

Scotland's Climate Change Declaration

2013-14 Reporting Template

Governance, Leadership and Management of Climate Change

Background Information

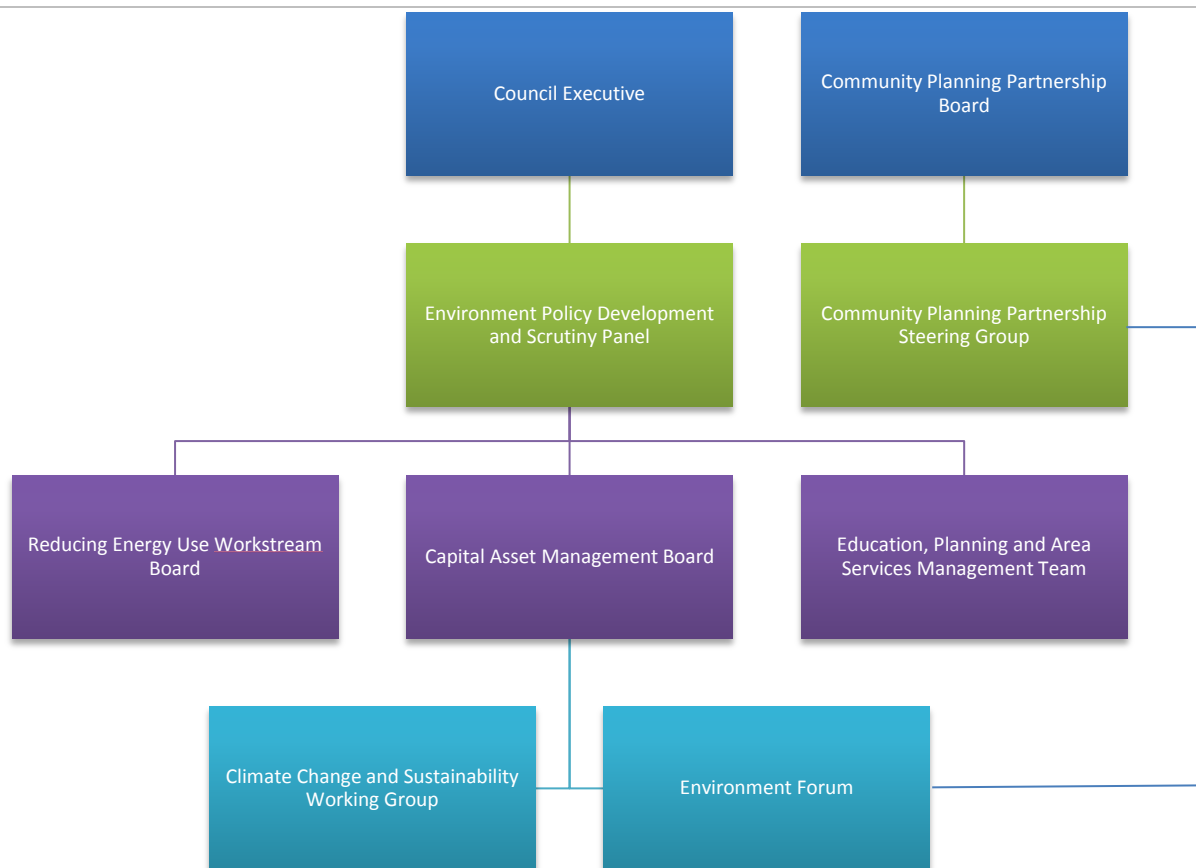
This section of the template is designed to provide background information on your local authority and to outline how you provide effective governance, leadership and management of climate change.

Local Authority Name	West Lothian Council
Number of Staff	Approximately 6,000 fte staff
Number of council Operated Premises	257 Council Operated Premises Companies wholly owned by West Lothian Council are Business Gateway West Lothian Limited, West Lothian Enterprise Limited, and West Lothian Venture Group Limited.
Annual budget	£370.613 million (Annual Revenue Budget)

Governance

How is climate change governed in your local authority and what role do elected members provide? Please include a diagram to illustrate your Governance structure, including reference to any distinct climate change initiatives or groups in which elected members are particularly active.

Climate change and sustainability is embedded within the governance structure of West Lothian Council as outlined in the following simplified diagram and description below:



Climate Change and Sustainability Working Group

The Climate Change and Sustainability Working Group (CCSWG) has responsibility for identifying and ensuring delivery of the council's climate change outcomes, and assessing, informing and influencing progress on actions and targets. The CCSWG plays a critical part in driving and co-ordinating the work of the council to meet our objectives under the Climate Change (Scotland) Act 2009, and ensuring compliance with the Public Bodies Climate Change Duties. The CCSWG reports to the Capital Asset Management Board, elected members through the Environment Policy and Development Scrutiny Panel and Council Executive at least annually, but more frequently as necessary.

Environment Forum

The CCSWG also functions as the Community Planning Partnership (CPP) thematic forum and is responsible for taking forward the Single Outcome Agreement (SOA) in relation to the environment. All performance indicators under the environment outcome in the SOA are governed through the CCSWG. Performance against the outcome is reviewed at meetings, and reported back to the CPP Steering Group by the lead officer. The CPP Board also receive and scrutinises the performance reports. The lead officer for the group is the Head of Planning and Economic Development.

Reducing Energy Use Workstream Board

The Reducing Energy Use Workstream is a key component of the council's Delivering Better Outcomes programme to ensure the efficient use of resources and to generate budget savings necessary given ongoing constraints on local government funding. The project also involves working more closely with other public, voluntary and community partners to help create better services and reduce costs. A number of initiatives are being driven forward to reduce energy use across the council estate and embed a culture of resource efficiency. The Head of Planning and Economic Development chairs the CCSWG and the Reducing Energy Use Workstream Board.

Capital Asset Management Board

The Capital Asset Management Board has responsibility for the direction and scope of the emerging Climate Change Strategy and associated Action Plans, including review of the council's Carbon Management Programme. Following the adoption of the draft Climate Change Strategy in Spring 2015, the Board will also have responsibility for monitoring the council's progress against strategy outcomes and performing an annual review. Reporting is annual and as required.

Education, Planning and Area Services Management Team

The Education, Planning and Area Services Management Team (EPASMT) comprises the Depute Chief Executive and Heads of Service for Education, Planning and Area Services. The EPASMT provides an overview of policy direction on climate change and compliance with Public Bodies Climate Change Duties. Progress reports are provided as required and the EPASMT are consulted on draft strategies, policy and guidance.

Community Planning Partnership Steering Group

The Community Planning Partnership (CPP) Steering Group has responsibility for influencing the direction and scope of the emerging Climate Change Strategy and associated Action Plans involving partners where this is possible and desirable. The Steering Group also has responsibility for monitoring performance against the Environment outcome of the Single Outcome Agreement 2013-2020 including targets for climate change and sustainability. The chair of the 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.

Environment Policy Development and Scrutiny Panel

The Environment Policy Development and Scrutiny Panel (PDSP) comprise elected members who develop new policies for the council, or review existing policies to see if changes are needed. 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 Scottish Climate Change Declaration report.

Council Executive

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.

Leadership

Please provide examples of leadership that senior staff or elected members have promoted that have led to emissions reduction, promoted awareness and action on climate change or support for adaptation initiatives.

The council won the Public Sector Fleet of the Year trophy in the medium to large category at the Green Fleet Awards in 2013, and Public Sector Fleet Manager of the Year accolade went to the council's Fleet and Community Transport Manager. The fleet award was for demonstrating commitment to reducing CO₂ and other pollutants through procuring low emission fleet, fuel efficiency programmes, green fleet management and driver awareness training.

The Climate Change and Sustainability Working Group, chaired by the Head of Planning and Economic Development, has overseen the development of a Climate Change Strategy for 2015-20 which is being progressed and is currently the subject of consultation with community planning partners and the wider West Lothian community.

The Depute Chief Executive for Education, Planning and Area Services has directly supported the Green Impact behaviour change initiative, including through involvement in meetings, workshops and launch events. Green Impact is an environmental accreditation scheme which engages people with resource efficiency and sustainability in the workplace and beyond. The scheme was developed by the National Union of Students and the council is the first in Scotland to be rolling it out.

The council participated in the Resource Efficient Scotland exemplar Carbon Management programme to review and update the council's Carbon Management Plan 2009 which is now out of date. The Head of Planning and Economic Development supported progress throughout and attended the final workshop. A draft Carbon Management Action Plan has been prepared and will be adopted in 2015 alongside the council's Climate Change Strategy.

A Reducing Energy Workstream Board has been established as part of the council's Delivering Better Outcomes programme to drive forward the delivery of energy efficiency, cost saving and carbon reduction projects. The Board is chaired by the Head of Planning and Economic Development and a number of initiatives are underway including a programme of solar PV installations, a small scale biomass project, detailed audits of council owned buildings and a staff awareness campaign.

Elected members are exploring potential opportunities for supporting a community energy project in Linlithgow called Linlithgow Natural Grid (LNG), which aims to achieve energy independence for the residents of Linlithgow through innovative energy solutions. LNG is exploring opportunities for funding to progress a number of renewable energy projects in the Linlithgow area, including an Energy Corridor utilising heat from Linlithgow Loch.

The council will be progressing 10 active travel projects across West Lothian following a highly successful bid to the Sustrans Community Links fund. An elected member also addressed a SPOKES public meeting in Edinburgh in November addressing cycling developments in the Lothians and links between Edinburgh and the Lothians

www.spokes.org.uk/wordpress/2014/09/public-meeting-cycling-development-in-the-lothians.

Management

Provide detail and diagram of internal management decision-making structures, special arrangements for mitigation and/or adaptation management, allocation of responsibilities to senior staff, etc.

The council's principal corporate decision making body is its Executive Committee which is chaired by the Leader of the council. Details of decision making processes, including a diagram of the council's Decision Making Structure, can be seen at www.westlothian.gov.uk/decision-making.

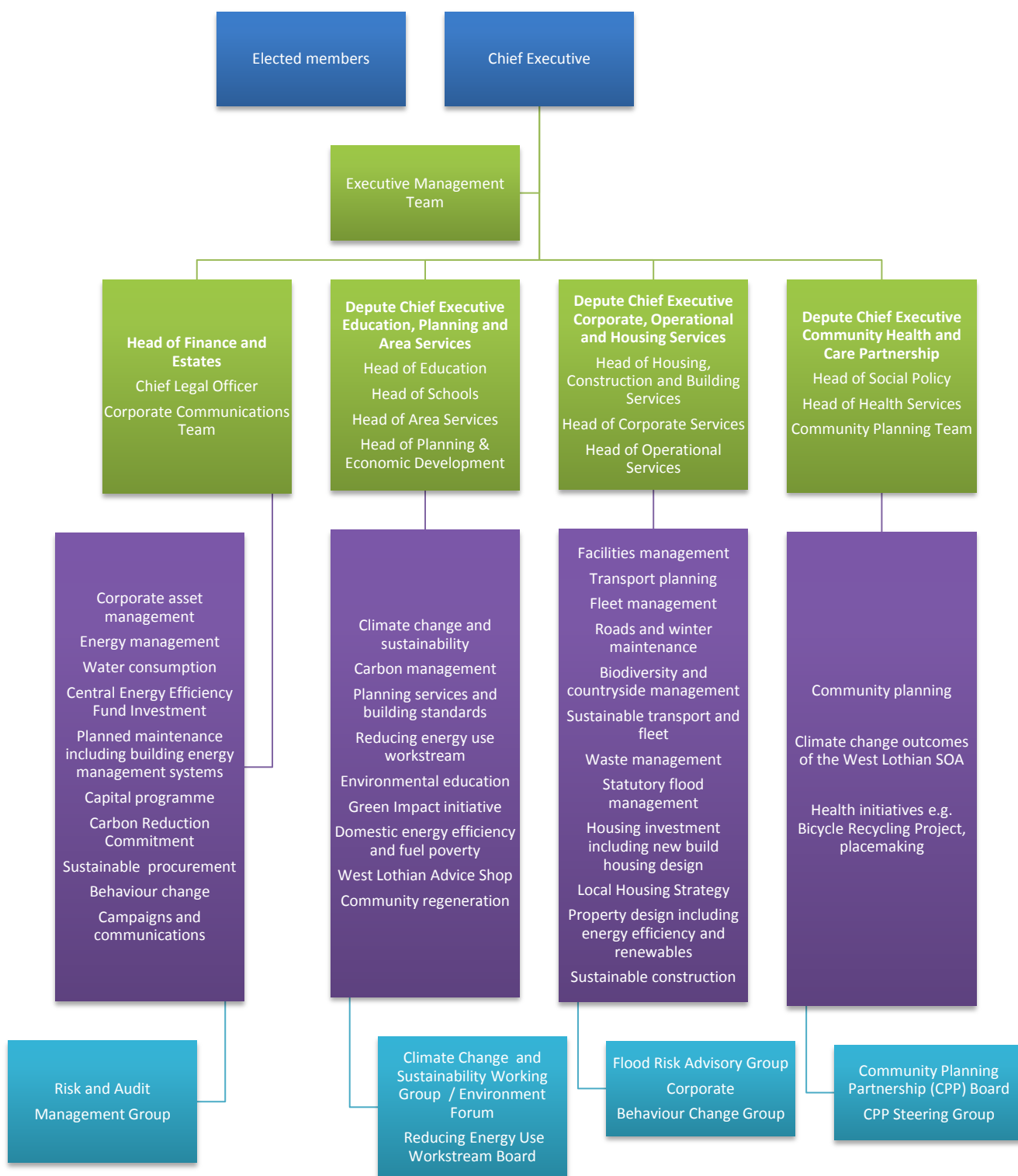
The Head of Planning and Economic Development has direct responsibility for climate change, is the council's nominated Sustainable Procurement Champion and chairs the Climate Change and Sustainability Working Group (CCSWG), the Environment Forum and the Reducing Energy Use Workstream Board.

In support of the Head of Planning and Economic Development'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 will be set out in the council's emerging Climate Change Strategy and associated Action Plans, and coordinated by the Climate Change Policy Officer through the CCSWG and Environment Forum. Lead officers for specific actions provide quarterly progress reports through the council's performance management system (Covalent).

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 Risk and Audit Management Group.

The diagram below summarises the council's internal management decision making structures relating to climate change and specific Service Area responsibilities which contribute to the council's climate change objectives.



Improving Climate Change Governance, Leadership and Management

Provide details of plans to *improve* climate change governance, leadership and management arrangements e.g. creation of new groups, service improvement plans etc.

Climate change and sustainability, including progress on low carbon and sustainable behaviour within the council, will be included as an agenda item in management team meetings across all service areas. A Corporate Behaviour Change Group has recently been established which is chaired by the Depute Chief Executive of Corporate, Housing and Operational Services. Membership includes Heads of Service, the Performance and Improvement Manager and the Manager for the council's Delivering Better Outcomes Programme. The council is also seeking to engage businesses in West Lothian, and is exploring options for engaging further with communities on both mitigation of and adaptation to climate change. Elected members and community planning partners will be invited to attend quarterly meetings of the CCSWG and Environment Forum as appropriate.

Strategies, Plans and Programmes

Outline how climate change is incorporated into strategies, plans and programs, e.g. the Single Outcome Agreement, the Community Plan, the council Corporate Plan, Service Plans, Structure and Local Development Plans, etc.

Please provide links to these documents and detail the specific sections or paragraphs where climate change is referenced.

Community Plan and Single Outcome Agreement

Mitigation of and adaptation to climate change is identified as a priority outcome for the environment in the converged West Lothian Community Plan and Single Outcome Agreement (SOA) *Achieving Positive Outcomes* 2013-23. The council's emerging Climate Change Strategy for the period 2015-2020 links to all of the SOA priorities, however climate change is addressed directly under Outcome 8: We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.

www.westlothian.gov.uk/article/3893/Single-Outcome-Agreement

Corporate Plan

The council's Corporate Plan *Delivering Better Outcomes* 2013-2018 sets out eight priorities. These priorities, along with three enabler themes, represent all the vital activities that the council will undertake in order to achieve better outcomes for West Lothian. The Climate Change Strategy is identified within the Corporate Plan (page 26-27, 31).

www.westlothian.gov.uk/CHttpHandler.ashx?id=3641&p=0

West Lothian Local Development Plan

The council consulted on the Main Issues Report (MIR) for the West Lothian Local Development Plan (LDP) together with associated documents comprising the Monitoring Statement and interim Strategic Environmental Assessment (SEA). An overall aim of West Lothian's LDP will be ensuring that new development is in the most sustainable locations which minimise the need to travel by private car (page 12). Climate change is addressed throughout the document, for example in relation to transport and travel (p46), carbon rich soils (p61) and in the review of Local Plan policies (p77). Mitigation of and adaptation to climate change is addressed specifically under Main Issue 7 (pp 66-73).

www.westlothian.gov.uk/MIR

Supplementary Planning Guidance: Residential Development Guide

The Residential Development Guide Supplementary Planning Guidance (SPG) 2013 addresses flood risk and green infrastructure, and provides guidance on the requirement of the Climate Change (Scotland) Act for development plans to include a policy for all new buildings to be designed to avoid a specified and rising proportion of the projected greenhouse gas emissions from their use through the installation and operation of low and zero carbon generating technologies (p64). The design of new development in West Lothian is expected to be sustainable, to minimise greenhouse gas emissions and should include features that provide effective adaptation to the predicted effects of climate change (page 64).

www.westlothian.gov.uk/CHttpHandler.ashx?id=3072&p=0

Spatial Framework and Assessment Criteria for On-shore Wind Energy Development in West Lothian

The council is developing supplementary planning guidance including a spatial framework and assessment criteria for on-shore wind energy development in West Lothian in response to the Scottish Government's 2020 Route Map for Renewable Energy in Scotland. This will be adopted with the finalised West Lothian Local Development Plan.

www.scotland.gov.uk/seag/seagDocs/SEA-00716/14052.pdf

A Renewable Energy Strategy for the West Lothian Council Area

The council recognises the need to be part of the positive climate change agenda and the Renewable Energy Strategy 2012 is the outcome of an evidence based study to understand where renewable technologies could be implemented on the council's estate. It also considers the role of the council in supporting renewable energy in the wider community. The Strategy refers to the role of the council, including that of leadership, in tackling climate change by reducing carbon and increasing renewable energy generation (p2).

www.westlothian.gov.uk/CHttpHandler.ashx?id=2612&p=0

Corporate Asset Management Strategy

Sustainability is a key outcome identified in the council's Corporate Asset Management Strategy 2013/14 – 2017/18 for the six Asset Management Plans covering property, roads and related assets, open space, ICT, fleet and housing. The Strategy require that all assets are managed and maintained to achieve their life expectancy, greenhouse gas emissions are reduced, roads waste materials from maintenance works are recycled, energy efficiency is increased and consideration given to more sustainable modes of transport (p13).

www.westlothian.gov.uk/article/2804/Corporate-Asset-Management

Carbon Management Plan

The council's first Carbon Management Plan was adopted in 2009 and is currently under review and will be replaced by a Carbon Management Action Plan. The action plan will sit under the council's emerging Climate Change Strategy. The objective of the current plan is to reduce the carbon emissions from the council's own activities and services and to assist other partner organisations and businesses within West Lothian to achieve similar reductions.

www.westlothian.gov.uk/article/2211/Climate-change---what-are-the-we-doing

Climate Change Strategy

The council's emerging Climate Change Strategy 2015-2020 is expected to be finalised in Spring 2015 following consultation with Community Planning Partners and the wider West Lothian community.

Local Housing Strategy

The Local Housing Strategy 2012-2017 contains a chapter on climate change (pp75-79) and actions included in the action plan. There are three outcomes relating to climate change which are;

- People in West Lothian live in energy efficient housing.
- People facing fuel poverty can access the help and support they need.
- Improve sustainability of existing housing.

www.westlothian.gov.uk/article/2182/Standards-and-Policies

Local Transport Strategy Review

An initial review of the council's Local Transport Strategy (LTS) was undertaken in 2012, and this work will be progressed to ensure that West Lothian Council has a strong policy direction on sustainable transport and a strategic framework within which transport related issues such as climate change, poor air quality, low levels of physical activity, congestion and road user casualties can be tackled. The LTS shapes policy and projects across the council area, and acts as the first stage in the business case for investment in sustainable transport infrastructure and services. The council has been successful in attracting £1.8m of funding from Sustrans Community Links programme in 2014/15, and the LTS will ensure the council can successfully compete for further funding to improve sustainable transport across West Lothian.

Active Travel Strategy

The council is working with Sustrans to develop an Active Travel Plan for West Lothian, a requirement of the Cycling Action Plan for Scotland. Linked to the Local Transport Strategy, this plan will identify gaps in the existing walking and cycling network and highlight priorities for action such as journeys to school and work. The strategy will also help ensure delivery of the West Lothian Single Outcome Agreement outcomes for health and the environment including climate change. Engagement with communities is key to the success of the strategy, together with the creation of a robust evidence base.

Edinburgh and Lothians Forestry & Woodland Strategy

The purpose of the Edinburgh and Lothians Forestry & Woodland Strategy 2012-17 (ELFWS) is to guide woodland expansion and management across the Lothians in a way that optimises its contribution to the region's people, economy and environment. It aims include expansion of the region's woodland resource and securing resilience to climate change. The ELFWS was developed by the Lothians and Fife Green Network Partnership (in which West Lothian is a partner) and covers the four Lothian authorities' areas. The council uses the strategy and its associated spatial data in responding to consultations on woodland creation proposals and in assessing development proposals that could affect woodland (e.g. wind farms).

www.elfhnp.org.uk/uploads/downloads/elws_final_strategy_sept12.pdf

Priorities for the Year Ahead

What are your key priorities for climate change Governance, Leadership and Management within your organisation?

Governance, leadership and management will be reviewed prior to adoption of the council's Climate Change Strategy to ensure all three areas contribute effectively to the delivery of its objectives.

Reducing Corporate Emissions

Targets:

Please state whether your local authority has set targets for 'corporate' greenhouse gas emissions. If yes, please provide below:

Local Authority	Target and Document Source (please provide link)
West Lothian Council	The council's 30% target by 2020 relative to a 2007 baseline is being reassessed following a revision of the baseline. Previous years data is not comparable to the new baseline figure as additional information is now included in the overall carbon footprint. This information, including figures for different waste streams, is not available for earlier years. However, enough information was available to calculate a revised carbon footprint for 2012/13 for comparative purposes, which is included in the table below.

Performance:

Progress against targets (total CO₂ tonnes) – please add/delete columns as appropriate

Local Authority	Baseline year	Total in 2012/13 (tCO ₂ e)	Total in Year 1 (tCO ₂ e)
West Lothian Council	2013/14	64,703	59,967

Corporate Reporting – Further Information

Please complete the table below. Data in *italics* is optional. What are the boundaries of the data provided (e.g. local government estate?). The information below is for council Estate Functions only.

For further information, please refer to the Scottish Government document – Public Sector Sustainability Reporting Guidance on the Preparation of Annual Sustainability Reports 2012-13 available [here](#).

Area	Performance (2013-14)	Target p.a. (if applicable)
(a) Total GHG emissions	59,967 tCO ₂ e	10% reduction by 2018 in overall energy consumption 1,667 tCO ₂ e by 2018
(b) Electricity	15,683 tCO ₂ e (council buildings)	
(c) Street lighting	10,283 tCO ₂ e (all external)	
(d) Gas	13,368 tCO ₂ e (council buildings)	
(e) Staff travel (commute)	Not currently recorded	
(f) Fleet	5,053 tCO ₂ e	
(g) Business travel	245 tCO ₂ e	
Carbon Reduction Commitment-related emissions	29,662 tonnes	
<i>CRC-related expenditure</i>	£355,968	
<i>Energy expenditure (gas and electricity)</i>	£7,498,650	
(a) Total waste	102,259 tonnes	Aiming to achieve 60% recycling and preparation for reuse in 2020
(b) Waste to landfill	52,968 tonnes	
(c) Waste recycled/reused	47,971 tonnes	
(d) Waste incinerated or energy from waste	1,319 tonnes	
<i>Waste expenditure</i>	£5,639,101	

Waste emissions	16,143 tonnes	
Water consumption	291,565 m ³	
Water expenditure	£ 583,130	

Biodiversity

A short commentary should be provided on action on biodiversity when performing your duty under the Nature Conservation (Scotland) Act 2004. Please detail any biodiversity achievements during 2013-14 and any targets to improve biodiversity.

As a partner of the Lothians & Fife Green Network Partnership the council is continuing to play its part in delivering the Action Plan for the Edinburgh & Lothians Forestry and Woodland Strategy which aims to expand woodland cover in the region. In terms of forest management a Long Term Forest Plan has been developed for Beecraigs Country Park, which will ensure planned sustainable felling and replanting and continuous cover forestry techniques where applicable on the 234ha of forest. A meadow management project is also underway at Balvormie Meadow, Beecraigs which has been funded through LandTrust to encourage floral biodiversity, including the introduction of low intensity cattle grazing with our Highland Cattle.

The council has also secured a grant from the SNH Peatland Restoration Fund (in two phases at £36k and £25k) for Easter Inch Moss and Blackburn. Data loggers are now installed and first tranche of damming works has been carried out. A grant of £20k was secured from the SNH Peatland Restoration fund for Black Moss, Armadale to undertake a Phase 1 Habitat Survey, prepare a Management Plan and carry out some damming works. A pilot integrated habitat network survey is also being undertaken in the south east Bathgate Hills, overseen by the Lothians & Fife Green Network Partnership and involving the Central Scotland Green Network Trust. Visits to farmers are being arranged through Forestry Commission Scotland, and the data will be used to inform projects and strategies to inform habitat management and creation.

www.lfgnp.org.uk/news/26/39/Bathgate-Hills-Using-Integrated-Habitat-Network-Data/d,Projects

A Linlithgow Loch Catchment Management Plan has been prepared and adopted by a wide range of partners including Historic Scotland / SNH / SEPA/ Scottish Water / West Lothian Council and a local community organisation. A leaflet for the public has been published outlining on-going work relating to Loch Steering Group. Supplementary Planning Guidance (SPG) *Planning for Nature: Development Management & Wildlife* has also been prepared with the assistance of SNH over Winter 2013 / Spring 2014. The SPG is currently out for extended public consultation before being reported back to Council Executive for adoption in Spring 2015 and by the council's Development Management section and its customers to ensure more detailed scrutiny of biodiversity issues on planning applications.

www.westlothian.gov.uk/article/2092/Consultations

No targets are currently in place to improve biodiversity, although a number of projects are being progressed including access improvements as well as pond habitat work at Little Boghead Nature Park which is a haven for wildlife.

Sustainable Procurement

Please complete the table below.

This information can be obtained from the most recent Flexible Framework self-assessment that would have been completed by the organisation as part of their annual Procurement Capability Assessment (PCA).

	Current Performance Level (Level 0-5)	Target (e.g. To be at Level x by x date)
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	of buildings.	
Gas		
Street lighting	<ul style="list-style-type: none"> A phased replacement of street lights is underway with energy efficient alternatives. 	Capital programme.
Staff travel	<ul style="list-style-type: none"> Driver awareness training has been rolled out to council staff. Green transport guidance has been prepared for all council employees and elected members. 	
Fleet	<ul style="list-style-type: none"> Two Green Fleet Awards were awarded in 2013 for reducing CO₂ and other pollutants through procuring low emission fleet, fuel efficiency programmes, green fleet management and driver awareness training. 	Grant support from Transport Scotland.
Waste	<ul style="list-style-type: none"> Waste audits have been offered to nurseries, primary schools and colleges as part of the Waste Education Programme. A range of waste minimisation and recycling resources has been provided for nurseries and primary and secondary schools. These resources are directly linked to the Curriculum for Excellence and Eco-Schools. CPD sessions were made available for teachers for all new education resources Waste Smart training (approved by CIWM) available for teachers, staff and Facilities Management. Glass recycling has been rolled out to an additional 200 sites throughout West Lothian. New public seating has been procured made of recycled plastic which requires less maintenance over its lifetime than traditional benches (e.g. no painting). 	
Biodiversity	<ul style="list-style-type: none"> Funding was secured from the SNH Peatland Restoration Fund to improve raised bogs which are vitally important carbon sinks. Reduced maintenance frequencies were introduced including spraying herbicide in channels, on roads/pavements and around shrubberies (frequency reduced from 3 to 2 sprays per annum). Reduced hedge cutting has been introduced (from 2 cuts to 1 cut per annum - unless there's a specific health and safety concern). Reduced grass cutting has been introduced (from 14 cuts to 12 cuts per annum). 	Grant support from Scottish Natural Heritage (SNH).

	<ul style="list-style-type: none"> In churchyards and cemeteries wood/bark mulch was recycled from arboriculture/ forestry team activities, instead of weed killer around headstones etc. The LandTrust meadow project was implemented to encourage floral biodiversity. The development of a Long Term Forest Plan for Beecraigs which will ensure planned sustainable felling and replanting and continuous cover forestry techniques. Research is underway to identify opportunities for wildflower planting which would increase biodiversity and reduce maintenance requirements. 	LandTrust www.landtrust.demon.co.uk
Procurement	<ul style="list-style-type: none"> The Head of Service for Planning and Economic Development is the council's Sustainable Procurement Champion. The Sustainable Procurement Project Plan was reviewed and updated. 	
Behaviour change	<ul style="list-style-type: none"> The is working with the National Union of Students (NUS) to launch the Green Impact initiative involving the West Lothian Civic Centre in Livingston and all secondary schools in West Lothian. Teams signed up to complete criteria – simple actions spanning key areas like energy, water, waste, transport and biodiversity, that are compiled in an easy-to-access online workbook. A Sustainable Behaviour Assistant was recruited to embed a culture of sustainability and resource efficiency amongst council staff and partners. The council's waste services team are supporting the Green Impact programme with advice and practical support for waste audits of secondary schools and the West Lothian Civic Centre. 	Central Energy Efficiency Fund (CEEF).

- What are your priorities for **2014-15**? If you do not have priorities under the areas stated for **2014-15** then please leave blank.

Area	Priorities for 2014-15
Electricity	<ul style="list-style-type: none"> A number of new solar PV systems are planned and installations being carried out by the council's own in house MCS accredited team.

	<ul style="list-style-type: none"> The Carbon Management Plan for the period 2015 to 2020 is in preparation including the identification of specific targets and projects to support delivery of the emerging Climate Change Strategy's outcomes. The potential for further renewable and low carbon energy technologies on council owned land will be explored. A corporate temperature policy will be prepared and implemented for all council owned buildings. The print policy will continue to be implemented to reduce any unnecessary printing and introduce a print management system which will allow accurate recording of print volumes and promotion of best practice.
Gas	<ul style="list-style-type: none"> The council has developed a small scale biomass heating project which will commence in 2015.
Street lighting	<ul style="list-style-type: none"> A programme to replace street lights with LED energy efficient technology is underway.
Staff travel	<ul style="list-style-type: none"> A staff pool bicycle scheme will be set up (three bikes have already identified for restoration through the council's Bicycle Recycling Project). The council will work with Sustrans and partners to achieve an increase in people cycling to work and a reduction in the number of car trips to work. The council will continue to implement and promote flexible and mobile working including the council's Worksmart scheme to reduce miles travelled by council employees. Efficient driver training for council employees will continue to be promoted. Business mileage reduction (travel) plans will be developed for each service across the council. Travel plans will be developed for primary and secondary schools.
Fleet	<ul style="list-style-type: none"> A target to reduce overall mileage by 33% in 2018 has been established including the optimisation of routine journeys of council fleet vehicles where possible. The council's travel hierarchy will be promoted to reduce business travel. New engine and low emission technologies will continue to be adopted in council fleet vehicles. Vehicles emissions testing will be undertaken in conjunction with other councils. Business mileage reduction plans (Green Travel Plans) will be developed for each service across the council including use of own cars for site visits on way to/from work and use of Google Maps to undertake site visits where feasible. Existing fleet will be replaced with low carbon vehicles where this is feasible and opportunities will be investigated for funding of electric vehicles. The potential for rainwater harvesting for vehicle washing will be explored.
Waste	<ul style="list-style-type: none"> Food waste recycling will be rolled out to an additional 52,000 households throughout West Lothian from October 2014. The council will work towards zero waste targets through the implementation of the Resource and Recycling Strategy and the Education and Awareness Strategy. Recycling facilities will be expanded by creating additional segregated glass bank sites. The council will continue expanding the provision of domestic food waste recycling service to households across West Lothian. Commercial recycling services for dry mixed recyclate, segregated glass and food waste will be provided. Waste minimisation and recycling support will be provided for nurseries, schools and colleges. New recycling services will be provided e.g. food waste, Recycle on the Go. The materials accepted within existing recycling services will be expanded e.g. dry mixed recyclate in blue bin. Re-use schemes will be implemented including WARP-IT.
Biodiversity	<ul style="list-style-type: none"> Planning Services will continue to assess the potential for Local Biodiversity Sites with the assistance of The Wildlife Information Centre (TWIC) as and when survey information is available for sites as part of preparing the Local Development Plan.

	<ul style="list-style-type: none"> • Suitable pilot project site/s will be identified for implementation of areas of wildflowers in West Lothian's parks, roadside verges, cemeteries and open spaces.
Procurement	<ul style="list-style-type: none"> • A sustainable procurement policy will be prepared and implemented. • The council will continue to work towards achieving Level 3 of the Flexible Framework.
Behaviour change	<ul style="list-style-type: none"> • ISM workshops will continue to be rolled out to secondary schools involving Facilities Management, Depute Head Teachers, teaching staff, catering staff and pupils where possible. • The council's Green Impact initiative will be extended to primary schools and community centres. • The Green Impact Everest Challenge campaign will work with Healthy Working Lives to launch the West Lothian Civic Centre as well as other buildings to improve health and reduce energy consumption. • The council's Sustainable Behaviour Assistant will engage further with all staff across the council to get them on board with fuel efficiency, think before you drive, turning off lights, think before you print etc.

Reducing Area-wide Emissions

What are your total area-wide and per capita emissions? Please indicate emission amounts and unit of measurement (e.g. tCO_{2e}) and years. Please provide information on the following components using data from the link provided below:

'Emissions within the Scope of Local Authorities for 2005-12' dataset

<https://www.gov.uk/government/publications/local-authority-emissions-estimates>

West Lothian Council	2008 ktCO _{2e}	2009 ktCO _{2e}	2010 ktCO _{2e}	2011 ktCO _{2e}	2012 ktCO _{2e}
Total Emissions	1,203.9	1,084.6	1,184	1,062.7	1,110.8
Industry and Commercial	532.2	461.5	537.2	465.7	483.9
Domestic	433.1	390.9	416.2	370.4	405.4
Transport total	238.6	232.2	230.6	226.7	221.5
Per Capita	7	6.3	6.8	6.1	6.3

* **SSN notes:** due to a national (UK) shift to a more coal dependant energy mix that emissions across all sections above (excluding transport) may rise in 2012.

Local Data

Have you developed any local emissions data, please provide commentary in the box below. This can include any work to footprint area energy consumption, transport, waste etc.

The council currently relies on local authority emissions data provided by the Department of Energy & Climate Change. Opportunities to develop more accurate local emissions data will be explored, including the tool currently being developed by Aether.

Targets:

Local Authority or other organisation/community group with Local Authority Area	Target including explanation of the reduction (% on what), timeframe (e.g. between 2005 and 2027), scope (e.g. direct, consumption) and exclusions (e.g. large industry)	Progress to date
West Lothian Council	No targets set for area wide emissions at present	N/A

Area wide Actions:

What is your local authority doing to reduce greenhouse gases from your local authority area? Please provide examples of initiatives under the following headings. If you do not have any action under any of these headings then please leave blank. Please make clear distinction between initiatives initiated in **2013-14** and earlier years.

Area	Action in 2013-14	Existing	New	Importance in reducing GHG. High, medium, low	Comment on LA role. Progress and success of measure (if known)
Energy	<ul style="list-style-type: none"> Energy efficiency advice to West Lothian residents. 	√		high	Area Services Advice Shop Energy team.
	<ul style="list-style-type: none"> Signposting to sources of funding for efficiency measures and renewable energy technology. 	√		high	
	<ul style="list-style-type: none"> Referrals made for insulation in council properties. 	√		high	Target met.
	<ul style="list-style-type: none"> Demolition of flats not up to the SHQ Standard. 		√	medium	
	<ul style="list-style-type: none"> Thousands of surveys completed of energy efficiency status of properties. 		√	high	
	<ul style="list-style-type: none"> Project implemented in Howden partnering with Almond Housing Association. 		√	medium	
Homes and Communities	<ul style="list-style-type: none"> Annual gardens competition wildlife friendly category. 		√	medium	Organised by NETS, Countryside and Land Services.
	<ul style="list-style-type: none"> Engaged communities through Money Week and other roadshows. 		√	medium	Area Services Advice Shop Energy team success measured in terms of no's engaged.
	<ul style="list-style-type: none"> Developed the climate change and energy and sustainability sections of the council's 		√	low	Continues to be reviewed and updated options being explored for measuring traffic.

	<ul style="list-style-type: none"> website. Worked with Home Energy Scotland (HES) to promote energy efficiency and tackle fuel poverty 	√		high	Housing, Advice Shop, Climate Change, HES performance indicators established.
Business	<ul style="list-style-type: none"> Referral of businesses to RES by the Business Growth Team. 		√	medium	Business Growth team (no measures in place).
Transport and active travel	<ul style="list-style-type: none"> Beecraigs Mountain bike project creating opportunities for mountain biking closer to home and less car travel. 	√	√	medium	No measures in place.
	<ul style="list-style-type: none"> Sustrans Community Links fund 10 active travel projects. 			high	NETS, Countryside and Land Services, Planning Services and Transportation team.
	<ul style="list-style-type: none"> Financial contributions from developers to improve sustainable transport infrastructure and services. 	√		high	Managed by transportation team and Planning Services.
	<ul style="list-style-type: none"> Improving the quality, condition and accessibility of our parks and play areas. 	√		high	NETS, Land and Countryside Services including a 'climate change' park measured through Quality of Life survey and Open Space Strategy progress reports.
	<ul style="list-style-type: none"> Switch Off campaign for vehicles emissions. 	√		high	
	<ul style="list-style-type: none"> Improvement to Country Park facilities encouraging walking through better surfaced paths and improved signage funded through Land Trust (all 3 County Parks). 	√		low	NETS, Land and Countryside Services. No measures in place.
Waste & Resource Efficiency	<ul style="list-style-type: none"> Bicycle Recycling Project. 		√	medium	Social Policy (see details below).

	<ul style="list-style-type: none"> Rolling out food waste recycling to a further 52,000 households. 		√	high	Waste Services performance indicators established.
Rural land use	<ul style="list-style-type: none"> Prepared a spatial framework and assessment criteria prepared for on-shore wind energy development in West Lothian. 		√	high	Planning Services Strategic Environmental Assessment (SEA) submitted to the SEA gateway.
	<ul style="list-style-type: none"> Grant secured from the SNH Peatland Restoration fund for a number of sites across West Lothian (see Biodiversity section p10). 		√	high	Performance monitored by SNH.
	<ul style="list-style-type: none"> Long Term Forest Plan developed (see Biodiversity section p10). 		√	low	Progress reported by NETS, Land and Countryside Services.
	<ul style="list-style-type: none"> Implementing the Edinburgh and Lothians Forestry & Woodland Strategy Action Plan (see Biodiversity section p10). 	√		high	Progress monitored by Lothians & Fife Green Network Partnership.
	<ul style="list-style-type: none"> Ranger Events programme. Part funded projects with CSGN Trust including 0.75ha of new woodland 	√		medium	Organised by NETS, Land and Countryside Services
		√		low	Planning Services

Area	Action in 2013-14
Energy	<ul style="list-style-type: none"> The council contributed to the development of the Scottish Government's national Heat Map, which allows users to identify where there opportunities for decentralised energy projects across Scotland. The Heat Map will be made available on the council website to identify where there are opportunities for heat networks in West Lothian. Area Services through the Advice Shop provides the Energy Advice team. The team are committed to reducing carbon emissions and eradicating fuel poverty in West Lothian. The council will continue to work within the

	<p>community to encourage people to reduce their energy use where possible and to embrace energy efficiency measures which reduce carbon emissions. Sources of funding will be signposted for homeowners who are interested in efficiency measures and also renewable energy technology. Referrals will continue to be made for insulation in council properties.</p> <ul style="list-style-type: none"> • Housing and Building Services have completely upgraded the flats in Park Road in Blackridge, including doubling up external wall insulation and cavity wall insulation providing a massive increase in wall energy performance and provided at least 270mm of insulation in the new roof space. These were previously the worst energy efficiency performing houses remaining in the stock. • Housing and Building Services has demolished five blocks of flats based on the inability to bring them up to the Scottish Housing Quality Standard (including NHER performance limit of 5) and a decent standard of energy efficiency at a reasonable cost due to configuration and fenestration. • Housing and Building Services has completed all but 138 of 3500 surveys where there was no historical or contract information on the energy efficiency status of properties. All identified outstanding work (excluding where access has been refused) has been completed, so a maximum of 138 out of over 13,200 Housing properties have now got full loft and cavity insulation where required. • A Home Energy Efficiency Programme: Area Based Scheme project has begun in Howden and is a partnership with Almond Housing Association. Housing and Building Services is contributing £200,000 a year to support this work to include the council tenants. The Scheme is funded by Scottish Government and is aimed at owners and private lets, not Social Housing.
Homes and Communities	<ul style="list-style-type: none"> • By engaging with the local community through events as part of Money Week and other roadshows the council can communicate its message of reducing consumption to save money and emissions, installing measures that make it easier to reduce energy use and making them accessible to as many residents as possible. Over the past year the council's Advice Shop has helped customers to reduce their emissions and save £285,382. • The 'Wildlife Friendly' category in the council's annual gardens competition encourages the public to garden in a more environmentally friendly way also. These measures are not only financially more efficient, but better for the environment as they are less intensive and encourage more biodiversity, which in turn helps wildlife and the environment adapt to the effects of climate change. They also help to reduce carbon emissions, make efficient use of resources, reduce waste and cut down on environmental pollutants.
Business	
Transport and active travel	<ul style="list-style-type: none"> • The Transportation team, working together with NETS, Land and Countryside Services and Planning and Economic Development, submitted a highly successful bid to the Sustrans Community Links fund in 2013/14. The resulting £1.8m funding stream (including 50% matched funding from the council) will be spent on 10 active travel projects across the authority area over the next two years, focusing on completing missing links in the cycle network in particular. • Financial contributions have been secured through the development planning process to improve sustainable transport infrastructure and services across West Lothian. • Sustainable transport options have been considered in the West Lothian Local Development Plan Main issues Report to ensure future

	<p>development is prioritised on sites accessible by public transport and active travel.</p> <ul style="list-style-type: none"> The NETS, Land and Countryside Services updating and improvement programmes are improving the quality, condition and accessibility of parks and play areas, including raising awareness of these facilities and encouraging community engagement through 'Placemaking.' Improved parks, new signage and community involvement has encouraged people to make better use of their 'local' (within 500m) and 'neighbourhood' (within 1km) parks. Having parks, woodlands and green routes so close to people's houses encourages walking/cycling to local facilities, with the associated health and environmental benefits, rather than travelling by car to facilities further afield.
Waste & Resource Efficiency	<ul style="list-style-type: none"> The household recycling rate in West Lothian increased from 42.5% in 2013 to 44.3%. The council is currently rolling out food waste recycling to a further 52,000 households, and in September a new contract commenced to extend the materials that can be accepted in the blue bin. Earlier this year food and dry recyclable collections were introduced for commercial waste customers. The Waste Services team is working with nurseries, primary and secondary schools to provide waste minimisation and recycling resources. A series of informational roadshows have been attended in partnership with gala day organisers, Rural Connect, Financial Inclusion Network, housing associations, and community groups. New Waste Pages have been developed on the council's website and a suite of new informational/educational materials for members of the public. The Community Payback team has launched a new project – reconditioning old bicycles for use by the community. Local charities that work with children, including River Kids, West Lothians main children's charity, felt this would be very worthwhile. Some local nursery schools identified the possibility of using 'balance bikes' (very small bikes with no brakes or chain wheel sets) to help small children to safely develop balance and co-ordination. Staff at Beecraigs Country Park, where offenders have been involved in regular Unpaid Work building a 10 kilometre mountain bike trail, agreed a plan for the bicycle recycling project to set up a stock of appropriate bikes for use by community groups, who otherwise may not have access to such equipment, so they can make the most of the new trail. Youth Action Project, Youth Inclusion Project, Addictions services and the Police have all made referrals for reconditioned bikes and these have been provided. Any health social care professional/para professional can refer a client, or client's children, for a bike where there is insufficient resources within the family to afford one. This project promotes recycling, reduced waste to landfill, clean/green transport, healthy living and the up-skilling of offenders involved in the work. Apart from initial capital set up costs the project is self-funding www.dailyrecord.co.uk/news/local-news/west-lothian-offenders-recycle-bikes-3314843. Two Unpaid Work Supervisors have obtained an appropriate professional bicycle mechanic's qualification, and are supervising work teams carrying out a range of bike related tasks 7 days a week. The project is much bigger than originally anticipated and now that the bedding in process has been completed the council anticipates increasing output. Offenders are involved in every stage of the project; they collect bikes, help identify makes and models, assess what repairs are needed, and strip down and rebuild bikes. Offenders benefit directly from learning transferable skills. Bikes can be donated to the project, but mainly come from Recycling Centres around West Lothian; these are now being stored and renovated

	in the Community Payback workshop in Livingston. When bikes are not worth repairing, many parts can still be salvaged; where possible, unusable items are recycled, and the amount going to landfill is reduced. A large number of unrepairable bikes have been scrapped, and the money earned by this is reinvested in the safety and security equipment (helmets, locks, etc.) that is also provided for people who receive bikes from the project.
Rural land use	<ul style="list-style-type: none"> The Development Planning team have developed a Spatial Framework and Assessment Criteria for On-shore Wind Energy Development in West Lothian. The council's Ranger Events programme encourages participation, responsible access and better use of the local area visitwestlothian.co.uk/whats-on/nature-outdoors/ranger-events-programme-2014.

Priorities for the Year Ahead (2014-15)

Please provide priorities for the given areas for 2014-15. If you do not have action planned under the following areas then please leave blank.

Area	Action in 2014-15
Energy	<ul style="list-style-type: none"> The council will support businesses and local communities to capitalise on the increased investment in renewable and low carbon technologies including assistance with training requirements and new job creation. Options will be explored for monitoring greenhouse gas emissions to improve local data. A supportive framework and Heat Map for the development of renewable and low carbon technologies will be provided through the Local Development Plan, including district heating and the utilisation of waste heat. Programmes to accelerate the uptake of energy saving measures in the council's social housing stock will be developed.
Homes and Communities	<ul style="list-style-type: none"> A supportive framework for the development of renewable and low carbon technologies will be provided through the Local Development Plan, including district heating and the utilisation of waste heat. Programmes to accelerate the uptake of energy saving measures in the council's social housing stock will be implemented. The council will continue to engage with homeowners to promote home energy efficiency measures, Scottish Government grants and renewable energy installations.
Business	<ul style="list-style-type: none"> Two half day workshops will be run with RES on following a survey by the Federation of Small Businesses highlighting business expenditure on energy use. One will be focused on the tourism sector and the other on general growth businesses. Explore opportunities for setting up shared recycling projects for SME's.
Transport	<ul style="list-style-type: none"> The council will continue rolling out the Switch Off Campaign for vehicle emissions www.westlothian.gov.uk/vehicle-emissions. Scoping work on an Active Travel strategy will be progressed by the council's Transport Policy Officer to provide the framework for future improvements and support sustainable travel choices for residents, employees and visitors. West Lothian's cycle network will continue to be developed. The council will work with Sustrans and partners to achieve an increase in people cycling to work and a reduction in the number of car trips to work. Green Travel Plans will be developed and implemented across the council.

	<ul style="list-style-type: none"> • The council will work with partners to expand and promote the network of electric vehicle charging points across West Lothian. • The council will encourage the installation of electric vehicle charging points through the West Lothian Local Development Plan. • Air quality will continue to be monitored across West Lothian and, where possible, measures implemented which are beneficial for both air quality and mitigating climate change.
Waste & Resource Efficiency	<ul style="list-style-type: none"> • New glass recycling points are currently being rolled out. There were previously 38 and the council aims to install over 200 points across West Lothian. • The council is planning a new waste facility to replace Deans Transfer Station, which will allow the segregation of waste streams.
Rural land use	<ul style="list-style-type: none"> • The Forestry and Woodland Strategy Action Plan will continue to be implemented. • The potential for submitting a Heritage Lottery Fund Parks for People project for Polkemmet will be explored.

Climate Change Adaptation

This section of the template has been developed in conjunction with [Adaptation Scotland](#) to align with their 5 Steps to Managing your Climate Risks Guidance published in 2014.

Climate Change Adaptation – Responsibility and Progress

Who is responsible for adaptation planning within your organisation and what progress has been made to date?

Adaptation planning is relatively undeveloped in West Lothian Council at present, with the exception of work on flooding and flood risk. Currently adaptation planning is the responsibility of service managers within their service areas, and corporately as part of the council's Emergency Planning procedures. The council's Climate Change Policy Officer is responsible for the preparation of an Adaptation Action Plan to help co-ordinate activities. This will sit under the council's Climate Change Strategy for 2015-20.

Climate Change Adaptation Assessment – Current Situation

Have you assessed current climate-related threats and opportunities? Where possible, make reference to threats and opportunities relating to:

- Buildings and Infrastructure
- Society
- Natural Environment

The effects of a changing climate are already affecting West Lothian, with increasingly frequent severe weather requiring responses from the council, the emergency services and community planning partners. Intense rainfall in particular regularly results in localised flooding and damage to infrastructure.

More significant damage in West Lothian's communities has also occurred as a result of out of bank flows from watercourses. Forecasts based on trends suggest that we must expect fewer dry days and a greater number of storms in the future. It is for this reason that the council has been actively adapting to reduce the risk of flooding in the communities it serves since 1996.

Climate Change Adaptation Assessment – Future Threats and Opportunities

Have you assessed future climate-related threats and opportunities? Where possible, make reference to threats and opportunities relating to:

- Buildings and Infrastructure
- Society
- Natural Environment

Future climate-related threats and opportunities will be assessed in the preparation of the council's Adaptation Action Plan. To date assessments of future climate related threats have focused on flooding, and demonstrate a significant increase in the risk of flooding across West Lothian. This information has been shared with community planning partners, and a risk workshop is proposed to help identify the full range of threats and opportunities.

Climate Change Adaptation – Risks

How is climate change risk embedded in your organisation? If not, how do you intend to make this business as usual?

The impact of climate change has been identified in the council's Corporate Risk Register and progress against actions to address climate risk is monitored by senior management through the Risk and Audit Management Group. Actions identified include undertaking a comprehensive risk assessment and the preparation of an Adaptation Action Plan. Climatic factors are also considered by officers through the Strategic Environmental Assessment (SEA) process for plans and strategies and further guidance will be prepared on this including consideration of climate change risk.

Climate Change Adaptation - Actions

What actions do you already have in place to manage current and future climate change threats and opportunities? Please provide details on:

- Buildings and Infrastructure
- Society
- Natural Environment

The council is currently preparing a Climate Change Strategy (2015-2020) with the aim to identifying key areas that need to be addressed to meet the challenges but also to take advantage of opportunities associated with climate change. The strategy will set out priority outcomes defining the council's approach to climate change adaptation covering buildings and infrastructure, society and the natural environment.

Buildings and infrastructure

The council is part of the Forth Estuary Local Flood Risk Management Planning District to develop a Local Flood Risk Management Plan which is due for publication in 2016. Adaptation to climate change is a main issue within the council's Main Issues Report which will inform the West Lothian Local Development Plan. The supplementary planning guidance *Residential Development Guide* also sets out that design of new development in West Lothian should be sustainable, minimise greenhouse gas emissions and should include features that provide effective adaptation to the predicted effects of climate change.

Society

A public awareness campaign called Summer Safe was launched by West Lothian Council and West Lothian Community Safety Partnership in 2014. A Severe Weather Plan has also been published as part of preparing for the council's response to the impacts that issues, such as flooding, high winds or low temperatures, can have on our communities. It identifies that climate change may result in an increasing number of severe weather incidents.

www.westlothian.gov.uk/CHttpHandler.ashx?id=5400&p=0

The council's Winter Ready public information campaign, which is backed by West Lothian Community Planning Partners, highlights the council's preparations for possible severe weather and encourages local people to prepare now. People are also encouraged to sign up for the council's email news services.

The council's Customer Service Centre also operates a Severe Weather Volunteer Service. A Winter Weather volunteer rota has been established to take calls from the public at peak times. Volunteers are recruited from other service areas that may be in a position to offer assistance in the event of any weather emergencies.

Natural environment

A grant from the SNH Peatland Restoration fund for Easter Inch Moss and Blackburn and for Black Moss, Armadale has enabled the council to undertake a Phase 1 Habitat Survey, prepare a

Management Plan and carry out some damming works. Both areas of peatland are important carbon sinks as well as being important nature conservation sites (see Biodiversity section p10).

The council is a signatory of the Central Scotland Green Network Concordat. Green networks promoted through the Main Issues Report and emerging Local Development Plan (LDP) will increase resilience to climate change of the natural and built environment, including the expansion of woodland planting which will also enhance biodiversity and create more attractive, healthier places to live. The inclusion of SUDS, swales, wetlands, rivers and canals and their banks and other water courses as part of green networks will also ensure a range of benefits in terms of water management, adaptation and biodiversity benefits. Further details are provided in the background paper on *West Lothian's Green Network*.

As a partner of the Lothians & Fife Green Network Partnership the council is continuing to play its part in delivering the Action Plan for the Edinburgh & Lothians Forestry and Woodland Strategy which aims to expand woodland cover in the region. The council also works closely with the Central Scotland Green Network (CSGN) Trust and has part funded projects in 2013/14 to the value of £59,200 including 0.75ha of new woodland; 1700m paths (new or upgraded); 1.5ha of greenspace; and, 3450m of path m maintenance. The total funding spent on greenspace projects in West Lothian through the CSGN Trust for 2013/14 was £269,018.

The council is also taking steps to increase the resilience of the natural environment on its own estate and improve biodiversity including managing a number of meadows across the Country Parks and identifying opportunities to extend wildflower planting.

Climate Change Adaptation – Next Steps

What further actions do you need to put in place to manage identified for current and future climate change threats and opportunities?

A Graduate Planner has been recruited through the Graduate Work Experience Scheme who is undertaking a Local Climate Impact Profile (LCLIP) including media coverage, information from archives and officer evidence. The information gathered will help to assess the council's current exposure to weather related impacts.

The finalised LCLIP report will form the basis of a risk assessment workshop with council staff across all service areas and key partners. This workshop is expected to focus on both current and future climate change threats and opportunities. The outputs of the workshop will also help inform the council's forthcoming Adaptation Action Plan.

Priorities for the coming year (2014-15)

What are your climate change adaptation priorities for the coming year?

A comprehensive risk based assessment will be undertaken of the council's vulnerabilities to weather and climate, both now and in the future. This assessment will help inform the preparation of an Adaptation Action Plan, which will sit under the council's Climate Change Strategy. The council will also work with partners to develop local, targeted campaigns to raise awareness of the potential impacts of climate change and the responsibilities of communities and individuals.

In relation to flooding the legislation introduced in 2009 heralded the introduction of a catchment-wide, plan-led and risk-based approach to reducing flood risk in Scotland placing a number of significant additional duties on the council, Scottish Environment Protection Agency (SEPA) & Scottish Water and charged each with the duty to reduce overall flood risk.

The council along with a number of neighbouring local authorities operates within a partnership known as the Forth Estuary Local Flood Risk Management Planning District to develop a Local Flood Risk

Management Plan which is due for publication in 2016.

Plans will be published every six years and will help target investment in a range of measures. To inform the plan, those authorities with areas at a particular risk of flooding from surface water will prepare a Surface Water Management Plan (SWMP). West Lothian Council's SWMP is focussed on Bathgate, Broxburn, Linlithgow and Livingston.

Both plans will include measures aimed at reducing the number of properties at risk of flooding. Whilst we can't, at this stage, predict all the measures that will be included in the plan, it is likely to include much of the work that we have been doing over a number of years to reduce flood risk, improve the council's response to severe weather when it occurs and in the aftermath.

Partnership Working, Communications and Capacity Building

Climate Change Mitigation

Describe any partnership work on climate change, especially Community Planning Partnership initiatives conducted this year (2013-14) for Corporate and Area Wide emissions.

Please include diagrams to illustrate the structure of these partnerships.

Please provide an explanation of what the partnership initiatives have aimed to do, what action has happened and what plans for future work are in place

Corporate Partnership Work

Community Planning Partners recognise that they, along with businesses, organisations and communities, have a vital role to play in reducing greenhouse gas emissions and preparing for the effects of climate change. The council is committed to working with its partners on mitigating and adapting to climate change and promoting sustainable development. Performance indicators have been established relating to environmental quality (resilience), area wide CO₂ emissions (per capita), council CO₂ emissions, energy efficiency, active travel and renewables. Performance indicators are currently under review to ensure they are fit for purpose.

The Community Planning Partnership (CPP) wide Strategic Assessment (carried out in 2012 to identify, analyse and prioritise local issues) identified waste and greener education as local priorities. The process also identified sustainability as a cross-cutting theme for the CPP.

In 2013 the Community Plan was converged with the Single Outcome Agreement (SOA) and the new ten year SOA was developed as the CPP's 'plan for place'. The local priorities identified through the Strategic Assessment informed the development of 8 new SOA outcomes – including one Environment outcome – “We make the most efficient and effective use of resources by minimising our impact on the built and natural environment”. A number of high-level performance indicators and targets were developed with relevant stakeholders to allow us to measure progress against these outcomes.

The Climate Change and Sustainability Working Group (CCSWG) was identified as the CPP Environment thematic forum, responsible for monitoring and reporting on progress in achieving this outcome and taking forward actions to mitigate and adapt to climate change and to promote sustainable development. The CCSWG reports on activities and progress to the Community Planning Steering Group and CPP Board. The plans that sit below the SOA (e.g. Climate Change Strategy, Local Development Plan, Open Space Strategy) outline more detailed activity that will enable us to achieve the SOA outcome.

Area Wide Partnership Work

A Home Energy Efficiency Programme: Area Based Scheme project has begun in Howden partnering with Almond Housing Association. Housing is contributing £200,000 a year to support this work to include social housing tenants.

An informal steering group comprising Scottish Enterprise, Rambol Energy, Resource Efficient Scotland (RES), representatives from the Scottish Government's Heat Network Partnership and the private sector was set up to explore the potential for district heating in West Lothian, particularly around Whitburn and Heartlands. RES have committed to providing funding for a feasibility study if this can be match funded.

The council is a partner of the Lothians & Fife Green Network Partnership (LFGNP) which is committed to promoting the economic, social and ecological benefits of green networks across the region. The

Partnership has developed a Forestry and Woodland Strategy for Edinburgh and the Lothians which promotes mitigation of and adaptation to climate change through the management and expansion of woodland in line with the Scottish Government's aspiration of increasing national woodland cover to 25% by 2050.

www.lfgnp.org.uk

The Waste section is working with nurseries, primary and secondary schools to provide waste minimisation and recycling resources. A series of informational roadshows have been attended in partnership with gala day organisers, Rural Connect, Financial Inclusion Network, housing associations, and community groups. New Waste Pages have been developed on the council's website and a suite of new informational/educational materials for members of the public.

www.westlothian.gov.uk/foodwaste

The council worked with Transition Linlithgow and Historic Scotland to promote Earth Hour for another year in 2014, including switching off the lights at Linlithgow Palace and screening the film 'Project Wild thing' in the Palace vaults. Earth Hour has also been promoted through school where it is extremely popular. After the screening of the film, which is about 'reconnecting kids with nature', both children and adults used torches to cast eerie shadow puppets over the Palace walls.

<http://projectwildthing.com>

The council is currently exploring what support could be offered to projects being promoted as part of Linlithgow Natural Grid (LNG), a project initiated by Transition Linlithgow which seeks to achieve energy independence for the town.

<http://linlithgownaturalgrid.com>

Wild Day Out was a joint working partnership project which encouraged approximately 7000 people to visit Howden Park and get involved in a wide range of environment related activities. The event had various sessions within Howden Park Centre including drop in Art and Recycle Sessions, The Scottish Owl Centre and Glasgow Science Centre giving all the opportunity to take part in activities like screen printing, turn old newspapers into hats, meet and learn about owls make rockets and learn about how the body works. An Open Day at Easter Inch Moss attracted 200 people following an award of funding through the Peatland Restoration Fund, and many got involved in volunteering opportunities on conservation projects.

www.westlothian.gov.uk/article/4546/Have-a-Wild-Day-Out-this-summer

The Wild Wednesday's partnership venture with Rural Connect has involved rangers attending events across the county encouraging local communities to take part in activities in their local area and parks. This year's Countryside Rangers Events programmes includes Activity Weeks in each Park which have all been fully booked; ClubGolf weeks, days and other sessions which again are all fully booked at Polkemmet and mountain bike course development in partnership with the Criminal Justice Team has seen increased participation in mountain biking in Beecraigs.

Climate Change Adaptation Partnerships

Are you working with your Community Planning Partnership, communities or other stakeholders to identify shared threats and opportunities, and implement actions?

Adaptation to climate change is identified in the West Lothian Single Outcome Agreement and the council is committed to working with partners in the identification of shared threats and opportunities and the preparation of an Adaptation Action Plan. Meetings have taken place with key partners including the Scottish Fire and Rescue Service, and a risk workshop is planned early in 2015. The council has also participated in the Adaptation Learning Exchange (ALE) facilitated by Adaptation

Scotland. The aim of ALE is to drive forward work on adaptation and facilitate the sharing best practice and progress amongst local authorities and public sector organisations.

Communications and Behaviour Change Initiatives

List and describe climate change communications undertaken by you and partners either internally or to the wider community during **2013-14**. Please explain who the target audiences for the communications were and whether these were generally climate change mitigation or adaptation focused.

Have you made use of the Scottish Government's Low Carbon Behaviour Framework and ISM tool? If yes, please detail how.

West Lothian Council is a portfolio holder for behaviour change with the Sustainable Scotland Network (SSN) and has recruited a Sustainable Behaviour Assistant to co-ordinate behaviour change activities within the council and with community planning partners as part of the Green Impact initiative.

Green Impact has been launched at the Civic Centre and in all eleven secondary schools across West Lothian. Online workbooks and other support resources have been created and made available, staff at all levels have been engaged including partners based at the Civic Centre. Data on resource use is being collected and shared to demonstrate progress and monitor success.

www.westlothian.gov.uk/green-impact

The initiative is being widely communicated through website, social media, council publications such as Inside News, posters and direct communication.

<http://webwest1.app.westlothian.gov.uk/insidenews/insidenews97.pdf> (p3).

Work has also commenced on a pilot project called School Switch Off in collaboration with the National Union of Students to reduce energy use in schools. All eleven secondary schools across West Lothian will be invited to take part in the pilot.

Two ISM workshops have been undertaken in collaboration with Changeworks and the NUS, involving council staff and staff from partner organisations including the Fire Service, Scottish Courts and the Police. A further workshop has been rolled out internally with the council's Corporate Behaviour. Change Group involving senior management and the Depute Chief Executive.

The council continues to participate in the Scottish Government Cycle2work scheme to give employees access to tax free bikes through the council's Employee Benefits website.

Capacity Building

List and describe any climate change training and learning initiatives that your local authority has undertaken internally and within the community during **2013-14**.

Outline any initiatives taken to integrate climate change training into other 'core' staff development functions.

The council has worked with the Carbon Trust and a number of other local authorities across Scotland to develop an interactive employee engagement tool called Empower. The tool is designed to help achieve energy and carbon savings and can be easily accessed from the council's intranet home page. Staff can sign up to the tool features a short film clip, interactive office, quiz and optional pledges tailored for West Lothian Council.

www.carbontrust.com/resources/tools/empower

Staff induction training has been expanded to cover climate change and sustainability, and provides an opportunity to demonstrate the importance the council places on tackling climate change to new employees. The training includes a presentation from the council's Climate Change Policy Officer and Waste Strategy Support Officer. Feedback has shown that the training is very well received and that new employees welcome hearing from officers working in different areas of the council.

The council's Climate Change Policy Officer and Renewables Project Officer have given talks to staff in different areas of the council, to community organisations and to key partners including Community Planning Partners and West Lothian College. New climate change, energy and sustainability sections have been added to the council website and a section solely for council staff involved in the Green Impact behaviour change programme to ensure easy access to news, updates and resources.

www.westlothian.gov.uk/climate-change

www.westlothian.gov.uk/energy

The sixth West Lothian Quality of Life Survey was circulated to West Lothian residents including the West Lothian Citizens Panel. There are now 3000 members on the panel which makes it the largest panel in Scotland. The environment section of the Survey asked about greenspace, recycling and reducing waste, housing, communications and climate change. When considering their views of climate change, 48% of respondents stated that climate change is an immediate and urgent problem, 16% stated that they believe climate change is more of a problem for the future, 22% stated that they are still not convinced climate change is happening and 5% stated that climate change is not really a problem.

www.westlothian.gov.uk/CHttpHandler.ashx?id=3700&p=0

Priorities for the Year Ahead (2014-15)

What are your climate change partnership working, capacity building and communications priorities for the year ahead?

A key priority is the expansion of resources and training opportunities on climate change and sustainability to be rolled out as part of the Green Impact initiative. Employees will gain points for any additional training undertaken which will contribute to the success of their respective teams in the initiative. West Lothian students will be trained to audit team results, and an Awards Ceremony will take place in September 2015.

Partnership working on adaptation is also a priority for the council including a risk assessment workshop, finalising the Climate Change Strategy for consultation with the wider community and the preparation of an Adaptation Action Plan for the period 2015-2020. Working closely with partners will also be key to developing local, targeted campaigns to raise awareness of the potential impacts of climate change and the responsibilities of communities and individuals.