p>	<p>https://www.eastlothian.gov.uk/downloads/file/31877/east_lothian_council_poverty_plan_2021-2023</p>
<p>East Lothian Council's Procurement Strategy, one of the five core focus areas of the Strategy is to 'Contribute to the Council's Net Zero climate change targets'. The objective includes five priority action areas to mitigate climate change and create more resilient supply chains as part of adaptation.</p>	<p>Procurement Strategy (2023-2028)</p>	<p>https://www.eastlothian.gov.uk/downloads/file/27544/procurement_strategy</p>
<p>East Lothian Council's Sustainable Fleet Management Strategy sets the vision to '(...) provide effective fleet procurement, management, and a workshop maintenance service, with a commitment to significantly reducing our reliance on fossil fuels and to make our assets environmentally sustainable within the UK and Scottish government's timeline of key deliverables.' and aims to achieve zero tail pipe emissions from its fleet vehicles by 2035.</p>	<p>Sustainable Fleet Management Strategy (2022-2027)</p>	<p>https://www.eastlothian.gov.uk/meetings/meeting/16940/cabinet</p>

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

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

East Lothian Council's Climate Change Strategy (2020-2025) and relevant documents can be found here:

https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25.

Updates in relation to the Public Bodies Climate Change Duties Reporting are also published in December every year on the Member's Library webpage:

https://www.eastlothian.gov.uk/meetings/committee/102/members_library_service

2(e) Does the body have any plans or strategies covering the following areas that include climate change?

Provide the name of any such document and the timeframe covered.

Topic area	Name of document	Link	Time period covered	Comments
Adaptation	East Lothian Council's Climate Change Strategy 2020–2025	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25	2020–2025	The Strategy includes climate change adaptation key priority areas and specific actions, and links to other plans, projects and strategies across the Council.
Business travel	East Lothian Council's Climate Change Strategy 2020–2025	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25	2020–2025	East Lothian Council's Climate Change Strategy 2020–2025 includes key priorities and actions around business travel.
Staff Travel	East Lothian Council's Climate Change Strategy 2020–2025	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25	2020–2025	East Lothian Council's Climate Change Strategy 2020–2025 includes key priorities and actions around staff travel.
Energy efficiency	East Lothian Council's Climate Change Strategy 2020 – 2025	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25	2020–2025	East Lothian Council's Climate Change Strategy 2020–2025 includes key priorities and actions around energy efficiency.

Fleet transport	East Lothian Council's Climate Change Strategy 2020 – 2025	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25	2020–2025	East Lothian Council's Climate Change Strategy 2020–2025 includes key priorities and actions around fleet transport. The Council is also in the process of developing its Sustainable Fleet Transport Plan, which includes ultra low emissions vehicles, climate change and emissions reduction objectives.
ICT	East Lothian Council's Climate Change Strategy 2020 – 2025	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25	2020–2025	East Lothian Council's Climate Change Strategy 2020–2025 includes key priorities and actions around ICT.
Renewable energy	East Lothian Council's Climate Change Strategy 2020 – 2025	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25	2020–2025	<p>East Lothian Council's Climate Change Strategy 2020–2025 includes key priorities and actions around renewable energy.</p> <p>The Council also has an Energy Transformation Board (ETB) which investigates solutions of renewable energy and delivery of the Local Heating Energy Efficiency Strategy (LHEES). The Council has progressed stage 1-4 as part of the Scottish Government's LHEES piloting programme. The Council advertised for a full-time LHEES Project Officer end of financial year 2023. The Officer will help deliver the final LHEES and Delivery Plan.</p>
Sustainable/renewable heat	East Lothian Council's Local Development Plan 2018	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25		The East Lothian Council's Local Development Plan 2018 addresses sustainable and renewable heat in Policy SEH1 and SEH2.

Waste management	East Lothian Council's Climate Change Strategy 2020 – 2025	<p>https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25</p> <p>https://www.eastlothian.gov.uk/info/2/10561/bins_and_recycling/11998/waste_and_recycling_services_for_households</p>		<p>East Lothian Council's Climate Change Strategy 2020–2025 includes key priorities and actions around waste management.</p> <p>The Council introduced Kerbside Recycling Collections in November 2021 to continue improving recycling and reducing mileage emissions from collections. The new recycling collection vehicles can collect all recycling in one go – plastic, cardboard, cans, glass, batteries, food etc. It means that the Council is reducing fleet mileage through more efficient collection of waste and recycling. In 2022, across Scotland the average household waste recycling rate was 43.3% but East Lothian achieved a recycling rate of 53.1%, which was the highest of the four Lothian councils and in the top 10 of all Scottish local authorities.</p>
Water and sewerage	Supplementary Planning Guidance as part of East Lothian Council's Local Development Plan 2018	<p>https://www.eastlothian.gov.uk/downloads/download/13103/supplementary_planning_guidance_spg</p>		<p>Sustainable Drainage Systems (SuDS) is part of the supplementary planning guidance in the Council's Local Development Plan 2018.</p>

Land Use	East Lothian Council's Local Development Plan 2018	https://www.eastlothian.gov.uk/downloads/download/13023/local_development_plan_2018		The East Lothian Local Development Plan 2018 contains four objectives including: <ul style="list-style-type: none"> • Promote sustainable development • Protect and enhance the area's high quality environment and its special identity • Ensure adequate infrastructure capacity and an appropriate use of resources
Other (please specify in comments)	Winter Maintenance Plan 2022 - 2023	https://www.eastlothian.gov.uk/downloads/download/12797/emergency_response_plans_-_severe_weather		The East Lothian Council Severe Weather Response Plan sets out the procedures to be followed in response to severe weather events, actual flooding incidents, any anticipated river flooding and coastal flooding occurrences. It supplements the Council's Corporate Emergency Plan, relevant Police Scotland Emergency Plans and other partner agencies' plans.
Other (please specify in comments)	East Lothian Council's Procurement Strategy	https://www.eastlothian.gov.uk/downloads/file/27544/procurement_strategy	2023-2028	East Lothian Council's Procurement Strategy sets 'Contribution to the Council's Net Zero climate change targets' as one of its core focus areas. Five priorities are set under the strategic objective to ensure successful contribution. These include climate literacy, sustainable prioritisation in procurement processes of construction/ICT/waste/transport etc., and obligations set under the Council's Climate Change Strategy (2020-2025).

Other (please specify in comments)	East Lothian Council's Sustainable Procurement Policy	https://www.eastlothian.gov.uk/meetings/meeting/16625/cabinet (Paper 04)	2021 onwards	East Lothian Council's Sustainable Procurement Policy was approved November 2020 and sets out the principles of sustainability (including carbon emissions reduction) that will be expected of businesses/companies tendering for Council contracts. The Policy was developed with input and feedback from Zero Waste Scotland through their capacity building mentoring programme undertaken by ProCirc.
Fleet transport	Sustainable Fleet Management Strategy	https://www.eastlothian.gov.uk/meetings/meeting/16940/cabinet (paper 07)	2022-2027	Cabinet approved the Sustainable Fleet Management Strategy in January 2023. The Strategy sets the vision to provide effective fleet procurement, management, and a workshop maintenance service, with a commitment to significantly reducing our reliance on fossil fuels and to make our assets environmentally sustainable within the UK and Scottish government's timeline of key deliverables. It also sets a target to convert all fleet vehicles to produce zero tail pipe emissions by 2035.

Business travel	East Lothian Council's Local Transport Strategy 2018 – 2024	https://www.eastlothian.gov.uk/info/2/10566/roads_and_transport/12454/transport_policy_documents_and_reports/3	2018-2024	The Council adopted the East Lothian Local Transport Strategy 2018-2024 (LTS) in October 2018. The LTS has four supporting documents, one of which is the East Lothian Active Travel Improvement Plan 2018-2024. The Active Travel Improvement Plan includes an action which is to “Introduce a travel plan for all ELC staff (subject to constituencies of the service) and develop a framework for other local businesses to easily adopt the principles and provide guidance to developers to encourage good travel planning practices”.
Staff Travel	East Lothian Council's Local Transport Strategy 2018 – 2024	https://www.eastlothian.gov.uk/info/2/10566/roads_and_transport/12454/transport_policy_documents_and_reports/3	2018/2024	The Council adopted the East Lothian Local Transport Strategy 2018-2024 (LTS) in October 2018. The LTS has four supporting documents, one of which is the East Lothian Active Travel Improvement Plan 2018-2024. The Active Travel Improvement Plan includes an action which is to “Introduce a travel plan for all ELC staff (subject to constituencies of the service) and develop a framework for other local businesses to easily adopt the principles and provide guidance to developers to encourage good travel planning practices”.

Energy efficiency	East Lothian Council's Local Housing Strategy 2018 – 2023	https://www.eastlothian.gov.uk/downloads/download/13022/local_housing_strategy_2018-23	2018-2023	<p>In the East Lothian Local Housing Strategy 2018–2023, two of six priority outcomes relate to energy efficiency:</p> <ul style="list-style-type: none"> • Priority Outcome 5: “The condition, energy efficiency and where appropriate the management of existing stock is improved” • Priority Outcome 6: “Fuel poverty is reduced and climate change targets exceeded”. <p>The Council also has an Energy Transformation Board (ETB) which investigates solutions of decarbonised energy transformation and delivery of the Local Heating Energy Efficiency Strategy. In addition, the Council is also delivering a significant energy efficiency programme through the Scottish Government’s HEEPS:ABS scheme.</p>
Land Use	East Lothian Council's Climate Change Strategy 2020–2025	https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25	2020-2025	East Lothian Council's Climate Change Strategy 2020–2025 includes key priorities and actions around planning and land use."

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

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

- To publish the Council’s Local Heat and Energy Efficiency Strategy and Delivery Plan.
- To prepare a reporting & monitoring framework and continue to deliver and embed actions relating to tackling the Nature Emergency.
- To embed climate change in the Council's Local Housing Strategy (2023-2028).
- To initiate stronger collaboration between tackling climate change and tackling poverty, through embedding climate change measures in the Poverty Plan and deliver a workshop connecting the two topics together.
- To, after securing the funding from Innovation UK, commence the Sustainable Workforce Mobility Programme to better understand and reduce area-wide emissions from travel.

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

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

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

As of 2022, the Council is using Adaptation Scotland's Capability framework to assess capability and performance in relation to climate change adaptation.

The capabilities assessed are: Organisational Culture & Resources, Understanding the Challenge, Planning & Implementation, and Working Together. The measure from the annual exercise is also part of the Council's Top 50 Indicator List.

The Council's performance is further assessed externally by the Climate Action Scorecards, in which the Council scored high on Waste Reduction & Food (73%) and Collaboration & Engagement (70%) with room for improvement on Biodiversity (9%) and Planning & Land Use (13%) in the 2023 assessment. The two latter scores are expected to be higher next year as the Council has completed their Green Networks Project and progressed work on the Local Development Plan 2, which is informed by the National Planning Framework 4 and Local Place Plans from East Lothian's communities.

2(h) Supporting information and best practice

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

East Lothian Council made 'Respond to the Climate Emergency' into one of its top three overarching objectives in the Council Plan (2022-2027). It means that the climate emergency needs to be reflected in all strategic priorities. As part of the Council Plan, three new indicators were added to the Council's Top 50 Indicators List. These indicators are assessed every year and track the Council's progress on a high level.

The three new climate indicators reflect the statutory duties in the Climate Change (Scotland) Act 2009, Section 44) and are:

- Mitigation, contributing to delivery of the national net zero target (assessed through annual corporate emissions as reported to the Scottish Government)
- Adaptation, contributing to delivery of Scotland's climate change adaptation programme (assessed annually through Adaptation Scotland's Capability Framework)
- Act Sustainably, adopting sustainable development as a core value (assessed through the number of staff trained and certified in Carbon Literacy on an annual basis)

Two key governance groups are in place to help accelerate the Council's response to the climate emergency. The Climate Change Planning & Monitoring Group, which is represented by Officers, and the Cross-Party & Sustainability Forum, which is represented by Elected Members. The Council further works closely with the East Lothian Climate Action Network to ensure representation of community groups to help tackling the climate emergency locally.

PART 3: EMISSIONS, TARGETS AND PROJECTS

Emissions								
3(a) Emissions from the start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year.								
Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body’s estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column								
(a) No information is required on the effect of the body on emissions which are not from its estate and operations.								
(b) This refers to the document entitled “The greenhouse gas protocol. A corporate accounting and reporting standard (revised edition)”, World Business Council for Sustainable Development, Geneva, Switzerland / World Resources Institute, Washington DC, USA (2004), ISBN: 1-56973-568-9.								
Reference Year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline Year	2014/15	Financial	7,211	10,519	3,033	20,763	tCO ₂ e	
Year 1 carbon footprint	2015/16	Financial	5,738	10,076	3,272	19,086	tCO ₂ e	
Year 2 carbon footprint	2016/17	Financial	5,682	8,740	3,188	17,610	tCO ₂ e	
Year 3 carbon footprint	2017/18	Financial	6,212	7,336	3,656	17,204	tCO ₂ e	
Year 4 carbon footprint	2018/19	Financial	7,230	5,846	1,931	15,007	tCO ₂ e	
Year 5 carbon footprint	2019/20	Financial	7,594	5,220	5,636	18,450	tCO ₂ e	Note: staff commuting emissions added retrospectively (reporting year 2022) after conducting a staff commuting survey pre and post the pandemic. 2019-2020 staff commuting emissions counted to 3821 tCO ₂ e. This figure have been added to

								2019/20 scope 3 emissions with new total of 18,450 tCO ₂ e
Year 6 carbon footprint	2020/21	Financial	8,043	3,750	1,930	13,723	tCO ₂ e	Note: no staff commuting emissions collected this year. Total tCO ₂ e will appear lower due to exclusion of staff commuting emissions.
Year 7 carbon footprint	2021/22	Financial	7,478	3,784	4,301	15,653	tCO ₂ e	Note: staff commuting included as a new carbon emissions category this year. The Council appreciates that staff still are working from home and hybrid as a result of the pandemic. People's work locations are likely to remain fluid at this time.
Year 8 carbon footprint	2022/23	Financial	6,822.29	3,542.48	3,625.42	13,990.19	tCO ₂ e	Grey fleet and staff commuting continues to be included in the Council's carbon footprint since being added 2020/21

3(b) Breakdown of emissions sources.

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3(a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If there is no data consumption available for an emission source enter the emissions in kgCO₂e in the 'Consumption' column of one of the "Other" rows and assign the scope and an emission factor of 1. No information is required on the effect of the body on emissions which are not from its estate and operations.

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

Emissions Factor Year **2022** [The emission factor year is auto-assigned based on your answer to Q1f, if it is incorrect please contact SSN.](#)

[You can now filter emission sources by "type" in column C to enable quicker selection of emission sources in column D](#)
[User defined emission sources can be entered below remote/homeworking emissions – row 101 to 129. If you require extra rows in the table please send the template to \[ccreporting@ed.ac.uk\]\(mailto:ccreporting@ed.ac.uk\)](#)

Emission	Emissions source	Scope	Consumption data	Units	Emissions factor	Units	Emissions (tCO ₂ e)	Comments
Waste	Commercial and industrial waste - Combustion	Scope 3	2036.25923	tonnes	21.28019	kgCO ₂ e/tonne	43.33199	
Waste	Commercial and industrial waste - Landfill	Scope 3	489.828677	tonnes	467.00838	kgCO ₂ e/tonne	228.75410	
Waste	Organic: food and drink waste - Anaerobic digestion	Scope 3	2978	tonnes	8.91058	kg CO ₂ e/tonne	26.53571	
Waste	Organic: food and drink waste - Composting	Scope 3	7397	tonnes	8.91058	kgCO ₂ e/tonne	65.91157	

Waste	Metal: mixed cans - Recycled	Scope 3	15869	tonnes	21.28019	kgCO2e/tonne	337.69540	
Fuels	Natural gas	Scope 1	28,792,444	kWh	0.18254	kg CO2e/kWh	5255.77273	
Fuels	LPG	Scope 1	67,269	litres	1.55709	kg CO2e/litres	104.74389	
Fuels	Gas oil	Scope 1	63,269	litres	2.75857	kg CO2e/litres	174.53197	
Fuels	Burning oil (Kerosene)	Scope 1	17,801	litres	2.54013	kg CO2e/litres	45.21685	
Electricity	Electricity: UK	Scope 2	18,318,765	kWh	0.19338	kg CO2e/kWh	3542.48278	Electricity consumption includes electric vehicle chargers
Electricity	Transmission and distribution - Electricity: UK	Scope 3	18,318,765	kWh	0.01769	kg CO2e/kWh	324.05895	Electricity consumption includes electric vehicle chargers
Water	Water supply	Scope 3	134,763	cubic metres	0.10000	kg CO2e/cubic metres	13.47630	
Water	Water treatment	Scope 3	134,763	cubic metres	0.19000	kg CO2e/cubic metres	25.60497	
Transport - van/HGV	HGV (all diesel) - All HGVs - Average laden	Scope 1	510,206	miles	1.43329	kg CO2e/miles	731.27316	
Transport - van/HGV	Vans - Average (up to 3.5 tonnes) - Diesel	Scope 1	1,370,483	miles	0.37268	kg CO2e/miles	510.75160	
Transport - van/HGV	Fleet Van - Class III (1.74 to 3.5 tonnes) - Battery	Scope 1	130,473	miles	0.00000	kg CO2e/miles	0.00000	

	Electric Vehicle							
Transport - car	Average car - Diesel	Scope 3	23,261	miles	0.27492	kg CO2e/miles	6.39491	
Transport - car	Average car - Hybrid	Scope 3	92,110	miles	0.19318	kg CO2e/miles	17.79381	
Transport - car	Average car - Petrol	Scope 3	20,605	miles	0.27436	kg CO2e/miles	5.65319	
Transport - car	Average fleet car - Battery Electric Vehicle	Scope 3	56,706	miles	0.00000	kg CO2e/miles	0.00000	
Transport - public	Average local bus	Scope 3	413,856	passenger.km	0.09650	kg CO2e/passenger.km	39.93707	
Transport - car	Average car - Diesel	Scope 3	188,391	miles	0.27492	kg CO2e/miles	51.79245	Grey fleet, claimed business mileage from iTrent
Transport - car	Average car - Petrol	Scope 3	231,072	miles	0.27436	kg CO2e/miles	63.39691	Grey fleet, claimed business mileage from iTrent
Transport - car	Average car - Hybrid	Scope 3	14,215	miles	0.19318	kg CO2e/miles	2.74605	Grey fleet, claimed business mileage from iTrent
Transport - car	Average business travel car - Battery Electric Vehicle	Scope 3	6,496	miles	0.08272	kg CO2e/miles	0.53735	Grey fleet, claimed business mileage from iTrent
Transport - car	Average car - Unknown	Scope 3	174	miles	0.27465	kg CO2e/miles	0.04779	Grey fleet, claimed business mileage from iTrent

Homeworking	Homeworking (office equipment + heating)	Scope 3	2,877,984	FTE Working Hour	0.34075	kg CO2e/FTE Working Hour	980.68275	Proxy FTE Working Hour established through PBDR Guidance 2023 V1.2: Total annual FTE WFH hours = % FTEs WFH * total FTEs * annualised FTE hours (i.e. hours/day * days/annum). % FTEs WFH was calculated using the data from the staff commuting survey (n=343). Only staff working full time were kept in the data set (n=247). The sample was used to estimate proportion of FTE working either from home (0 days in office/week) or hybrid (maximum 4 days in office/week) against those working full time in office (5 days in office/week). Out of the sample of 247 FTE, ~69% were working from home at least once a week. Total FTEs was based on the highest number of FTEs in the Council during financial year 2022/23, which was estimated to 2,672. Annualised FTE Hours was based on the following assumptions: 7 hour work day, 223 days/annum worked based on 29 days AL + 8 public holidays. Final count: $0.69 * 2672 * (7 * 223) = 2,877,984.48$
Other	Other (please specify in comments)	Scope 3				total TCO2e	1,391.071	Staff commuting - data collected using CitizenHub and analysed using Zero Waste Scotland's commuter emissions calculator. Sample size 343.
							15,653.9	

3(c) Generation, consumption and export of renewable energy.

Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.

Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the body (kWh)	Total exported (kWh)	Total consumed by the body (kWh)	Total exported (kWh)	
Solar PV	245,583				

Targets

3(d) Organisational targets

List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.

Name of target	Type of target	Target	Units	Boundary/ scope of target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Progress against target	Comments
Reduction in East Lothian Council's overall corporate emissions to reach Net Zero	annual	Reduce ELC's overall corporate emissions annually to reach Net Zero as soon as reasonably practicable or in any case by 2045	tCO2e reduction	All emissions	2014/15	20,763	tCO2e	2044/45	In 2020/21 reporting year our total emissions were 13,723 tCO2e, a reduction of 34% since 2014/15	Target was set in January 2020 with the approval of East Lothian Council's Climate Change Strategy 2020-2025

3(da) How will the body align its spending plans and use of resources to contribute to reducing emissions and delivering its emission reduction target?

Provide any relevant supporting information

One of the three overarching objectives in the East Lothian Council Plan is to respond to the climate and ecological emergency. This means that the climate and ecological emergency should be reflected in all of the Council's strategic priorities, and that budget and spending plans should be developed to reflect these.

Examples of funding streams to tackle the climate emergency on a community-level, help decarbonising Council estates and operations, and support environmentally friendly choices across the wider county are:

- The Council's One Council Partnership Fund issued over £1m to community groups in East Lothian 2022/23. One of the focus areas community groups could build their funding application on was 'Respond to the climate emergency'.
- £1.5m revenue allocated for asset rationalisation, which will contribute towards the decarbonisation of the Council Estates.
- £800k allocated budget to energy transformation to ensure better energy efficiency in our buildings.
- £13m allocated budget over a five-year period to support the targets set out in the Council's new Sustainable Fleet Management Strategy
- £720k for improvement of walking/wheeling/cycling and £1.5m to improve railway infrastructure.

However, the Council's financial strategy recognises the unprecedented funding gap facing the council over the medium term, with managing the financial environment as the highest risk detailed within the corporate risk register. The threat which the Council now faces to achieving financial sustainability means that resources will now need to be directed to safeguarding frontline statutory services, which presents a risk to our future capacity for investment in the policy area of tackling the climate emergency if external funding cannot be accessed.

3(db) How will the body publish, or otherwise make available, its progress towards achieving its emissions reduction targets?

Provide any other relevant supporting information. In the event that the body wishes to refer to information already published, provide information about where the publication can be accessed.

East Lothian Council is publishing its progress towards net zero and other climate change targets on an annual basis. Firstly, a Council report is written in January every year as part of the annual update of the Climate Change Strategy (2020-2025) and Action Plan. The report is published for the public on the Council's Climate Change website: https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25

Secondly, the Council writes a Member's Library Report to inform the public of the updates in the Public Bodies Climate Change Duties Reporting (PBCCDR) every year. The report is published in December and summarises the quantitative and qualitative data sent to the Scottish Government in a user-friendly way. It also includes the full PBCCDR as an appendix. Any member of the public can access the publications on the Member's Library website here: https://www.eastlothian.gov.uk/meetings/committee/102/members_library_service

Projects

3€ Estimated total annual carbon savings from all projects implemented by the body in the report year

If no projects were implemented against an emissions source, enter "0".

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

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

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity		
Natural gas		
Other heating fuels		
Waste		
Water and sewerage		
Travel		
Fleet transport		
Other (please specify in comments)		
Total	-	

3(f) Detail the top 10 carbon reduction projects to be carried out by the body in the report year.

Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.

Project name	Funding score	First full year of CO ₂ e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO ₂ e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
-	-	-	-	-	-	-	-	-	-	-	-

3(g) Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year

If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
Estate changes		Increase	Additional nursery provisions
Service provision			
Staff numbers			
Other (please specify in comments)			

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

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

If the 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	199	
Natural gas	12	
Other heating fuels		
Waste		
Water and sewerage		
Travel		

Fleet Transport		
Other (please specify in comments)		
Total		211

3(i) Estimated decrease or increase in emissions from other sources in the year ahead

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

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
Estate changes	520	Increase	New Builds and extensions
Service provision		Please select from drop down box	
Staff numbers		Please select from drop down box	
Other (please specify in comments)		Please select from drop down box	
Service provision		Please select from drop down box	
Service provision		Please select from drop down box	
Total		520	

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

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

Total savings	Total estimated emissions savings (tCO ₂ e)	Comments
Total project savings since baseline year		

3(k) Supporting information and best practice

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

PART 4: ADAPTATION

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

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

Yes, future climate-related risks are addressed in two of East Lothian Council's key documents. Firstly, the Council's Corporate Risk Register includes two risks relating to climate change adaptation. The first is the strategic risk of failing to meet the statutory duties set out in the Climate Change (Scotland) Act 2009, and the second is the risk associated with increasing occurrences of flooding and coastal erosion in East Lothian.

Secondly, the Council's Climate Change Strategy (2020-2025) puts an equal focus on adaptation as mitigation. Like the seven outcomes listed in Scotland's Climate Change Adaptation Programme, the Council's Climate Change Strategy includes climate change adaptation targets in each of its seven strategy outcomes. These are explained in more detail in section 4.d.

Besides the strategic outcomes, the Climate Change Strategy acknowledges the global challenges and their potential impacts on East Lothian. For example, migration from other regions, impacts on supply chains, and changes to global food production which could affect the protection / use of agricultural land. To identify the local challenges for our region, public consultations, engagement with key organisations and young people, impact assessments, internal and external expert input were carried out. The following challenges were identified from the process:

- flood protection and flood risk management;
- adapting our buildings, services and infrastructure to climate change;
- helping our communities and businesses to adapt and be more resilient to
- future climate impacts; and
- managing the natural environment to provide climate adaptation benefits
- whilst protecting our natural heritage assets.

More information on the methodology to identify the adaptation actions in the Council's Climate Change Strategy can be found in the Strategy document: https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25

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

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

A number of arrangements are in place to manage climate-related risks. Firstly, progress towards climate change adaptation is now a part of the Council's Top 50 Indicators (https://www.eastlothian.gov.uk/meetings/meeting/16950/east_lothian_council_paper_09). Adaptation Scotland's Capability Framework is being used as a measure for this. In the lead up to using the framework, senior managers were identified from key service areas and interviewed to inform a first draft assessment using the framework. In a workshop delivered by the Council's Sustainability & Climate Change Officer and Countryside Ranger's Climate Change Intern, together with the Climate Resilience Manager from Sniffer, the senior managers were later gathered to help agree on a final assessment using the framework. The Capability Framework sets a score on the Council's climate change adaptation work in relation to a) organisational culture and resources, b) Understanding the challenge, c) Planning and implementation, d) Working together. As part of the Top 50 Indicators, the Framework will be used on an annual basis through a workshop with the identified senior managers to continue keeping track of the Council's response and management of climate-related risks.

In March 2023, key staff at East Lothian Council agreed on the following scores:

- Organisational Culture and Resources: 1.33 (between starting and intermediate)
- Understanding the Challenge: 2.66 (between intermediate and advanced)
- Planning and Implementation: 2.33 (between starting and intermediate with some scores on advanced)
- Working Together: 2.33 (between intermediate and advanced)

Secondly, two climate-related risks are identified in the Corporate Risk Register. These enable an overview of existing and planned measures to mitigate the risks associated with failed compliance with the statutory duties set out in the Climate Change (Scotland) 2009 and the increasing occurrences of flooding and coastal erosion in East Lothian. The Risk Register is updated to Council on an annual basis.

Thirdly, East Lothian Council has several specific plans to manage climate-related risks, including:

- The Climate Change Strategy 2020–2025, which identifies climate change adaptation as one of the two major aspects of the Strategy. It includes key priority areas under each of its seven strategic outcomes that directly addresses adaptation and resilience. As part of the Strategy's Action Plan, several climate change adaptation actions are set out to improve resilience both within Council operations and estates and in the wider county of East Lothian. These actions are updated on an annual basis and presented to full Council to track progress.

- East Lothian Council publishes a Severe Weather Response Plan which is reviewed annually. This sets out the procedures to be followed in response to severe weather events, including actual flooding incidents and any predicted river or coastal flooding occurrences. Expenditure for responding to severe weather events is included in the Council budget.
- The Council's Road Asset Management Plan 2018-2024 (one of four documents which support the Council's Local Transport Strategy 2018-2024) sets out the Council's plans for the management of the Council's road assets, including structures such as road bridges and culverts, to ensure they are maintained and improved, including preparing for the effects of severe weather events such as harsh winters or flooding.

Moreover, the Council has a Climate Change Planning & Monitoring Group to ensure climate change adaptation work across all Council Services. The group is chaired by Executive Director of Place and include staff members with key roles in Structures and Flooding; Road Services; Emergency Planning, Risk and Resilience and Planning Services. The group meets on a quarterly basis to oversee delivery of actions set out in the Climate Change Strategy – many of which addresses adaptation and resilience.

To ensure national collaboration and sharing/learning of best practice, the Council's Sustainability & Climate Change Officer is part of Adaptation Scotland's Capability Framework Benchmarking Working Group. East Lothian Council is also represented in the Edinburgh and South-East Scotland (ESES) Climate Risk Assessment Working group, which is coordinated by Sniffer. The ESES Climate Risk Assessment Working Group meet with key stakeholders from SEPA, Scottish Water, the Tyndall Centre, Scottish Enterprise, Historic Environment Scotland, Scottish Government, Nature Scot, University of Edinburgh and Newcastle University. The group and stakeholders came together recently to host a workshop on how OpenCLIM can support climate risk assessment in the ESES City Region.

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

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action

In terms of the Corporate Risk Register, the following existing measures are in place to deal with climate change adaptation:

- Flooding and drainage issues are considered when assessing and processing planning applications.
- The Severe Weather Response Plan has been developed and ensures a coordinated and consistent multi-agency response across the county.
- A Shoreline Management Plan has been produced, with a proposed Coastal Change Adaptation Plan (CCAP) to be developed in 2024-25, which will assess a long-term approach to adapting East Lothian's coastline to coastal and climate change. SEPA developed a national Flood Risk Management Plan, which assisted the development of the Forth Estuary Local Flood Risk Management Plan 2022-2028, which meets the requirements of the Flood Risk Management (Scotland) Act 2009 and includes specific actions to be discharged by the Council.
- The Council published flooding advice on its website and directs people to relevant pages including the Scottish Environment Protection Agency's (SEPA) website.

A significant adaptation action currently being undertaken by East Lothian Council is the Musselburgh Flood Protection Scheme. The scheme commenced following a feasibility study in 2015 that identified Musselburgh as being in high risk of flooding. The scheme is currently at Stage 4, the Outline Design phase. The outline design phase is nearing completion and the scheme will be presented at full Council in January 2024, with a proposed publication date of March 2024.

As part of fulfilling ELC's duties within the 2016-22 LFRMP, a Natural Flood Management Report was produced for River Tyne in Haddington. A number of other studies have been identified as actions within the 2022-28 LFRMP. Within all flood studies, an appraisal of the most suitable and sustainable set of actions to mitigate flood risk is undertaken. This appraisal includes computerised hydraulic modelling, which identifies the flood risk at different levels of risk called "return periods". Each flood study will follow SEPA's modelling guidance and include at least 3 scenarios that include an allowance for climate change (e.g. 1 in 200 years plus climate change flood risk).

In terms of increasing awareness, the Council is delivering certified Carbon Literacy Training to all staff members. A section of the training directly addresses climate change adaptation – both with local examples in East Lothian and national key events showing the severance of climate change events and, thus, need for proactive adaptation measures. The training also includes key reports such as 'Is Scotland Climate Ready?' by the UK Climate Change Committee and the sixth assessment report from IPCC Working Group 2. To date, approximately 90 staff members have either completed or are currently undertaking their training.

Further key engagement during financial year 2022/23 on climate change adaptation was carried out through 1) an awareness raising presentation on the Capability Framework and East Lothian's history/need to adapt, 2) interviews with 14 Senior Managers that were identified as key for climate change adaptation due to their service responsibilities, and 3) a workshop hosted by Sniffer's Climate Resilience Manager and the Council's Sustainability & Climate Change Officer for the 14 Senior Managers to decide on the Council's scoring in the Capability Framework.

In addition to the above, there are approximately 30 climate change adaptation actions in the Council's Climate Change Strategy (2020-2025). These are updated on an annual basis to full Council. The Strategy follows a similar approach to Scotland's Climate Change Adaptation Programme, by identifying seven strategic outcome areas and embedding climate adaptation action into these. Actions for climate change adaptation occur in:

- Outcome 1. Key priority area 9, Climate Adaptation - A Resilient Council
- Outcome 2. Key Priority Area 4: Climate Adaptation - Resilient Transport Networks and Infrastructure
- Outcome 3. Key Priority Area 3: Climate Adaptation: Climate Ready Buildings
- Outcome 5: Key Priority Area 3: Climate Adaptation: Climate Ready Businesses
- Outcome 6. Key Priority Area 2: Climate Adaptation and the Natural Environment
- Outcome 7. Key Priority Area 5: Climate Adaptation: Climate Ready Communities

4d Where applicable, what contribution has the body made to helping deliver the Programme?

Provide any other relevant supporting information

Scotland's Climate Change Adaptation Programme (SCCAP) are very much reflected in the Council's Climate Change Strategy (2020-2025) and associated actions in the Action Plan, as well as other key strategic documents in the Council.

- SCCAP Outcome 1 'Our communities are inclusive, empowered, resilient and safe in response to the changing climate' is reflected in action 7.5a, 7.5b, 7.5c, 7.5d, 7.5e, 7.5f, 7.5g in the Climate Change Strategy
- SCCAP Outcome 2 'The people in Scotland who are most vulnerable to climate change are able to adapt and climate justice is embedded in climate change adaptation policy' is reflected in action 1.2a, 2.1c, 7.2b in the Climate Change Strategy, and in Priority Outcome 6 in the East Lothian Local Housing Strategy.
- SCCAP Outcome 3 'Our inclusive and sustainable economy is flexible, adaptable and responsive to the changing climate' is reflected in action 5.3a, 5.3b, and 5.3c in the Climate Change Strategy.
- SCCAP Outcome 4 'Our society's supporting systems are resilient to climate change' is reflected in action 1.9a, 7.2b in the Climate Change Strategy. There is an opportunity to integrate more actions like this is the next East Lothian Plan.
- SCCAP Outcome 5 'Our natural environment is valued, enjoyed, protected and enhanced and has increased resilience to climate change' is reflected in action 6.2a, 6.2b, 6.2c, 6.2d in the Climate Change Strategy

- SCCAP Outcome 6 'Our coastal and marine environment is valued, enjoyed, protected and enhanced and has increased resilience to climate change' is reflected in action 2.4a, 6.1h, 6.1n, 6.1o in the Climate Change Strategy
- SCCAP Outcome 7 'Our international networks are adaptable to climate change' is not directly reflected in the Council's Climate Change Strategy as it takes a very local approach. However, actions such as 1.7a and 17.b are indirectly associated with this as they refer to more resilient supply chains through sustainable procurement.

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

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

Through the Climate Change Strategy 2020–2025 and Action Plan, the targets and actions relating to climate change adaptation are updated annually and progress reported to full Council. The update report is made available to the public on the Council's Climate Change website: https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25

Review of climate risks in the Corporate Risk Register are ongoing with regular updates to the Council's Central Management Team, updates to Council as required and annual updates to Cabinet and Audit & Governance Committee. These updates further link to other strategies and plans such as flood protection plans, travel plans, the Road Asset Management Plan etc.

Lastly, the Council has a Severe Weather Response Plan which is reviewed regularly and updated.

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

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

The Council's Climate Change Strategy (2020-2025) and its Action Plan, which includes climate change adaptation action, is updated on an annual basis to full Council. The update report can be accessed by the public here: https://www.eastlothian.gov.uk/downloads/download/13283/climate_change_strategy_2020-25

Review of climate risks in the Corporate Risk Register are ongoing as above. These updates further link to other strategies and plans such as flood protection plans, travel plans, the Road Asset Management Plan etc.

Experiences and lessons learned from extreme weather events are used by the Council's Emergency Team to help inform the Severe Weather Response Plan and the Winter Maintenance Plan:

https://www.eastlothian.gov.uk/downloads/download/12797/emergency_response_plans_-_severe_weather/

An example of lessons learned is the Council's experiences from Storm Arwen. The storm required many local agencies to come together, including the local Resilient Community Groups. The Council completed its own debrief and learnings from the event, which were included in the annual review of the Severe Weather Response Plan. The Scottish Government, Scottish Power Energy Network and the East Regional Resilience Partnership (RRP) conducted their own debriefs to ensure that the response to a future severe weather incident, such as Storm Arwen, would be improved if required.

One of the biggest outcomes of these debriefs centred on poor communication between the energy providers, responder agencies and the public. Another outcome was how to identify vulnerable persons in such an incident and provide these people with assistance as quickly as possible. Both these outcomes were taken forward by the agencies concerned.

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

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

- Undertake a new local climate impact assessment.
- Collaborate with the East Lothian Climate Action Network and Adaptation Scotland/Sniffer to deliver a community-based climate change adaptation workshop.
- Adapt and mitigate the risk from coastal change in East Lothian. Lately, there have been severe impacts of coastal erosion on North Berwick Harbour, Dunbar Lamer St landslip. Movements have been reported at Gullane Beach and there are cracks in the seawalls structure and/or erosion of grassed areas near paths along most of the coastal towns in East Lothian. A priority will be to deliver a Coastal Change Adaptation Plan in 2024/25. £85k are available from the Scottish Government to deliver this, which will need to be topped up.
- Carry out a regional climate risk assessment with partners of the Edinburgh & South East Scotland City Region Deal, together with Adaptation Scotland.
- To continue work with the Musselburgh Flood Protection Scheme

4h Supporting information and best practice?

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

To oversee progress of climate change adaptation, East Lothian Council introduced Adaptation Scotland's Capability Framework as a measure for one of the Council's Top 50 Indicators. The exercise of using the Framework involves internal stakeholders and Senior Managers across Services such as IT, Economic Development, Amenities, Roads, Planning etcetera.

East Lothian Council is working collaboratively with Adaptation Scotland and the local authorities of Scottish Borders, Midlothian, West Lothian, Edinburgh and Fife to deliver a regional climate risk assessment. The partnership is part of the ESES City Region Deal and will help building resilience in the region to the impacts of climate change.

PART 5: PROCUREMENT

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

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

East Lothian Council has two key procurement documents in place to ensure compliance with the climate change duties and utilise the levers of influence procurement has to tackle the climate emergency.

Firstly, East Lothian Council Procurement Strategy (2023-2028) was approved by Cabinet in January 2023. The Strategy identifies five core focus areas, of which the first one listed is 'Contributing to the council's Net Zero Climate change targets' and fourth one listed is 'Increasing Sustainability and Community Benefits'. The vision and mission include responding to the climate emergency as well as contributing to social sustainability through community benefits and tackling of fuel poverty. The Strategic Objectives includes tangible priorities to be delivered by 2024. Examples of these are climate literacy within procurement, sustainable outcomes as part of community benefits, sustainability tests as part of the procurement process, inclusion of climate change mitigation/adaptation and circular economy at an early stage as part of commodity strategy development etcetera. ELC have Completed categorisation and prioritisation process using the Scottish Government Sustainability Tools. Specific sustainability Tests have been developed for Construction, Social Care, ICT, Waste and Transport.

Secondly, the Council has a dedicated Sustainable Procurement Policy, which was approved by Cabinet in November 2020. The policy links closely with the objectives of the Council's Climate Change Strategy (2020-2025), aligns with the requirements of the Procurement Reform (Scotland) Act 2014, and draws on the Scottish Government's Sustainable Procurement Tool as well as flexible framework assessment tool. It has resulted in specific questions around sustainability as part of the tender process.

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

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

The Council acknowledges the significant potential of influence procurement has on tackling the climate emergency. Financial year 2021/22, the Council spent a total of £150,465,670.80 through its procurement services. This represents a substantial opportunity to deliver social, environmental and economic benefits for a sustainable East Lothian. These opportunities led to the Council's Sustainable Procurement Policy being created in November 2020, and further informed the Council's Procurement Strategy (2023-2028) to build around strategic objectives that contribute to the climate change targets, increase sustainability and support community benefits. The aim is to deliver community benefits that support disadvantaged communities and contribute to climate change mitigation and adaptation, which corresponds to the statutory duties set out in the Climate Change (Scotland) Act 2009 to act sustainably, mitigate and adapt to climate change.

Contract and Supplier Management (CSM) training delivered to Service Users across the council to enable:

- Early identification of risks to contract provision, and ability to react to those
- Achieve better value from contracts by proper management
- Enhanced relationships with suppliers and stakeholders

New software implemented for our contract register includes functionality for recording and reporting on contract obligations, benefits and performance. This includes any contractual obligations related to sustainability, e.g. monitoring delivery against suppliers carbon reduction plans, etc.

5c Supporting information and best practice

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

East Lothian Council has both a dedicated Sustainable Procurement Policy and a Procurement Strategy (2023-2028) that is built around the strategic objectives to deliver sustainable outcomes, community benefits and actions to both mitigate and adapt to climate change. In other words, the sustainable procurement is not only addressed through the Council's Climate Change Strategy (2020-2025) but is also incorporated in the internal documents most key for the procurement service.

Further to the above, the Council's procurement service is using the Scottish Government's Sustainability tools (Sustainability Test), has delivered a community wish list to better align community benefits with the needs and request from locals in the area, and has had all their staff members trained in the certified carbon literacy programme.

PART 6: VALIDATION AND DECLARATION

6a Internal validation process

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

The Council's Energy Officer has been consulted to complete the Emissions and Projects Section, the Procurement Team to complete the Procurement Section, and key staff from Flooding, Amenity Services, and Emergency Planning to complete the Adaptation Section. The Council's Climate Change Planning & Monitoring Group has further had the opportunity to comment on the report before submission. Finally, an internal meeting was held with the Service Manager of Planning to review and validate the data and information contained within this report. The meeting was recorded and attended by Hanna Lundstrom, Sustainability and Climate Change Officer and Keith Dingwall, Service Manager for Planning.

6b Peer validation process

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

6c External validation process

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

6d No validation process

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

6e Declaration

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

Name:	Keith Dingwall
Role in the body:	Service Manager for Planning
Date:	30/11/2023