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RECOMMENDED – WIDER INFLUENCE

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**PART 1: PROFILE OF REPORTING BODY**

**1(a) Name of reporting body**  
The Scottish Public Services Ombudsman

**1(b) Type of body**  
Others

**1(c) Highest number of full-time equivalent staff in the body during the report year**  
49.09

**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

**1(e) Overall budget of the body**  
Specify approximate £/annum for the report year.

Budget	Budget Comments
3200000	

**1(f) Report year**  
Specify the report year.

Report Year	Report Year Comments
Financial (April to March)	

**1(g) Context**  
Provide a summary of the body's nature and functions that are relevant to climate change reporting.

The Scottish Public Services Ombudsman (SPSO) is the final stage for complaints about organisations providing public services in Scotland and deals with complaints about most Scottish public bodies. SPSO also has a statutory role in championing improvement in public services through learning from complaints.

SPSO recognises that all public sector bodies have a responsibility under the Public Services Reform (Scotland) Act 2010 to commit to publishing climate change declarations to document and account for greenhouse gas (GHG) emissions. We have been publishing these figures voluntarily on an annual basis since 2011-12. We make a direct contribution to sustainability by ensuring that we implement policies and procedures that reduce our carbon footprint.

SPSO will continue to report on climate change emissions. In relation to travel emissions we will report on flights and car use only. However, we will not report on public transport. This is because the low level of emissions from public transport is such that the cost and time needed to produce the figures are not warranted.

SPSO's office is a listed building and as such there are limits on adaptations that can be made to make it more environmentally friendly. We have fitted energy-saving lights; throughout the building the lights are censored; and when current light bulbs are replaced we use energy-efficient bulbs. During the fit-out of the building, we insulated the roof, upgraded the boiler and changed from using kettles to instant water boilers.

Between 2011 and 2016, SPSO shared the building's facilities with SHRC (the Scottish Human Rights Commission). This had a direct effect on our outgoing emissions, which have since decreased.

Electricity usage is our largest source of emissions. The nature of our work is such that we that we must work from computers, which increases our usage as staff numbers increase.

**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.

Governance framework

SPSO is a corporate sole, therefore any actions taken by SPSO are at the delegated authority of the Ombudsman. In 2015-16 the Senior Management Team (SMT) consisted of the Ombudsman, the Director, the Head of Policy and External Communications and the Head of Complaints Standards. The SMT, which is chaired by the Ombudsman, consider audit matters, the annual business plan, the risk register, and the strategic direction of the organisation.

A non-statutory, non-executive independent Audit and Advisory Committee (AAC) support the SMT in providing effective governance and management of risks. The AAC meet to consider audit matters, management of risks to the business and the strategic direction of the organisation.

SPSO recognises that all public sector bodies have a responsibility under the Public Services Reform (Scotland) Act 2010 to commit to publishing Climate Change Declarations to document and account for GHG emissions. The SPSO has been voluntarily publishing these figures on an annual basis since 2011-12. The SPSO makes a direct contribution to sustainability by ensuring that it implements policies and procedures that reduce its carbon footprint.

Governance of climate change has been considered on a case by case basis by the Senior Management Team (SMT). The Facilities Administrator (FA) is responsible for the consideration of climate change and the effects that it has on SPSO. The duties of the FA include administering and managing a climate change working group. The following will also be addressed:

- Consideration will be made by the SMT with regard to the future planning of all climate change considerations.
- It is the SMT's responsibility to report to the committee's attention all aspects of climate change regarding their duties under Part 4 of the Climate Change (Scotland) Act.
- The Facilities Administrator (FA) will co-ordinate a Climate Change Working Group and will promote the guidance that is provided by the SMT. It will also be the responsibility of the FA to provide feedback to the SMT to provide an update on the work considered by the climate change working group.
- The climate change working group's responsibilities will be to consider all aspects of climate change that may have an affect on SPSO. The working group will look to identify processes that can be updated to reduce the impact SPSO has on climate change.

A diagram is attached to show governance within the SPSO.

The FA is responsible for carrying out a review of all carbon emissions as part of the year end reporting mechanisms currently undertaken by SPSO. Volumes are reported by the FA to the SMT and once agreed these figures are shared in the public domain.

On an intermittent basis the FA will conduct a review on power saving, whereby an audit of all electrical equipment will be carried out to ensure that SPSO appliances have been switched off correctly including lights, monitors and PCs.

As stated the proposed climate change working group will further enhance SPSO's future considerations of climate change on a more formal platform and will report to the SMT.

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

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

The Ombudsman is committed to supporting the Scottish Government's policies on Environmental and Sustainable Development and understands his obligations in these areas. Most of SPSO's resources are dedicated to its statutory role as final tier complaints handler under the terms of the Scottish Public Services Ombudsman (2002) Act. Delivering these specific outcomes in a demand-led environment requires effective management of all resources as well as flexibility to reflect change in demand. SPSO seeks to operate within the funding available, closely monitoring resources and ensuring value for money whilst meeting our stated legislative and strategic objectives, where required.

SPSO uses a carbon accountancy table to detail its outgoing emissions on a yearly basis and has been using this table since 2009-2010. This is used in order to monitor usage year on year.

Each department within SPSO is supplied with recycling outlets and encouraged to use them. SPSO also has 'switch it off' labels on light switches and monitors, along with censored lighting installed where possible within the building.

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

Provide a brief summary of objectives if they exist.

Objective	Doc Name	Doc Link
Strategic objective 5: To be an accountable, best value organisation - by making best use of our resources and demonstrating continuous improvement in our operational efficiency and supporting the professional development of our staff.  Continue to meet obligations and statutory duties	SPSO Strategic Plan 2016-20 2016-17 Business Objectives and Performance Measures	<a href="http://www.spsso.org.uk/corporate-planning">http://www.spsso.org.uk/corporate-planning</a>

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

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

SPSO does not have a climate change plan or strategy in place at the moment. Our Business Objectives and Performance measures 2016 17 document provides guidance on what will be achieved by us come period 2016-2020.

Stacy, Forsyth Facilities Administrator, is putting a proposal in place to start a climate change working group. This proposal will be discussed with the senior management team and monitored at their quarterly meetings. This is still in the early stages of development but is a main goal for the year ahead.

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2(e) Does the body have any plans or strategies covering the following areas that include climate change?				
Provide the name of any such document and the timeframe covered.				
Topic area	Name of document	Link	Time period covered	Comments
Adaptation	N/A			
Business travel	Travel Subsistence & Expenses Policy	<a href="http://www.spsso.org.uk/spsso-policies">http://www.spsso.org.uk/spsso-policies</a>		
Staff Travel	Travel Subsistence & Expenses Policy	<a href="http://www.spsso.org.uk/spsso-policies">http://www.spsso.org.uk/spsso-policies</a>		
Energy efficiency	2016-20 Strategic Plan	<a href="http://www.spsso.org.uk/strategic-plan">http://www.spsso.org.uk/strategic-plan</a>	2016-20	
Fleet transport	N/A			
Information and communication technology	Scottish Government ISIS MoU	<a href="http://intranet/InExec/SEAndMe/IT/Services/ISISServiceCatalogue">http://intranet/InExec/SEAndMe/IT/Services/ISISServiceCatalogue</a>	2016-17	
Renewable energy	N/A			
Sustainable/renewable heat	N/A			
Waste management	2016-20 Strategic Plan	<a href="http://www.spsso.org.uk/strategic-plan">http://www.spsso.org.uk/strategic-plan</a>	2016-20	
Water and sewerage	2016-20 Strategic Plan	<a href="http://www.spsso.org.uk/strategic-plan">http://www.spsso.org.uk/strategic-plan</a>	2016-20	
Land Use	N/A			
Other (state topic area covered in comments)	N/A			

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.
<ol style="list-style-type: none"> <li>1. Set up climate change working group</li> <li>2. Energy use and recycling responsibilities included in staff inductions</li> <li>3. Source energy efficient and responsible accommodation if required</li> <li>4. Research using climate change assessment tool</li> <li>5. New recycling strategy 'wash it squash it'</li> </ol>

**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.

SPSO has not used the climate change assessment tool as yet but one of our priorities for the coming year is to research and use this tool.

**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.

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

**3a Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year**

Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint /management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the year which is used as a baseline to the end of the report year, provide an explanation in the comments column.  
(a) No information is required on the effect of the body on emissions which are not from its estate and operations.

Reference Year	Year	Scope1	Scope2	Scope3	Total	Units	Comments
Baseline carbon footprint	2014/15	27	34	11	72	tCO2e	Recorded from 2009-10 however starting a fresh due to incomplete figures and recordings
Year 1 carbon footprint	2015/16	29	32	10	71	tCO2e	

**3b Breakdown of emission sources**

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.

Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
73.3		Natural Gas	Scope 1	156180	kWh	0.18445	kg CO2e/kWh	28.8	
		Grid Electricity (generation)	Scope 2	69106	kWh	0.46219	kg CO2e/kWh	31.9	
		Grid Electricity (transmission & distribution losses)	Scope 2	69106	kWh	0.03816	kg CO2e/kWh	2.6	
		Domestic flight (average passenger)	Scope 3	22940	passenger km	0.29795	kg CO2e/passenger km	6.8	
		Short-haul flights (average passenger)	Scope 3	7127	passenger km	0.16972	kg CO2e/passenger km	1.2	
		Average Car - Unknown Fuel	Scope 3	8530	km	0.18635	kg CO2e/km	1.6	8530.15 actual figure
		Paper & Board (Mixed) Recycling	Scope 3	6	tonnes	21.00000	kg CO2e/tonne	0.1	6.1079 actual figure

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3b Breakdown of emission sources									
Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.									
Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
73.3		Plastics (Average) Recycling	Scope 3		1 tonnes	21.00000	kg CO2e/tonne	0.0	0.1125 actual figure
		Glass Recycling	Scope 3		1 tonnes	21.00000	kg CO2e/tonne	0.0	0.015 actual figure
		Metal Cans (Mixed) & Metal Scrap Recycling	Scope 3		1 tonnes	21.00000	kg CO2e/tonne	0.0	0.07 actual figure
		Batteries Recycling	Scope 3		1 tonnes	65.00000	kg CO2e/tonne	0.1	Negligible amount, small collection box once every 2 years
		Water - Supply	Scope 3		187 m3	0.34400	kg CO2e/m3	0.1	
		Water - Treatment	Scope 3		178 m3	0.70800	kg CO2e/m3	0.1	177.65 actual figure

3c Generation, consumption and export of renewable energy					
Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.					
Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	
Other					



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3d Targets										
List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.										
Name of Target	Type of Target	Target	Units	Boundary/scope of Target	Progress against target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Comments
Gas & Electricity	annual	1	kWh reduction	Energy use in buildings	0	2014/15	61	kWh	2016/17	Additional staff but maintain usage level
Waste Reduction	annual	1	tonnes reduction	Waste	1	2014/15	11	tonnes	2016/17	Wash it and squash it initiative

3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
2	Electricity	1	Ongoing programme to move to LED lighting. Behaviour change projects to encourage 'switching off'
	Natural gas	0	
	Other heating fuels	0	
	Waste	1	Actual figure 0.9907
	Water and sewerage	0	
	Business Travel	0	
	Fleet transport	0	
	Other (specify in comments)	0	

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3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year											
Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.											
Project name	Funding source	First full year of CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
Wash it and Squash it		2017	Estimated							Ongoing encouragement to reduce waste volume. Measured by the number of general waste sacks purchased. Current average number per month is 40.	This project will impact on volume rather weight, therefore no figures currently available. Negligible figures available on costs - unable to complete columns

3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year				
If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
	0 Estate changes		Decrease	No longer sharing building with the SHRC therefore small reduction in usage. SPSO has absorbed the SHRC costs. However, a calculation would be based on a twelfth.
	Service provision		Increase	Training unit provision to Scotland-wide public services therefore increase in travel requirements
	Staff numbers			
	Other (specify in comments)			

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3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead			
Total	Source	Saving	Comments
	2 Electricity	1	
	Natural gas	0	
	Other heating fuels	0	N/A
	Waste	1	
	Water and sewerage	0	
	Business Travel	0	
	Fleet transport	0	N/A
	Other (specify in comments)	0	N/A

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3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead				
If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
	0 Estate changes		Increase	Possible change of accommodation
	Service provision			
	Staff numbers		Increase	Increase in head count due to new jurisdictions
	Other (specify in comments)			

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

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

Total	Comments
1	CO2 Emissions from Primary energy use have been recorded from 2009-10, however using 2014-2015 as baseline due to incomplete figures and recordings in previous years

3k Supporting information and best practice

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

**PART 4: ADAPTATION**

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

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

SPSO will identify the risks associated with adverse weather in the year ahead and draft a weather climate impact table to provide an indication that it is being considered within the business, along with a risk assessment being carried out in the year ahead.

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

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

SPSO Business Continuity Plan details the following:

Extreme Weather Conditions

This scenario would cover severe winter conditions and extreme weather warnings that may occur before the working day or during the working day.

Before travel to work is undertaken: If an extreme weather warning is issued by the Scottish Government advising citizens to not undertake major travel journeys, the members of the SMT would work from home on laptops. Those staff that could safely make it to the Edinburgh office or the Glasgow hot desks would be expected to do so. If the minimum number of staff were available in Edinburgh to maintain normal operating conditions the office would be open for business as usual.

If a minimum number of staff were not able to make it to the office, the Ombudsman would announce that the office was closed to the public and the usual closure announcements would be placed on the ask@ inbox replies and the telephone messaging service. The incoming mail would be acknowledged in the normal expected timeframe by the staff available in the Edinburgh office.

After arriving at work: If unexpected extreme weather warnings are issued after staff have undertaken travel to the office and are unable to make it home safely, the Ombudsman would approve the provision of accommodation and essential provisions for those staff members. The use of corporate credit cards will facilitate this.

As detailed above in the year ahead, plans will be made to tackle this issue and introduce such strategies etc.

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

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

As we have not identified all of our risks relating to climate change this is not appropriate at this stage. However, Stacy Forsyth, Facilities Administrator, has put in place a new staff induction process for new starts. This includes information relating to the organisation's recycling systems and energy efficiency. This allows staff to consider their affect on climate change. We will also look to have discussions, assessments and workshops put in place in the year ahead to discuss this issue and look at ways to tackle the matter.

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4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?					
If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.					
(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment			
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment			
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment			
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks			
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks			

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4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?					
If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.					
(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks			
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society			
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society			
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society			

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

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

We will assess our current and future climate risks in the year ahead and as part of this process a review timetable will be integrated in order to review our current and future climate risks.

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

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

SPSO does not have this in place at the moment. Monitoring and evaluation of the impact of adaptation actions will be included in our proposal for the coming year in relation to adaptation.



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

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

1. Working on building awareness of adaptation
2. Screening existing documents
3. Assessing climate risks
4. Implementing the actions agreed
5. Ensuring that adaptation is included in the 2016 - 2020 Climate Change Action Plan

**4(h) Supporting information and best practice**

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

Stacy Forsyth, Facilities Administrator, will work towards setting up a climate change working group and champion new initiatives.

Along with the new initiative an annual energy efficiency audit takes place to remind current staff to switch off their computer monitors and boxes when they are not in use. A new induction plan has been put in place to run alongside this. All new staff are advised of our recycling systems and being energy efficient.

As well as the above we report annually on our energy consumption via our carbon accountancy table - which breaks down all scopes.

We have various plans for introducing adaptation into our current processes and as detailed above these will be implemented and discussed in the coming year.

**PART 5: PROCUREMENT**

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

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

As the SPSO procurement policy states:

Environmental impact

SPSO will always be prepared to challenge the need as defined. Not purchasing goods or services is the most effective method of reducing environmental impact. Otherwise, the SPSO will re-use existing items wherever possible, consider refurbishment/upgrade etc. and the extent to which goods contain recycled materials or are recyclable at end of life.

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

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

Lower value procurement undertaken by SPSO is in generally carried out online. SPSO make efforts to ensure that all deliveries are despatched in one order and suppliers that consider their environmental impact on climate change:

Amazon, who state they are reducing packaging waste and transportation costs through packaging software techniques,

The Caley Office Group, who are accredited to 'ISO14001 standards – Environmental management systems' and they meet/regularly exceed the requirements of current UK environmental legislation.

Changeworks Recycling, who have systems in place to lower their own emissions by using electric cars, as detailed on their website: "We already know that in helping businesses reduce their carbon footprint we increase our own through vehicle use. The solution? We've introduced a 'vehicle management system' that effectively took one of our vehicles off the road in terms of emissions, switched to bio-fuel (waste cooking oil) where we can, and now we're investigating whether we can add even more value to our Business Recycling Service by using a zero emissions vehicle."

The SPSO procurement policy states that we use the Procurement Journey in our procurement process for higher value tender contracts and we would also use the Public Contracts Scotland (PCS) portal to advertise procurement.

**5(c) Supporting information and best practice**

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

An annual energy efficiency audit is carried out, ensuring all employees make efforts to save energy by turning off their computer boxes and monitors. This is followed up on an ad hoc basis.

As part of the new start induction process, all employees are encouraged to be mindful of energy usage.

Strong consideration is always given to the necessity for large batch printing. We encourage a paper light working environment.

Our Facilities Administrator has reduced our milk packaging and number of delivery days (from 4 to 2). We now receive 9 large jugs per week, down from 14 various-sized cartons.

We use local suppliers for our paper deliveries. They are in our area on a specific day every week, reducing transport emissions. Our paper is also recycled.

Our other stationery deliveries are grouped into as few deliveries as possible, saving on packaging.

**PART 6: VALIDATION AND DECLARATION**

**6(a) Internal validation process**

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

Fiona Paterson, Corporate Services Manager - verification of official figures provided by suppliers, editing, provision of internal corporate policies.

**6(b) Peer validation process**

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

N/A

**6(c) External validation process**

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

Internal Audit services are provided under a shared services agreement by Scottish Legal Aid Board (SLAB). SLAB carried out an audit of this report as part of their 2016-17 remit, in August 2016. Each of the six mandatory sections have been tested with reference to the Sustainable Scotland Network guidance.

**6(d) No validation process**

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

N/A

**6e - Declaration**

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

Name	Role in the body	Date
Stacy Forsyth	Facilities Administrator	2016-08-15

**RECOMMENDED – WIDER INFLUENCE**

**Q1 Historic Emissions (Local Authorities only)**

Please indicate emission amounts and unit of measurement (e.g. tCO2e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

(1) UK local and regional CO2 emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO2 emissions: **full dataset**:

Select the default target dataset

Table 1a														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
	DECC Sectors													
	Other Sectors													

Table 1b														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
	DECC Sectors													
	Other Sectors													

Table 1c														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
Other	DECC Sectors													
	Other Sectors													

**Q2a – Targets**

Please detail your wider influence targets

RPP Sector	Action Type	Description	Type of Target (units)	Baseline value	Start year	Target saving	Target / End Year	Saving in latest year measured	Latest Year Measured	Comments

**Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.**

Q3) Policies and Actions to Reduce Emissions																	
RPP Sector	Action Type	Description	Start year for policy / action implementation	Year that the policy / action will be fully implemented	Annual CO2 saving once fully implemented (tCO2)	Latest Year measured	Saving in latest year measured (tCO2)	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of Investment (£)	Ongoing Costs (£/ year)	Primary Funding Source for Implementation of Policy / Action	Accountable body	Comments

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

Q4) Partnership Working, Communication and Capacity Building. Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.										
Key Action Title	Action Type	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Value to Organisation	Total Investment into Partnership	Comments

**OTHER NOTABLE REPORTABLE ACTIVITY**

**Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.**

Key Action Title	Key Action Description	Organisation's Project Role	Impacts	Comments

**Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template**