

Climate Change Reporting

1 INTRODUCTION

- 1.1 SEStran is required by the <u>Climate Change (Duties of Public Bodies; Reporting Requirements) (Scotland) Order 2015</u> as amended by the <u>Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020</u> to report greenhouse gas emissions that result from its organisational activities and services. As per the legislation:
 - (1) For each year, a listed body must prepare a report on compliance with its climate change duties
 - (2) The listed body must send the report to the Scottish Ministers within a period of 8 months from the end of the report year

SEStran, and all other public bodies, previous reports can be found on the Sustainable Scotland Network's (SSN) Reporting.

1.2 The purpose of this report is to provide members with a summary of SEStran's carbon emissions for 2024/25, explain changes to the previous year, and provide a summary of targets for 2025/26.

2 OVERVIEW OF 2024/25 TARGETS

2.1 SEStran's emissions from the baseline year (2014/15) to 2024/25 are summarised below. A comparison of 2024/25 to the previous year is included in Appendix 2.

Timeline	Year	Emissions (tCO ₂ e)
Baseline Year	2014/15	20.00
Year 1 carbon footprint	2015/16	16.00
Year 2 carbon footprint	2016/17	11.00
Year 3 carbon footprint	2017/18	9.00
Year 4 carbon footprint	2018/19	15.00
Year 5 carbon footprint	2019/20	17.00
Year 6 carbon footprint	2020/21	3.00
Year 7 carbon footprint	2021/22	3.00
Year 8 carbon footprint	2022/23	5.58
Year 9 carbon footprint	2023/24	9.00
Year 10 carbon footprint	2024/25	6.21

- 2.2 The year saw a 2.79 tCO₂e decrease in emissions compared to the previous year. This is due to:
 - No domestic flights taken (0.66 tCO₂e)
 - Fewer short-haul flights (2.11 tCO₂e)
 - Fewer in-person meetings travelled to by petrol car (0.42 tCO₂e)
 - Increase of homeworking hours (office equipment + heating) (2.43 tCO₂e) due to an error in previous reporting. Figure for 23/24 includes all staff hours where staff are working from home.
 - Reduction in car use for staff travel to work (0.70 tCO₂e)

In order to change travel patterns and an increased number of staff, this year's reporting has seen:

- Increase in national rail journeys (0.12 tCO₂e)
- Increase of homeworking hours (office equipment + heating) (1.04 tCO₂e) due to increased number of staff hours
- 2.3 In the wider report for 2022/23, it was highlighted there was an increasing return to pre-pandemic levels of travel, although a major shift to hybrid working and more online meetings are limiting a full-scale rebound. SEStran has been reviewing inperson and hybrid meetings on a case-by-case basis to ensure journeys are necessary and business needs are met. This was addressed through a formalised 2025/26 Business Transport Hierarchy which provides guidance when choosing method of travel. The 2024/25 data show an increase in sustainable business travel and staff travel to work methods.

3 TARGETS FOR 2025/26

3.1 Climate Change Strategy

- 3.1.1 SEStran's top 5 priorities for climate change governance, management and strategy for the year ahead are as follows:
 - 1. Review all relevant policies on an annual basis and create a choice process for staff business travel to support more sustainable journeys being planned.
 - 2. Review performance against carbon targets every 6 months.
 - 3. Promoting the current facilities available on site to enable staff and visitors to travel sustainably to Victoria Quay (cycle parking, changing facilities). Due to the small size of the organisation (13 people), this has a relatively low impact. The topic can be added to staff development conversations to offer more support and/or encouragement to travel to work sustainably (inc. Cycle Friendly Employer Scheme). The recent introduction of Voi hire e-bikes by the /city of Edinburgh Council will also help in this regard. We have seen our staff travel to work emission reduce despite increasing our staff numbers, and we are working to keep this trend in future years.
 - 4. Create a choice process for meetings to ensure travel to meetings is justified (determining whether meetings should be remote, hybrid or in-

- person only). Investigate the feasibility of certain board meetings being online only.
- 5. Promote ability to reclaim travel expenses to encourage public transport being utilised by staff and board members and reduce the reliance on private vehicles.
- 3.1.2 It should be noted that there is an increased number of staff in 2025/26, taking the organisation from 11 in 2023/24 to 13 in 2025/26 which will increase certain emission factors.

3.2 Climate Change Adaptation

- 3.2.1 In addition to strategy priorities, SEStran has developed five priorities specifically targeting climate change adaptation. Due to the organisation's small size (currently 13 employees), our internal influence is limited, however, we are committed to integrate climate change adaptation in relevant regional policies and discussions. Our priorities for 2024/25 are as follows:
 - Ensuring data is current to allow decision making on climate risk to be evidence based.
 - 2. Identifying ways to better store data to ensure assessments in future projects are well informed and data driven.
 - 3. Continuing to develop flexible working for business but also to enable continuity for adverse weather and incorporation of the Scottish Government Adverse Weather Charter.
 - 4. Working with new Microsoft 365 IT software to ensure data can be accessed remotely.
 - Being proactive in changing policies to support climate change adaptation by working with a wide range of partners and keeping informed on best practice.

4 CONCLUSION

4.1 SEStran's climate change emissions decreased considerably in the year 2024/25 due to reduced flights and car use. We will continue to work towards reducing our emissions where feasible.

Rebecca Smith **Project Officer**19th November 2025

Policy Implications	This report is part of SEStran's statutory duty to report on climate change.
Financial Implications	There are no direct financial implications of this report. The actions for 25/26 may result in higher costs (i.e. train fares

	being higher than flights) but this is accounted for with a cost-time matrix.
Equalities Implications	The project does not require an Equalities Impact Assessment (EQIA).
Climate Change Implications	The reporting provides a comprehensive overview of SEStran's 24/25 emissions as well as ongoing actions for reducing emissions in 24/25.
Appendices	 Public Bodies Climate Change Duties South East Scotland Transport Partnership 2024-25 Data Comparison of 23/24 and 24/25 emissions
Background Papers	N/A

APPENDIX ONE

Public Bodies Climate Change Duties Compliance Reporting Template 2025

1 Overview

This template is provided for public bodies required to report annually in accordance with the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 which took effect for reporting periods commencing on or after 1 April 2020 which took effect for reporting periods commencing on or after 1 April 2020 which took effect for reporting periods commencing on or after 1 April 2020 which took effect for reporting periods commencing on or after 1 April 2020 which took effect for reporting periods commencing on or after 1 April 2020 which took effect for reporting periods commencing which the second period of the 100 periods of

Reports must be submitted to ccreporting@ed.ac.uk by 30th November. Late submissions will not be accepted for analysis and may be deemed non-compliant with Public Bodies Duties reporting requirements.

2. Guidance

1. Please do not delete any cells, rows or columns. This may corrupt the template/data and compromise analysis. If you need more rows in any table please email the file to ccreporting@ed.ac.uk.

- 2. You can hide any extra rows within tables and freeze panes to keep the header/column rows visible when scrolling in a long or wide table.
- 3. Double-click on a text cell that you want to paste in to, single-clicking may bring up an error message.
- 4. Please complete the "Boundary info" tab. This will enable improved assessment of data coverage and inform SSN analysis.
- 5. The "Profile of Body" tab must be completed before proceeding to add any other data.
- 6. To ensure that the correct emission factors are applied please ensure that you are using the correct template for the reporting year type under Q1f. If your organisation reports according to the academic year, usually August to July, you must use the Academic Year template.
- 7. In Q3b emissions sources can be filtered by type in Column C. The list of available factors is visble on the Emission Factors tab. Please do not edit this list, use "other" if an EF is not available.
- 8. Only use the "other" rows when there is no relevant emission source available in the dropdown list or if you have bespoke data/emission factors. Please provide a brief explanation in the comment.
- 9. Water supply and treatment (sewage) emission factors are based on Scottish Water's carbon intensities for service supply. If you wish to use UK factors you need to enter manually in an "Other" row.

10. More detailed guidance is available on the SSN website

3. Colour Coding used in the template

Dropdown box - select from list of options
Uneditable/fixed entry cell
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Public Bodies Climate Change Duties Compliance Reporting Template 2025

Please answer all questions below with respect to the public body's reporting boundary for the reporting period. The information is intended to improve data coverage and inform analysis, in particular, to help identify data gaps. There are 3 response options:

YES - data is available and is reported

NO - there is no emission source or activity

? - the source/activity occurs, but it is not monitored, or no data is currently available

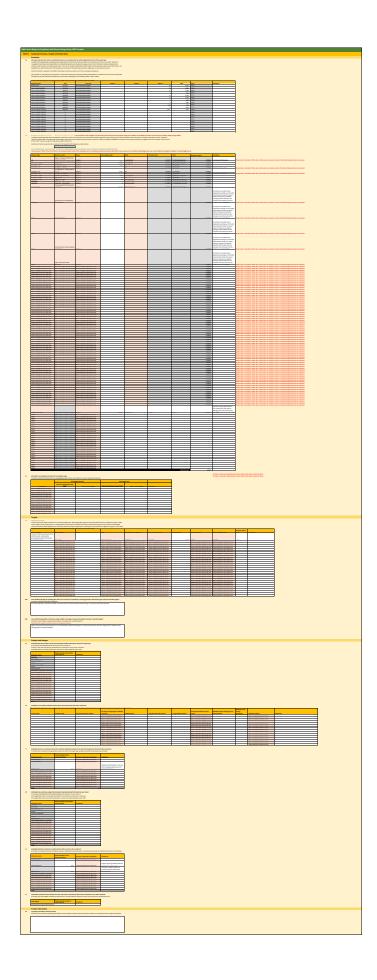
Any points of clarification can be added in the comments field for the corresponding emissions source(s) in Table 3b on the Emissions tab.

Select from

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Natural gas	Is natural gas used to heat any of the owned estate	No
Other heating & fuels	Are other heating fuels used on any of the owned estate	No
Managed services	Are building services managed on behalf of another public body that shares or leases space?	No
Leased premises -public	Are building services managed and provided by another public body?	Yes
Leased premises - private	Are building services managed and provided by a private landlord?	No
Purchased heat and steam	Is heat or steam purchased to supply any of the owned estate	No
Fleet and equipment	Are any vehicles or fossil-fueled machinery or equipment owned or leased, excludes short-term or infrequent hires?	No
Refrigerants/F-gases	Are there any air conditioning or refrigeration systems that require refrigerant gas top-ups?	No
Medical gases	Are medical gases used?	No
Business travel - private	Do staff undertake business travel by private car?	Yes
Business travel - flights	Do staff undertake any business travel by plane?	Yes
Homeworking	Do any staff work from home - including hybrid?	Yes
Supply chain	Are any goods or services purchased?	Yes
Land use	Are more than 10 hectares of land owned or managed for public services provision, including for research or recreation?	No

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APPENDIX 2

Comparison of data 2022/23 to 2023/24

Emission factor	2023/24	2024/25		Difference	Explanation
Flights - Domestic, to/from UK - Average passenger		0.66	0.00	0.66	No flights taken
Flights - Short-haul, to/from UK - Average passenger		2.44	0.33	2.11	Fewer flights carried out and less distance travelled
National rail		0.29	0.40	-0.12	More in-person meetings travelled to by train
Average car - Petrol		0.43	0.02	0.42	Fewer in-person meetings travelled to by petrol car
Average car - Diesel		0.00	0.00	0.00	No diesel cars used
Local bus (not London)		0.00	0.03	-0.03	More in-person meetings travelled to by bus
Regular taxi		0.00	0.00	0.00	Fewer in-person meetings travelled to by taxi
Light rail and tram		0.00	0.00	0.00	More in-person meetings travelled to by tram
Homeworking (office equipment + heating)		2.46	3.50	-1.04	Increased number of staff
Hotel stay - UK		0.17	0.07	0.10	Fewer hotel stays
Transmission and distribution - Electricity: UK		0.00	0.00	0.00	N/A*
Water treatment		0.00	0.00	0.00	N/A*
Commercial and industrial waste - Combustion		0.00	0.00	0.00	N/A*
Mixed dry recyclates - Recycled		0.00	0.00	0.00	N/A*
Paper and board: mixed - Recycled		0.00	0.00	0.00	N/A*
Staff travel to work		2.55	1.85	0.70	Reduction in car use for staff travel to work
TOTAL		9.00	6.21	2.79	
					
Business travel combined		3.82	0.79	3.03	

^{*}No emissions recorded due to organisation working out of Scottish Government building. This would mean the emissions are double reporting, and the emissions are unknown due to the low % of the building occupied by SEStran.