1	**Organisational Profile**	APPENDIX 2

1a **Name of the organisation**
Provide the name of the organisation that is the subject of this report ("the organisation").

Midlothian Council

1b **Type of organisation**
Select from the options below

Local Authority

1c **Number of FTE staff in the organisation**

3350.87

1d **Alternative metrics used by the organisation**
Specify any other metrics that the organisation uses to assess its performance in relation to climate change and sustainability.

Metric	Units	Value	Comments
	N/A	N/A	
	N/A	N/A	
	N/A	N/A	
Other (specify in comments)	N/A	N/A	

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

£194,686,101.00

1f **Report year**
Specify the report year e.g. 2015/2016.

2014/15 (Financial year)

1g **Organisational context**
Provide a summary of the organisation's nature and functions that are relevant to Climate Change reporting.
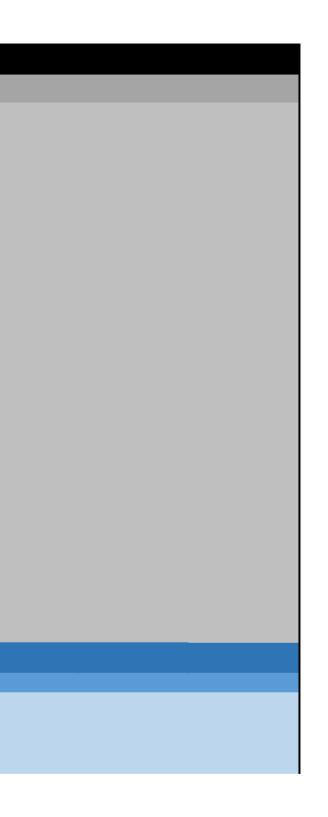
Approximately 230 Council premises are within the scope of this report. Further information relating to Midlothian Council is available at www.midlothian.gov.uk/info/695/about_us
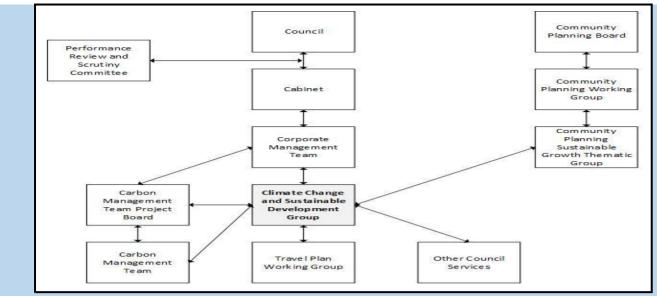
2	**Governance, Management and Strategy**
	Governance and management

2a **How is climate change governed in the organisation?**

The cross-divsional Climate Change & Sustainable Development Group of officers reports to the Corporate Management Team and Cabinet in turn. Political leadership and responsibility for climate change lies with the Cabinet. The diagram below shows the organisational governance structure and reporting lines, including the relationship with the community planning structure.

2b **How is climate change action managed and embedded in the organisation?**

The cross-divisional Climate Change & Sustainable Development Group of officers drives the Council's approach to contributing to the achievement of sustainable development, including in relation to climate change. The group is chaired by the Communities & Economy service's Planning Manager, a service within the Education, Communities & Econonomy division. A Senior Planning Policy Officer within the Planning team is lead officer for the group and Council lead officer for climate change in general.

An Energy Officer within the Resources division's Property & Facility Management service is lead officer for the Carbon Management Plan (CMP) and the Carbon Management Team (CMT). The cross-divisional CMT reports to the Carbon Management Project Board, comprising all Directors and the Head of Property & Facilities Management.

A Travel Plan Officer within the Resources division's Commercial Operations service is lead officer for the Council's operational Travel Plan and the Travel Plan Working Group.

N/A

Strategy

2c **Does the organisation 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
"Greenhouse gas emissions for which Midlothian is responsible are reduced ... Outcome Indicator: Per capita CO2 emissions in the local authority area ... Outcome Target: 2020 - 4.5 tonnes per capita".	Single Midlothian Plan 2014-15, p.53/68
"Midlothian's resilience to climate change impacts is improved ... Outcome Indicator: Level of adaptation as specified in former UK National Indicator 188 ... Outcome Target: Levels 0 (Getting started), 1 (Public commitment and impacts assessment) and 2 (Comprehensive risk assessment) - 2014/15; Level 3 (Comprehensive action plan) - 2015/16; Level 4 (Implementation, monitoring and continuous review) - 2016/17"	Single Midlothian Plan 2014-15, p.56/68
"Midlothian Council's overall target for carbon reduction is 25% by the end of financial year 2015/16 (based on a baseline year of 2006/7). This equates to a reduction of around 8,800 tonnes CO2e"	Midlothian Council Carbon Managment Plan 2014/15

"Greenhouse gas emissions for which Midlothian is responsible are reduced ... Outcome Indicator: Per capita CO2 emissions in the local authority area ... Outcome Target: 2020 - 4.5 tonnes per capita."	Single Midlothian Plan 2015-16, p.52/64
"Midlothian's resilience to climate change impacts is improved ... Outcome Indicator: Level of adaptation as specified in former UK National Indicator 188 ... Outcome Target: Levels 0 (Getting started), 1 (Public commitment and impacts assessment) and 2 (Comprehensive risk assessment) - 2014/15; Level 3 (Comprehensive action plan) - 2015/16; Level 4 (Implementation, monitoring and continuous review) - 2016/17"	Single Midlothian Plan 2015-16, p.53/64
"Objective 1. To continue to better understand the impacts of, and risks from, a changing climate; Objective 2. To develop a 'One Council' approach to climate change, mainstreaming carbon reduction and resilience to a changing climate into the organisational 'DNA'; Objective 3. To provide climate change leadership to our partners, communities and businesses; Objective 4. To ensure that the Council continues to lead by example on the climate change agenda; Objective 5. To monitor and publcly report our climate change progress."	Midlothian Council Corporate Climate Change Strategy, p.9/10

2d   Does the organisation have a climate change plan or strategy?

If yes, provide the name and/or link to any such document.

Midlothian Council Corporate Climate Change Strategy' and 'Midlothian Council Carbon Management Plan 2014/15', referred and linked to in '2c' above.

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

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

Topic area	Name of document	Time period covered	Comments
Adaptation			
Business travel	Midlothian Council Travel Plan	2013/17	
Staff Travel	Midlothian Council Travel Plan	2013/17	
Energy efficiency	Midlothian Council Carbon Managment Plan 2014/15	2014/15	
Fleet transport	Midlothian Council Carbon Management Plan	2014/15	
ICT			
Renewable energy	Midlothian Council Carbon Management Plan	2014/15	
Sustainable/renewable heat			
Waste management	Zero Waste Strategy	Ongoing	Also impacts on corporate situation
Water and sewerage	Midlothian Council Carbon Management Plan	2014/15	
Land Use	Midlothian Local Plan	23/12/08 - Mid 2016 (expected)	Also impacts on corporate situation
Other			

2f   What are the organisation's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the organisation's areas and activities of focus for the year ahead.

1) Complete review of Planning team structure, introducing the flexibility required to better respond to the climate change agenda;
2) Approve a Corporate Climate Change and Sustainable Development Action Plan 2016/17, refreshing related management and governance;
3) Commence work on an EU Covenant of Mayors style Sustainable Energy Action Plan or equivalent;
4) Progress management of climate risks in accordance with Adaptation Scotland's Five Steps to Managing Your Climate Risks;
5) Approve and commence implentation of Carbon Management Plan 2015/16.

Approval of this report by the Council's Cabinet evidences that the above priorities have been adopted by the organisation.

2g **Has the organisation used the Climate Change Assessment Tool (a) or equivalent tool to self-assess its capability / performance?**
If yes, please provide details of the findings of the self-assessment.

The CCAT tool can be accessed at http://www.resourceefficientscotland.com/resource/resource-efficient-scotland-climate-change-assessment-tool-ccat

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

No. The intention is to complete with a view to informing the report for the 2015/16 report year.

Further information

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

N/A

3   Corporate Emissions, Targets and Project Data

Emissions

3a **Corporate emissions from start of baseline year to end of report year**
Complete the table below using the greenhouse gas emissions total for the organisation 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 organisation'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 organisation on emissions which are not from its estate and operations.

(b) This is the Greenhouse Gas Protocol developed by the World Resources Institute and the World Business Council on Sustainable Development which sets the global standard for how to measure, manage and report greenhouse gas emissions.

Reference year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline carbon footprint	2006/07	Financial (April to March)				27,237	tCO$_2$e	
Year 1 carbon footprint	2007/08	Financial (April to March)				24,358	tCO$_2$e	
Year 2 carbon footprint	2008/09	Financial (April to March)				22,645	tCO$_2$e	
Year 3 carbon footprint	2009/10	Financial (April to March)				23,835	tCO$_2$e	
Year 4 carbon footprint	2010/11	Financial (April to March)				24,312	tCO$_2$e	
Year 5 carbon footprint	2011/12	Financial (April to March)				24,312	tCO$_2$e	
Year 6 carbon footprint	2012/13	Financial (April to March)				24,860	tCO$_2$e	
Year 7 carbon footprint	2013/14	Financial (April to March)				24,142	tCO$_2$e	
Year 8 carbon footprint	2014/15	Financial (April to March)	8,753	8,638	1,223	23,513	tCO$_2$e	
Year 9 carbon footprint	2015/16	Financial (April to March)					tCO$_2$e	
Year 10 carbon footprint	2016/17	Financial (April to March)					tCO$_2$e	
Year 11 carbon footprint	2017/18	Financial (April to March)					tCO$_2$e	
Year 12 carbon footprint	2018/19	Financial (April to March)					tCO$_2$e	
Year 13 carbon footprint	2019/20	Financial (April to March)					tCO$_2$e	
Year 14 carbon footprint	2020/21	Financial (April to March)					tCO$_2$e	
Year 15 carbon footprint		0 Financial (April to March)					tCO$_2$e	

3b **Breakdown of emissions sources**

Complete the table below with the breakdown of emission sources from the organisation's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table above. Use the comments box to explain what is included within a category. If it is not possible to use a simple emissions factor (a), leave this field blank and provide the total in the emissions column.

(a) Emissions factors are published annually by the UK Government Department for Environment, Food and Rural Affairs (Defra)

Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO$_2$e)	Comments
Grid Electricity (generation)	Scope 2	10,956,919	kWh	0.49426	kg CO2e/kWh	5,415.6	Buildings
Grid Electricity (transmission & distribution losses)	Scope 3	10,959,919	kWh	0.04322	kg CO2e/kWh	473.7	Buildings
Natural Gas	Scope 1	36,731,762	kWh	0.18497	kg CO2e/kWh	6,794.3	Space Heating
Diesel	Scope 1	688,181	litres	2.60240	kg CO2e/litre	1,790.9	Fleet
Petrol	Scope 1	13,082	litres	2.19140	kg CO2e/litre	28.7	Fleet
Gas oil	Scope 1	99,457	kWh	0.27212	kg CO2e/kWh	27.1	Fleet
Water - Supply	Scope 3	128,391	m3	0.34410	kg CO2e/m3	44.2	Buildings
Gas oil	Scope 1	410,160	kWh	0.27212	kg CO2e/kWh	111.6	Space Heating
Grid Electricity (generation)	Scope 2	6,520,369	kWh	0.49426	kg CO2e/kWh	3,222.8	Street Lighting
Grid Electricity (transmission & distribution losses)	Scope 3	6,520,369	kWh	0.04322	kg CO2e/kWh	281.8	Street Lighting
Other 1	Scope 3		#N/A	No single factor - report total emissions	#N/A	4,899.0	Staff Commuting (estimate)
Other 2	Scope 3		#N/A	No single factor - report total emissions	#N/A	423.2	Claimed Car Business Mileage
			#N/A	#N/A	#N/A	#N/A	
			#N/A	#N/A	#N/A	#N/A	
			#N/A	#N/A	#N/A	#N/A	
			#N/A	#N/A	#N/A	#N/A	
			#N/A	#N/A	#N/A	#N/A	
			#N/A	#N/A	#N/A	#N/A	
					Total	23,512.8	

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

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

Generation of renewables	Total generated (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	Comments
Renewable electricity	-	-	-	
Renewable heat	-	-	-	
Other 1 (specify in comments)	-	-	-	
Other 2 (specify in comments)	-	-	-	
Other 3 (specify in comments)	-	-	-	

Targets

3d **Organisational targets**

Name of target	Type of target	Target	Units	Boundary/scope of target	Baseline year	Baseline figure	Units of baseline	Target completion year	Comments
Energy (Buildings)	percentage	25	total % reduction	Energy use in buildings	2006/07	17,850	tCO2e	2015/16	
Energy (Buildings)	annual	3	annual % reduction	Energy use in buildings	2013/14	13,516	tCO2e	2014/15	
Staff Commuting	absolute		Other (specify in comments)	Other (please specify in comments)	2013/14	4,899	tCO2e	2016/17	Long-run target to reduce in relation to staff commuting
Claimed for business mileage	absolute		Other (specify in comments)	Other (please specify in comments)	2013/14	411	tCO2e	2016/17	Long-run target to reduce in relation to claimed for business mileage

Projects and changes

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

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

Emissions source	Total estimated annual carbon savings (tCO₂e)	Comments
Electricity	1,750	
Natural gas	-	
Other heating fuels	Unknown	
Waste	Unknown	
Water and sewerage	Unknown	
Travel	Unknown	
Fleet transport	Unknown	
Other 1 (specify in comments)		
Other 2 (specify in comments)		
Other 3 (specify in comments)		
Total	**1,750**	

3f **Detail the top 10 carbon reduction projects implemented by the organisation in the report year**

Provide details of the top 10 projects (based on estimated emissions savings) implemented in the report year.

Project name	Funding source	First full year of CO₂e savings	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO₂e/annum)	Estimated costs savings (£/annum)	Savings figures are estimated or actual	Behaviour Change	Comments
Energy Awareness Programme Phase 1	Capital	2015/16	5,000	1	20	Grid Electricity (generation)	266	55,210	Estimated	Yes	
Penicuik H S Lighting Upgrade	Capital	2015/16	60,000	1	20	Grid Electricity (generation)	64	17,446	Estimated	No	
Lasswade Campus	Capital	2015/16	1	1	20	Grid Electricity (generation)	1,344	235,037	Estimated	No	Replaced school, library and leisure centre. Includes natural gas
Beeslack H S Lighting Upgrade	Capital	2015/16	42,000	1	20	Grid Electricity (generation)	76	20,666	Estimated	No	

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

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

Emissions source	Total estimated annual emissions (tCO₂e)	Increase or decrease in emissions	Comments
Estate changes	N/A		
Service provision	N/A		
Staff numbers	N/A		
Other 1 (specify in comments)			
Other 2 (specify in comments)			
Other 3 (specify in comments)			
Total		**-**	

3h **Anticipated annual carbon savings from all projects implemented by the organisation 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 (tCO₂e)	Comments
Electricity	To be determined	through forthcoming Carbon Management Plan 2015/16
Natural gas	To be determined	through forthcoming Carbon Management Plan 2015/16

		through forthcoming Carbon Management Plan 2015/16
Other heating fuels	To be determined	
Waste		
Water and sewerage	To be determined	through forthcoming Carbon Management Plan 2015/16
Travel		
Fleet Transport		
Other 1 (specify in comments)		
Other 2 (specify in comments)		
Other 3 (specify in comments)		
Total	-	

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

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

Emissions source	Total estimated annual emissions (tCO$_2$e)	Increase or decrease in emissions	Comments
Estate changes	To be deterrmined		
Service provision	To be deterrmined		
Staff numbers	To be deterrmined		
Other 1 (specify in comments)			
Other 2 (specify in comments)			
Other 3 (specify in comments)			
Total		-	

3j **Total carbon reduction project savings since baseline year**

If the organisation has data available, estimate the total emissions savings made from projects since the organisation's baseline year.

Total savings	Total estimated emissions savings (tCO$_2$e)	Comments
Total project savings since baseline year	N/K	

Further information

3k **Supporting information and best practice**

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

N/A

4   Adaptation

Assessing and managing risk

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

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

No, however see 2f above.

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

Provide details of any climate change adaptation risk management procedures, strategies, action plans and any adaptation policies and actions included across policy areas.

None, however see 2f above.

Taking action

4c **What action has the organisation 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.

The Council has previously drafted a Local Climate Impact Profile.

4d **Where applicable, what progress has the organisation 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 organisation is listed in the Programme as an organisation 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 organisation 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' column for that objective.

(a) The Programme aims to address impacts identified for Scotland in the UK-wide climate change risk assessment which are not otherwise addressed by the UK-wide National Adaptation Programme through policy in relation to reserved matters.

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		None	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment		None	
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment		None	
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks		None	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		None	
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks		None	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		The Council has previously drafted a Local Climate Impact Profile.	
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society		The Council has previously drafted a Local Climate Impact Profile	
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		None	

Review, monitoring and evaluation

4e **What arrangements does the organisation 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, plans and policies in Question 4(b).
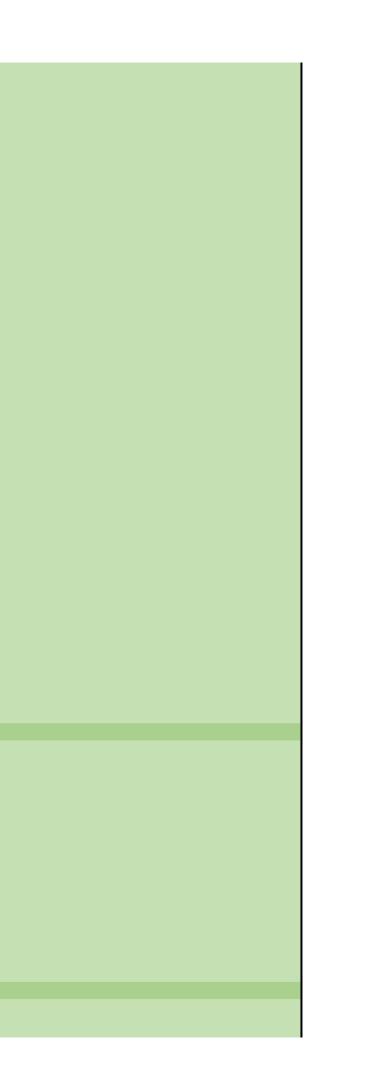
None, however see 2f above.

4f **What arrangements does the organisation 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).

None, however see 2f above.

Future priorities for adaptation

4g **What are the organisation'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.

Such priorities arising from 2f (4) above.

Further information

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

N/A

5	Procurement

5a **How do procurement policies contribute to compliance with climate change duties?**
Provide information relating to how the procurement policies of the organisation have contributed to its compliance with climate changes duties.

The Procurement Strategy, and subsequent policy and procedures reflect European (Europe 2020), national (SG Sustainable Procurement Policy 2009), and local (Single Midlothian Plan and CSR plan in support of DEFRA Government Buying Standards) objectives, that include sustainability considerations. The strategy and policies also promote the use of local suppliers, where appropriate, to help reduce the carbon footprint of the authority's activity.

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

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

Tender processes use the Scottish Standard PQQ (whether using the Open or Restricted procedures) which include standard quesiton sets on environmental compliance and policy to help ensure tenderers have an appropriate history and overall approach to environmental considerations (among others). Where proportionate to the nature of the contract, environmental considerations will go further and make up part of the award criteria through specific questions or requirements within the Technical Response.

Further information

5c **Supporting information and best practice**
Provide any other relevant supporting information and any examples of best practice by the organisation in relation to procurement.

Tenderers' compliance with environmental legislation is always checked at all levels of procurement over £5k, and where appropriate the environmental policies of the tenderer are also assessed. As part of the commodity procurement strategy, any high-risk materials (ie timber, waste products, etc.) are considered in terms of risk in this regard and any available accrediations that can legally be included are applied as requirements of the succesful tenderer.

6	Validation and Declaration

6a **Internal validation process**
Briefly describe the organisation's internal validation process, if any, of the data or information contained within this report.

None for this pilot year.

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

None for this pilot year.

6c **External validation process**
Briefly describe the organisation's external validation process, if any, of the data or information contained within this report.
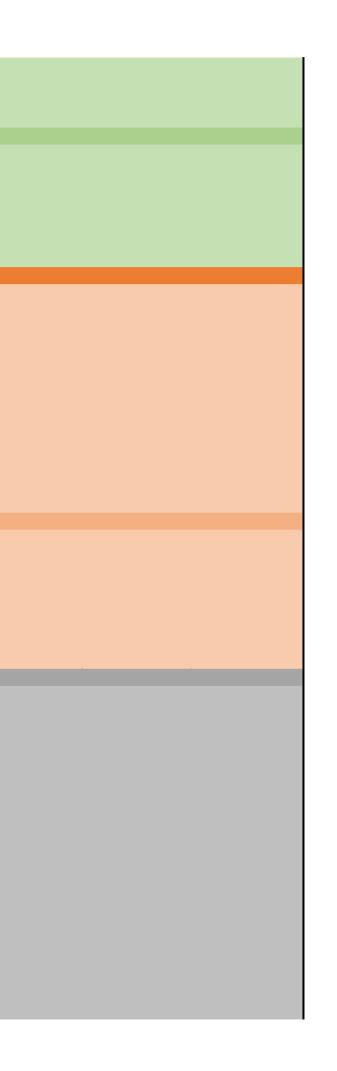
Sustainable Scotland Network (SSN) are to be invited to comment on the version of this report approved by the Council's Cabinet. Where any minor deficiencies are identified by SSN, efforts will be made to address by the 30 November 2015 submission deadline.

6d **No Validation Process**
If the organisation has not undergone any peer or external validation that relates to the information in this report, indicate this in the space provided and the reasons why this has not been undertaken.

As this report relates to a pilot report year, validation has been restricted to that in 6c above.

6e **Declaration**

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

Name:	Ian Johnson
Role in the organisation:	Head of Communities & Economy
Date:	21-Oct-15