

## Climate Change Reporting

### 1 INTRODUCTION

- 1.1 SEStran is required by 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](#) 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 <sub>2</sub> 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 tCO<sub>2</sub>e decrease in emissions compared to the previous year. This is due to:

- No domestic flights taken (0.66 tCO<sub>2</sub>e)
- Fewer short-haul flights (2.11 tCO<sub>2</sub>e)
- Fewer in-person meetings travelled to by petrol car (0.42 tCO<sub>2</sub>e)
- Increase of homeworking hours (office equipment + heating) (2.43 tCO<sub>2</sub>e) 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 tCO<sub>2</sub>e)

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 tCO<sub>2</sub>e)
- Increase of homeworking hours (office equipment + heating) (1.04 tCO<sub>2</sub>e) 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 in-person 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:

1. 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.
5. 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**  
19<sup>th</sup> 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	<ol style="list-style-type: none"> <li>1. Public Bodies Climate Change Duties South East Scotland Transport Partnership 2024-25</li> <li>2. Data Comparison of 23/24 and 24/25 emissions</li> </ol>
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 2021.

Reports must be submitted to [ccreporting@ed.ac.uk](mailto: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](mailto: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 visible 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
	Editable cell



## 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  
dropdown list

Emissions source/activity		Select from dropdown list
Owned estate	Are any buildings owned by the public body?	No
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

## PART 1 Profile of Reporting Body

South East of Scotland Transport Partnership (SESTP)

Transportation Factors &amp; Signs

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To: General Counsel of the bank

Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100
1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	

Further detail is available in the 2010 *Journal Review*.

Reporting type	Report year comments
Reported Calendar Year	10

illuminates the statutory Regional Transport Partnership for the South-East of Scotland, some

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6a	Has the body assumed current and I
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16	<p>What arrangements does the body have in place to manage climate-related risk?</p> <p>Please describe any climate change adaptation strategies, initiatives and risk management procedures, and any climate change adaptation policies which apply across the body.</p>
17	<p>What is the role of external policy events for the body? Are external circumstances and efforts likely to impact or constrain working to meet business needs. For strategic projects, which influence climate, how does your role which are managed and discussed with relevant stakeholders?</p>

86. Where applicable, what contribution has the body made to helping deliver the Programme?  
*Provide any other relevant information for the response*

6. What arguments does the book have to offer?

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

Please provide details of monitoring and evaluation of how and adaptation indicators within action. Detailed details of actions detailed under Question 5.1 and Question 5.2.

A quarterly review of our targets is being completed in 2023/24 to monitor our progress.

6. What are the body's top 5 climate change

Further information	
636	<p><b>Questioning information and level of advice</b></p> <p>Provide any other relevant supporting information and any examples of best practice by the body in relation to regulation.</p> <p>For example, the Commission has published guidance, set by Robert Rix, which has shared best practice and examples of regimes that have implemented climate change adaptation measures. See Rix's work.</p>

11/11/2016

[illegible]

**Part 1: Preparation**

1. Have you prepared an action plan to comply with Climate Change Notice?

**Yes** Please provide details of your action plan, including the measures you have taken or intend to take to comply with the requirements of the Climate Change Notice. This should include details of the measures you have taken to reduce greenhouse gas emissions, improve energy efficiency, and other measures to reduce your carbon footprint. You should also provide details of the measures you have taken to monitor and report on your progress, and any other relevant information.

2. Have you prepared an action plan to comply with Climate Change Notice?

**No** Please provide details of the reasons why you have not prepared an action plan, and the steps you intend to take to prepare one. This should include details of the measures you have taken to monitor and report on your progress, and any other relevant information.

**Part 2: Further Information**

3. Please provide further information.

4. Please provide further information.

5. Please provide further information.

## PART 6 Validation and Declaration

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**6a. Internal validation process**  
 Briefly describe the study's internal validation process. If any of the data or information contained within this report:

☐ This report will be validated internally by USFWS employees, solely in the Partnership Directorate, and then solely in the Partnership Board.

This report will be released internally by Ullman employees, internally to Partnership Director, and then taken to the Partnership Board.

100

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

The report content and target were discussed at high level senior check in a peer group with fellow Regional Transport Partnership across Scotland in November

The report content and target were discussed at high level cancer check in a joint group with fellow Regional Transport Partnership across Scotland in November.

See Internal validation results

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

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**6d. Was Validation Performed?**  
If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

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

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**Ex 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:	John Doe
Role in the Study:	Participant
Date:	10/10/2023

[illegible]

Please detail any wider influence targets

[illegible][illegible][illegible][illegible]

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[illegible]

## 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
<b>TOTAL</b>	<b>9.00</b>	<b>6.21</b>	<b>2.79</b>	

Business travel combined	3.82	0.79	3.03	
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\*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.