TABLE OF CONTENTS

Required

Recommended Reporting: Reporting on Wider Influence

PART 1: PROFILE OF REPORTING BODY

1(a) Name of reporting body
West Lothian Council

1(b) Type of body
Local Government

1(c) Highest number of full-time equivalent staff in the body during the report year
6901

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	183,820	https://www.nrscotland.gov.uk/files//statistics/council-area-data-sheets/west-lothian-council-profile.html

1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	**Budget Comments**
£507,827,000	Total revenue budget taken from annual accounts.

1(f) Report year	
Specify the report year.	
Report Year	**Report Year Comments**
2020/21	Financial (April to March)

1(g) Context
Provide a summary of the body's nature and functions that are relevant to climate change reporting.
As a local authority in an area with an expanding population of over 183,000, West Lothian Council provides services such as Education, Social Services, Planning, Housing, Economic Development, Highways, Street Lighting and Cleansing. It also works closely with other public bodies such as police, fire and health through its Community Planning Partnership. There are, however, four main areas where the nature and functions of the organisation make a significant contribution to greenhouse gas emissions and are therefore relevant. These are: the operation of over 250 buildings including offices, partnership centres, schools, sheltered housing and depots; street lighting and other road furniture (signage etc); operation of the council's fleet of vehicles; and waste collection and disposal throughout the area. In addition, the council's Planning function shapes future policy to ensure that mitigation and adaptation to the impacts of climate change are considered in the Local Development Plan and associated planning guidance.

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.
Climate change and sustainability is embedded within the governance structure of West Lothian Council. Council Executive has overall responsibility for ensuring the council's compliance with the Climate Change (Scotland) Act 2009 and is responsible for the approval of all climate change strategies, policies, action plans and monitoring reports. The Environment Policy Development and Scrutiny Panel (PDSP) is comprised of elected members who develop new policies for the council and review existing policies to identify where changes are required. The panel does not make decisions, but it makes recommendations to the Council Executive. The Environment PDSP has responsibility for consideration of the Climate Change Strategy and associated Action Plans and climate change reports, including the annual Climate Change Duties report and regularly reviews Performance Indicators relating to climate change. The Community Planning Partnership (CPP) Steering Group has responsibility for monitoring performance against the Environment outcome of the Local Outcomes Improvement Plan 2013-2023 (LOIP) including targets for climate change and sustainability. The chair of the Climate Change & Sustainability Working Group (CCSWG) reports quarterly to the Steering Group. The minutes of the CCSWG / Environment Forum are submitted to the Steering Group for scrutiny and minutes from the Steering Group circulated to CCSWG members.

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 council's principal corporate decision making body is its Executive Committee which is chaired by the Leader of the council. The Head of Planning, Economic Development & Regeneration has direct responsibility for climate change, chairs the Climate Change and Sustainability Working Group (CCSWG). In support of the Head of Planning, Economic Development & Regeneration's role, each Head of Service is a lead officer for climate change with responsibility for climate change actions and targets within their service area. Heads of Service may delegate their responsibility to a direct report to ensure that day to day management responsibilities are clear and that delegated decision making is undertaken at the appropriate level. All activities relating to climate change are set out in the council's Climate Change Strategy and associated Action Plans, and are coordinated by the Energy & Climate Change Manager through the CCSWG. Lead officers for specific actions provide quarterly progress reports through the council's performance management system (Pentana). The Emergency Planning Service is located in the Chief Executive Office. The service is responsible for ensuring that the council has emergency response arrangements in place to enable it to respond effectively in times of crisis. The impact of climate change has also been identified in the council's Corporate Risk Register and progress against actions to address climate risk is monitored by senior management through the appropriate service management team. Climate Change is also embedded throughout the organisation in a number of ways:- Corporate Induction includes a section on energy and climate change awareness;- When new projects or plans are being developed, the Strategic Outline Business Case includes a section on Sustainability which must be considered and completed in all cases;- The council's Corporate Procurement Strategy sets out the vision to "achieve superior procurement performance through advanced sustainable procurement practices for the benefit of the council and its stakeholders" and a number of Performance Indicators have been developed which are regularly monitored and reported on. One of our key LOIP outcomes is that "We make the most efficient and effective use of resources by minimising our impact on the built and natural environment".

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**
The council aims to develop a strong, inclusive and sustainable West Lothian. We want to build communities and services that are well designed and protect the built and natural environment for current residents and future generations.	Corporate Plan 2018-2023 (P.33)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf
Improving waste recycling rates across West Lothian by implementing the Scottish Government's Zero Waste Strategy.	Corporate Plan 2018-2023 (P.34)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf
Protecting the environment through a range of regulatory and enforcement activities that will protect the health, wellbeing and safety of local people.	Corporate Plan 2018-2023 (P.34)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf
Engaging with the community and commercial operators to deliver a cost effective public transport network and active travel options.	Corporate Plan 2018-2023 (P.34)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf

Continue to maintain and protect the local environment for residents, visitors and future generations by maintaining public spaces, gardens and provision of country parks and encouraging community to play a more active role in looking after their local environment.	Corporate Plan 2018-2023 (P.34)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf
The council is committed to working with its partners on mitigating and adapting to climate change and promoting sustainable development. This will be achieved through a range of activities relating to:- -Waste - minimising the amount of waste that is sent to landfill and increasing recycling; -Transport - promoting sustainable and active modes of transport and increasing access to sustainable transport; -Sustainable use of resources - reducing energy use through the introduction of renewable technology and energy efficiency measures in buildings and encouraging behavioural change to reduce energy consumption; and, -Measures to adapt to both current and future changes in the climate. Further action is identified in the council's Climate Change Strategy for West Lothian.	Local Outcomes Improvement Plan 2013-2023 (P.48)	https://www.westlothian.gov.uk/media/17003/West-Lothian-Local-Outcomes-Improvement-Plan-2013-2023/pdf/West_Lothian_Local_Outcomes_Improvement_Plan_2013-2023.pdf
The council's assets will be managed to ensure that their useful operational life meets expected life expectancy, as well as minimising the potential adverse impact on the environment. Sustainability should make sure that council assets are available to support ongoing service delivery in the long term.	Corporate Asset Management Strategy (Outcome 7) 2018-2028 (P.13)	https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dg%8Fpy%88

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.
West Lothian Council Climate Change Strategy 2021-2028

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	Climate Change Strategy	West Lothian Council Climate Change Strategy 2021-28	2021-2028	
Business travel	Green Transport Policy and Green Transport Procedure Note	https://intranet.westlothian.gov.uk/article/13346/Green-Transport	2016-2021	
Staff Travel	Green Transport Policy and Green Transport Procedure Note Active Travel Plan	https://intranet.westlothian.gov.uk/article/13346/Green-Transport https://www.westlothian.gov.uk/activetravel	2016-2021	
Energy efficiency	Climate Change Strategy	West Lothian Council Climate Change Strategy 2021-28	2021-2028	
Fleet transport	Climate Change Strategy	West Lothian Council Climate Change Strategy 2021-28	2021-2028	
ICT	Corporate Asset management Strategy	Corporate Asset Management Strategy	2019-2028	
Renewable energy	Climate Change Strategy	West Lothian Council Climate Change Strategy 2021-28	2021-2028	
Sustainable/renewable heat	Climate Change Strategy	West Lothian Council Climate Change Strategy 2021-28	2021-2028	

Waste management	Climate Change Strategy	West Lothian Council Climate Change Strategy 2021-28	2021-2028	
Water and sewerage	Climate Change Strategy	West Lothian Council Climate Change Strategy 2021-28	2021-2028	

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.

- Publication of the council's new Climate Change Strategy 2021-2028;
- Setting out the pathway to net-zero and deciding on a target year for the council to achieve this;
- Providing climate change training to elected members;
- Refreshing and publishing the Adaptation Action Plan;
- Establishment of working group on Fleet decarbonisation.

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.

The Climate Change & Sustainability Working Group carried out a comprehensive review using the CCAT tool in December 2017. The results of this process have identified a number of areas for improvement including climate change adaptation and sustainable procurement. We will consider using the CCAT tool again as part of our review processes.

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	2013/14				61,061	tCO2e	
Year 1 carbon footprint	2014/15	17,954	28,003	15,162	61,119	tCO2e	
Year 2 carbon footprint	2015/16	13,264	24,883	22,979	61,126	tCO2e	
Year 3 carbon footprint	2016/17	16,352	20,494	19,985	56,831	tCO2e	
Year 4 carbon footprint	2017/18	17,290	17,153	16,388	50,831	tCO2e	
Year 5 carbon footprint	2018/19	15,888	12,782	13,772	42,442	tCO2e	
Year 6 carbon footprint	2019/20	16,445	10,731	9,459	36,635	tCO2e	
Year 7 carbon footprint	**2020/21**	**16,245**	**8,128**	**6,375**	**30,748**	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	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
30,748.6	Grid Electricity (generation)	Scope 2	34,861,924	kWh	0.23314	kg CO2e/kWh	8,127.7	
	Grid Electricity (transmission & distribution losses)	Scope 3	34,861,924	kWh	0.02005	kg CO2e/kWh	699.0	
	Natural Gas	Scope 1	66,267,629	kWh	0.18387	kg CO2e/kWh	12,184.6	

Biomass (Wood Chips)kWh	Scope 1	2,058,112	kWh	0.01545	kg CO2e/kWh	31.8	Metered heat kWh
Biomass (Wood Pellets) kWh	Scope 1	1,665,408	kWh	0.01545	kg CO2e/kWh	25.7	Metered heat kWh
Water - Supply	Scope 3	314,822	m3	0.11000	kg CO2e/m3	34.6	
Water - Treatment	Scope 3	291,285	m3	0.23000	kg CO2e/m3	67.0	
Refuse Municipal to Landfill	Scope 3	8,028	tonnes	437.37200	kgCO2e/tonne	3,511.2	
Organic Food & Drink Composting	Scope 3	16,767	tonnes	10.20400	kgCO2e/tonne	171.1	
Organic Garden Waste Composting	Scope 3	987	tonnes	10.20400	kgCO2e/tonne	10.1	
Paper & Board (Mixed) Recycling	Scope 3	5,156	tonnes	21.31700	kgCO2e/tonne	109.9	
WEEE (Mixed) Recycling	Scope 3	265	tonnes	21.31700	kgCO2e/tonne	5.6	
Glass Recycling	Scope 3	2,974	tonnes	21.31700	kgCO2e/tonne	63.4	
Plastics (Average) Recycling	Scope 3	2,429	tonnes	21.31700	kgCO2e/tonne	51.8	
Metal Cans (Mixed) & Metal Scrap Recycling	Scope 3	2,931	tonnes	21.31700	kgCO2e/tonne	62.5	
Refuse Municipal /Commercial /Industrial to Combustion	Scope 3	36,403	tonnes	21.31700	kgCO2e/tonne	776.0	
Construction (Average) Recycling	Scope 3	14,393	tonnes	1.00900	kgCO2e/tonne	14.5	
Organic Food & Drink AD	Scope 3	108	tonnes	10.20400	kgCO2e/tonne	1.1	
Batteries Recycling	Scope 3	1	tonnes	21.31700	kg CO2e/tonne	0.0	
Clothing (Closed loop recycling)	Scope 3	367	tonnes	21.31700	kg CO2e/tonne	7.8	

Diesel (average biofuel blend)	Scope 1	1,368,960	litres	2.54603	kg CO2e/litre	3,485.4	
Petrol (average biofuel blend)	Scope 1	59,823	litres	2.16802	kg CO2e/litre	129.7	
Car - diesel (average - unknown engine size) km	Scope 3	626,741	km	0.16844	kg CO2e/km	105.6	
Refuse Commercial & Industrial to Landfill	Scope 3	545	tonnes	458.17600	kgCO2e/tonne	249.7	
Gas Oil litre	Scope 1	140,653	litres	2.75776	kg CO2e/litre	387.9	
Homeworking emissions	Scope 3	21.00%	percentage of total FTEs home-based	0.30000	tCO2e/FTE/annum	434.8	Annual accounts 2021/22 state 1,400 office staff WFH (21% of 6,900 FTE)

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.

	Renewable Electricity		Renewable Heat		
Technology	**Total consumed by the organisation (kWh)**	**Total exported (kWh)**	**Total consumed by the organisation (kWh)**	**Total exported (kWh)**	**Comments**
Solar PV	218,448	24,272			Assumed 90% consumption of on-site generated electricity.
Biomass			3,723,520	0	Actual metered data for amount of biomass heat consumed by WLC in the reporting period.

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	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Progress against target	Comments
Reduction in emissions from the council's activities and services (from non-domestic buildings, transport, external lighting, waste and Reduction in emissions from the council's activities and services (from non-domestic buildings, transport, external lighting, waste and water	absolute	47,959	tCO2e reduction	All emissions	2013/14	61,061	tCO2e	2020/21	30,748	New target for council to be net-zero carbon by 2045 at latest to be set out in new Climate Change Strategy to be published in 2020/21. Interim targets to be updated following publication

Carbon emissions from energy used in buildings (annual)	absolute	27,540	tCO2e reduction	Energy use in buildings	2013/14	30,808	tCO2e	2020/21	18,487	
Electricity Consumption (kWh/m2)	absolute	67	Other (please specify in comments)	Energy use in buildings	2013/14	72	Other (please specify in comments)	2020/21	56	Baseline unit kWh/m2. Aim is to reduce consumption.
Gas Consumption (kWh/m2)	absolute	155	Other (please specify in comments)	Energy use in buildings	2013/14	188	Other (please specify in comments)	2020/21	176	Baseline unit kWh/m2. Aim is to reduce consumption.
Tonnes of CO2 emissions per capita for the West Lothian district	absolute	5.7	tCO2e reduction	All emissions	2011/12	7.3	tCO2e	2023/24	5.8	Target to be below national average
Energy generated as a result of installation of renewables and low carbon technology. MWh of heat produced	absolute	14,400	Other (please specify in comments)	Energy use in buildings	2013/14	354.7	MWh	2023/24	4074.9	Target to increase amount of heat - measured in MWh. Significantly reduced from previous year due to impact of COVID-19 on biomass suppliers.
Energy generated as a result of the installation of renewables and low carbon technology. kWh of electricity produced	absolute	390,000	Other (please specify in comments)	Energy use in buildings	2013/14	21,221	kWh	2023/24	242,720	Target to increase amount of electricity generated from low carbon and renewable sources - measured in kWh
Percentage of household waste recycled.	percentage	50	Other (please specify in comments)	Waste	2011/12	42.5	Other (please specify in comments)	2020/21	45	Target to increase percentage of waste recycled. Subject to SEPA audit confirmation in Dec 2021.
Percentage of West Lothian Council housing stock compliant with Energy Efficiency Standard for Social Housing	percentage	100	Other (please specify in comments)	Energy use in buildings	2015/16	42.4	Other (please specify in comments)	2020/21	91.4	Target is for 100% of properties to be compliant by 2020

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
2,565	Electricity	605	LED lighting upgrades (street lighting and buildings)
	Waste	1960	Reductions in waste to landfill and changes to recycling.

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
LED Street Lighting	Capital	2020/21	Estimated				Grid Electricity	605			
Energy Efficiency in buildings	Capital	2020/21	Estimated				Grid Electricity	200			
Reduction in waste to landfill	Capital	2020/21	Estimated				Waste to landfill	1,960			

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**
3,549	Service provision	1,416	Decrease	Temporary reductions due to impact of covid-19 (electricity & fleet), slightly offset by increased gas use and home working.
	Other (specify in comments)	2,133	Decrease	Changes in emissions factors

3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead			
Total	**Source**	**Saving**	**Comments**
839	Electricity	785	LED lighting replacements and efficiencies
	Natural gas	15	Ongoing projects
	Fleet transport	39	Changes in fleet composition

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**
255	Estate changes	1,000	Increase	Estimate based on increased energy consumption due to COVID-19 Ventilation requirements
	Other 1	745	Decrease	Emissions factor changes

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**
23,967	Estimated figure, taken as the sum of savings identified from 2015/16-2019/20 as 20/21 savings yet to be fully realised.

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).

The council completed a Local Climate Impact Profile (LCLIP) in early 2015 as part of a process to assess our exposure to weather events. The LCLIP looked at historical events and the potential for future disruption to local communities and has been refreshed to take into account more recent events. The council continues to deliver its obligations under the first Forth Estuary Local Flood Risk Management Plan 2016-2022, a six-year plan of action. This year two flood studies have been commissioned for the whole of Bathgate and the Bell's Burn in Linlithgow. We have also been working with partners to develop the next plan 2022-2028, which at the time of writing is the subject of public consultation. The assessment of flood risk and sustainable drainage are integrated into the council's Development Planning and Management processes with the aim of reducing the number of properties at risk within the council's administrative area. In assessing development proposals, we seek flood risk assessments where appropriate and ensure that these include the most up to date data and climate change allowances for land use planning.

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.

The council's Climate Change Strategy sets out key objectives with regards to managing adaptation, including the development of a number of strategies and action plans. The Climate Change & Sustainability Working Group (CCSWG) monitors and reports progress of adaptation activities. Reports on adaptation related work are reviewed by Environment and Development and Transport Policy Development & Scrutiny Panels as appropriate. The council's Corporate Risk Register includes a risk that the council does not meet its obligations with regards to Climate Change. This is regularly monitored and updated and is reported to the appropriate service management team. One of the key priorities is to refresh and publish the Adaptation Action Plan. A specific Adaptation Sub-group to the CCSWG has been set up and one of their tasks is to take this forward. A Severe Weather Plan is already in place which sets out the council's response to weather events and the way these are managed. Delivery of actions under the Surface Water Action Plan is virtually complete with closure of two Integrated Catchment Management Studies, which were commissioned jointly by the Council and Scottish Water. Progress vesting legacy SUDS within Potentially Vulnerable Area (PVA) 10/27 continues to be less-tangible with most actions falling to Scottish Water. Significantly, this year the council has formally agreed to share in the maintenance of future sustainable drainage systems serving new housing developments.

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.

- The council has continued to invest in improvements to headwalls and trash screens to enhance the safe inspection and cleaning of the screens to reduce flood risk. We also continue to monitor and maintain a network of level sensors to improve response before, during, and in the aftermath of flood events and to provide a record of events.
- We have continued to assess open watercourses and to survey culverted watercourses, including previously unchartered systems, and record this information on the spatial asset management database.
- Work continues on the outline design of a scheme to protect against flooding from the Liggat Syke, a tributary of the Brox Burn, as part of the Brox Burn Flood Protection Scheme. Work was delayed following a severe flood event on 27 August 2020, which caused internal damage to 21 properties as a result of out-of-bank flows from the Liggat Syke. One of the delays was to allow for a technical review of the flood event to determine whether the proposed measures would have protected the properties in question. It was concluded that it would have done. The second delay was the result of a contractor having key personnel on furlough during lockdown.
- In tandem with the development of structural measures to protect against flooding within the Liggat Syke catchment, the council has continued to develop a proposal to offer property flood resilience products to a number of homes at New Holygate and Parkwood Gardens.
- Work to pull together a package of funding for a multiple-benefits, multi-partner project in the heart of Bathgate is now at an advanced stage and some additional feasibility work has been completed. The project aims to deliver a number of community aspirations as well as restoring habitat, increasing biodiversity, enhancing active travel opportunities with new infrastructure, reducing flood risk, improving water quality and improving the physical condition of local watercourses.
- We have improved drainage and reduced the risk of flooding to public open spaces in Whitburn at Briar Gardens and Gleneagles Court, in Livingston at Almond Park, Stonebank, Herd Green and Paton Green. We have provided technical support for drainage enhancements in Gala Park, Mid Calder and Peel Park, Livingston.
- We have invested in work below ground to reduce the risk to flooding to council owned social housing stock in Armadale and Uphall.
- We continue to work with partners to deliver physical improvements to the water environment under the RiverLife: Almond & Avon programme, Almond Barriers project. We have previously reported the completion of projects at Kirkton Weir, Rugby Club Weir and Howden Bridge Weir, Livingston. A further project to construct a fish pass in a bypass channel at Limefield Falls Weir, Polbeth has been completed and construction work is underway at Mid Calder Weir, Mid Calder. These projects, together, improve the opportunity for migrating fish species to navigate physical barriers across the river allowing them to take advantage of quality habitat upstream, enhancing the quality of the river and the biodiversity of the whole river corridor.

4(d) (Optional) Where applicable, what contributions have been made to the (SCAAP2) Programme?	

The council continues to deliver its obligations under the first Forth Estuary Local Flood Risk Management Plan 2016-2022, a six-year plan of action, and is working with partners to develop the next plan 2022-2028, which at the time of writing is the subject of public consultation.

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).

The Adaptation sub-Group of the CCSWG is reviewing the Adaptation Action Plan which will set out detailed actions including consideration of whether further assessment of climate risks is required. This will be published in 2022.
The council is legally obliged to reduce overall flood risk and there are systems in place to ensure a systematic approach is taken to review current and future risks from flooding and have plans in place which will deliver mitigation and increase resilience. Where new guidance is provided by other public bodies, our strategies, plans and the council's own guidance will be updated to include reference to the most up to date advice

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).

Where investment has been made in physical works, the council will monitor the performance of the measures in response to weather conditions to ensure that it remains effective - enhanced by the remote monitoring improvements outlined in 4c. In the event that frailties or failures are identified, it will then be reviewed and the need for further work identified. Greater incidents of tree pests and diseases including Ash Dieback (Chalara) are already affecting West Lothian and this is being informally monitored on WLC land.

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.

- The year ahead will see publication of the second Local Flood Risk Management Plan (2022-2028) for the Forth Estuary. Work is ongoing with partners to prepare for this, whilst completing the final obligations from the current plan, subject to available resources. Capital investment tails off with the first plan. The outlook for Scottish Government investment to support the second cycle is currently uncertain.
- We will continue to progress the design of structural measures to reduce the risk of flooding from the Liggat Syke and will be engaging with local people. The roll-out of property flood resilience measures to a number of individual homes at risk from flooding in Broxburn will also continue. The success of the project relies on uptake by householders.
- Refresh and update the Adaptation Action Plan, to be published in March 2022

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.

We are now delivering a programme of measures in liaison with the Council's Housing Service to reduce the number of council owned social housing at risk of flooding, lessening potential damages and disruption to tenants' lives. The programme has been prioritised, taking into account the most vulnerable in our communities.

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.
The Council's Corporate Procurement Strategy 2019-23 refers extensively to Sustainable Procurement. The Strategy is subject to statutory guidance in line with the Procurement Reform (Scotland) Act 2014. The main activities that are undertaken to achieve this priority outcome are; • Considering sustainable procurement for spend equating to £50,000 and above • Implementing an appropriate training and awareness programme • maintain level 2 within the Scottish Government's Sustainability Framework Assessment • Promoting the payment of the Living Wage and the principles of fair work first. The Scottish Government's sustainability test is also considered for relevant tenders through our contract strategies. Community benefits are also considered during the development of the contract strategy for each regulated tender. More specific sustainability policies include Sustainable Building Standards for Council Controlled Buildings, Sustainable Timber and Sustainable Printing policies. Within the context of the sustainable procurement outcome of our Corporate Procurement Strategy, work with services includes: • Operational Services - delivering transport and contracts that support and sustain economic and population growth help in minimising traffic congestion and environmental deterioration. Waste management contract provision helps West Lothian to improve its waste recycling rates as prescribed in the Scottish Government's Zero Waste Strategy • Corporate - through the provision of contracts for low carbon and renewable energy solutions to support the delivery of council services which have a reduced environmental impact and help to meet the challenging targets for reduced energy consumption and carbon emissions. These overarching strategies and policies reinforce the Council's commitment to climate change and provide practical guidance at all stages of the tender process, including identification of need, specification development, selection and award and contract management phases in order to reduce their carbon footprint and greenhouse gas emissions.

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.
Through the Procurement Reform (Scotland) Act 2014 climate change is embedded in the Sustainable Procurement Duty and this is reflected in the Councils procurement processes and procedures, in particular the Contract Strategy for regulated procurement. So before buying anything, the Council must consider how we can, through tendering, improve the social, environmental and economic wellbeing in Scotland, with a particular focus on reducing inequality, for example through the appropriate use of the sustainability test and the application of relevant and proportionate contract requirements. As Strategic procurement is long term planning to ensure timely supply of goods, services and works that are critical to the ability to meet core business objectives, strategic procurement covers the whole procurement cycle and considers analysis of expenditure, looking across services and partnerships to identify synergies and opportunities for improving economy, efficiency and effectiveness. Prior to commencing any procurement exercise, the Officer responsible must, in accordance with Corporate Procurement Procedures, complete a contract strategy to appraise the procurement in a manner commensurate with its complexity and value. Information contained in the strategy template includes; Contract objective, funding arrangements, current contract status, historical spend information, market analysis, collaboration considerations, sustainability considerations, option appraisal for procurement procedure to be followed, proposed contract benefits and recommendation of procurement route. Sustainability is included in the risk segmentation which is used to identify the level of Contract and Supplier Management required for each contract.

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.
The council has a specific performance indicator which monitors the number of contract strategies incorporating sustainable procurement elements. CPU041_9b.1a is an indicator to review the number of contract strategies incorporating sustainable procurement elements. The target for this indicator is 100% and this has been consistently achieved since the target was introduced.

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.
The Energy & Climate Change Manager is responsible for coordinating and compiling the report. Access to the portal is restricted to appropriate officers. Supporting data is held within the council electronic records management system. An internal audit has been carried out on mandatory sections of the report, with the objective of conducting a high-level review of the content of the Climate Change Report, and to obtain evidence to support key emissions, targets and project data reported within the Declaration. Energy consumption data is checked internally through energy billing validation. Waste figures are audited annually by SEPA. Head of Service for Planning, Economic Development & Regeneration reviews and agrees the report following completion of audit.

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.
N/A

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**
Craig McCorriston	Head of Planning, Economic Development and Regeneration	16 November 2021

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
Full

Table 1b - Full														
Sector	**2008**	**2009**	**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**Units**	**Comments**
Total Emissions	1,430.4	1,297.9	1,388.2	1,259.6	1,322.3	1,273.0	1,132.6	1,121.7	1,097.9	1,054.4	1,046.0	1,056.4	ktCO2	
Industry and Commercial	479.2	412.1	476.6	406.1	441.9	410.1	336.6	324.4	299.4	301.1	296.8	324.4	ktCO2	
Domestic	427.6	386.0	410.3	363.7	388.8	384.3	324.2	317.3	302.2	285.6	285.2	279.6	ktCO2	
Transport total	422.9	410.5	404.5	394.8	387.1	383.3	384.5	394.7	398.1	405.4	401.9	388.4	ktCO2	
Per Capita	8.3	7.5	8.0	7.2	7.5	7.2	6.4	6.3	6.1	5.8	5.7	5.8	tCO2	

Q2a – Targets									
Please detail your wider influence targets									
Sector	**Description**	**Type of Target (units)**	**Baseline value**	**Start year**	**Target saving**	**Target / End Year**	**Saving in latest year measured**	**Latest Year Measured**	**Comments**
Overall reduction target	Tonnes of CO2 emissions per capita for the West Lothian District	Per capita (TCO2/per)	8	2010	2	2020	2.2	2019	Target to be on or below Scottish average

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.
The council is committed to working with its partners on mitigating and adapting to climate change and promoting sustainable development and the LOIP includes the outcome “We make the most efficient and effective use of resources by minimising our impact on the built and natural environment”. In the new Climate Change Strategy 2021-28, the council sets out the aim of encouraging and supporting our partners, residents and businesses throughout West Lothian to reduce their emissions in line with the Scottish Government net-zero targets. Outcome one of the Strategy is "We continue to reduce the council’s own carbon footprint and encourage and support others in West Lothian to reduce theirs".

Q3) Policies and Actions to Reduce Emissions														
Sector	**Start year for policy / action imple - mentation**	**Year that the policy / action will be fully imple - mented**	**Annual CO2 saving once fully imple - mented (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**	**Comments**
Transport	2017	2022				In Implementation	Number of schools with a school travel plan in place. Number of cycle friendly schools. Aiming for 100% uptake in Bikeability Levels 1 and 2 at primary school level.	Enabling	Yes-ISM	West Lothian Active Travel Plan 2016-21 contains an action to promote adoption of school travel plans by all schools in West Lothian. Related actions to encourage schools (primary and secondary) to become Cycle Friendly Schools - baseline 0 early 2015, 6 in early 2016. Increase			Only staff time required to develop travel plans - actions within them may require budget which is sourced as and when possible (e.g.Sustrans and council funding for new cycle or scooter parking). NHS and West Lothian Council	

										number of children receiving Bikeability Level 2 training.			funding of council Health Improvement Team; Transport Scotland funding of Smarter Choices Smarter Places programme; Cycling Scotland funding for cycle friendly community and school work.	
Transport	2016	2022					Qualitative - progress recorded on an annual basis	Direct	Yes-ISM	Modal shift - Private Vehicle to Active Travel (Cycling/Walking). Actions include: Provide cycle training to adults; providing bike lending libraries within communities to overcome barrier of no access to a bike; improve information on sustainable travel; build community capacity on community mapping to increase awareness of smarter travel opportunities.			NHS and West Lothian Council funding of council Health Improvement Team; Transport Scotland funding of Smarter Choices Smarter Places programme; Cycling Scotland funding for cycle friendly community and school work.	Engagement using ISM approach recorded in Active Travel Plan at www.westlothian.gov.uk/activetravel.
Transport	2016	2021				In Implementation	Delivery of strategic and local walking and cycling infrastructure as per prioritisation framework within Active travel Plan	Direct	Yes-ISM	Delivery of Active Travel Plan for West Lothian, 2016-21 - approved and adopted by West Lothian Council Executive in April 2016. Planning guidance associated with the council's Proposed Local Development Plan http://www.westlothian.gov.uk/proposedplan; other funding as and when it becomes available e.g. linked to open space, green networks.			Cycling Walking Safer Streets grant allocation from Transport Scotland to West Lothian Council; Transport Scotland's Community Links programme;	ISM work with a high school group of pupils and teachers was carried out in the development of the West Lothian Active Travel Plan and linked to a broader project on behaviour change (Green Impact).

Q4) Partnership Working, Communication and Capacity Building.
Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	The council participated in the Green Heat in Greenspaces (GHiGs) project, led by Greenspace Scotland. Project designed to assess the 'natural viability' of sites across a local authority portfolio of greenspaces. Uses a range of data sources, including the Ordnance Survey Greenspace and Scotland's Heat Map and is based on matching	Partnership working of climate change or sustainability	Participant	Greenspace Scotland	N/A	Number of other local authorities	N/A	Report on the potential of green and blue spaces for low carbon heat	https://www.greenspacescotland.org.uk/pages/category/energy

	long-term demand with the ability to supply green energy.								
Partnership Working	Youth engagement - Climate Change Survey carried out to assess understanding and priorities of young people across West Lothian	Partnership working of climate change or sustainability	Lead	N/A	N/A	N/A	N/A	Survey findings fed into Climate Change Strategy Development. Separate report to be prepared for Environment PDSP.	Part of the council's Climate Emergency response.

OTHER NOTABLE REPORTABLE ACTIVITY

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.				
Key Action Type	**Key Action Description**	**Organisation's Project Role**	**Impacts**	**Comments**
Biodiversity	A further 15.6ha of B-lines urban wildflower meadows created in Howden Park, Almondvale Park, Stewartfield Park and Livingston Village Park - in partnership with Buglife.	Participant	Improved species diversity, increased resilience to effects of climate change by creating diverse habitats and wildlife corridors for pollinators.	Funding from National Lottery Heritage fund and WLC
Water	Raingarden created in Stonebank Park with Flood Risk Management	Lead	Slows down water input into drainage system immediately after rain events, reducing pressure on drainage system. Also increases biodiversity and reduces mown area / fuel use in park.	Open Space Capital funds
Food & Drink	Seven new community gardens funded and started on site – Addiewell, Ladywell, Broxburn, Kirknewton, Craigshill, Murieston and Whitburn.	Lead	Increases biodiversity, increases community resilience to the effects of climate change through education and awareness-raising, helps to reduce food miles and increase access to fresh produce.	Funded through Scottish Government Town Centre Fund
Water	Path surfaces improved and drainage installed in urban parks - Peel Park, Cunnigar Park, Livingston Village Park and Heatherbank Park	Lead	Increased resilience to effects of climate change, as paths are more accessible and less prone to erosion/ponding/flooding.	Open Space Capital funds
Resource Use	Core partner with greenspace Scotland in their Green Heat in Greenspaces project.	Supporting	Potential to hugely decrease Carbon emissions in long term, and possibly provide sustainable income for park maintenance.	Initial feasibility report now produced
Water	One new drainage feature in play areas. Whitburn.	Lead	Mitigates local flooding.	Open Space Capital funds
Water	Two paths improved in play areas. West Calder, Whitburn.	Lead	Increased resilience to effects of climate change, as paths are more accessible and less prone to ponding/flooding.	Open Space Capital funds
Water	Five play area surfaces raised and upgraded in play areas and parks. West Calder, Bathgate (2), Kirknewton, Whitburn.	Lead	Increased resilience to effects of climate change, as raised play area surfaces with wetpour rubber safer surfaces are less prone to ponding/flooding than sand/play chip pits.	Open Space Capital funds
Biodiversity	Raised lowland peat bog restoration at Easter Inch Moss (approximately 46ha)	Participant	Reduction in carbon emissions – long term increase in storage of carbon within peat. Protection and potential increase in biodiversity and increased resilience to the effects of climate change.	Funded and jointly managed through NatureScot Peatland Action
Biodiversity	Restoration of unimproved neutral grassland at Skolie Burn SSSI site through conservation grazing tenancy.	Lead	Improved species diversity and increased resilience to effects of climate change. Long-term protection and enhancement of nationally declining habitat type.	Funded through NatureScot. In partnership with Skolie Burn Community Group and local farmer
Biodiversity	Reduced cutting and pesticide use around the three Country Parks	Lead	Increased biodiversity, reduced emissions and chemical use. Resilience to effects of climate change	Parks & Woodland maintenance program
Water	Paths improved at Stoneyburn, East Whitburn, Broxburn and Linhouse as part of the Access Strategy	Lead	Mitigating against flash flooding and other extreme weather events providing increased resilience to climate change	Parks & Woodland

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