

# Agenda



## Meeting of West Dunbartonshire Council

**Date:** Wednesday, 25 November 2020

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**Time:** 14:00

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**Format:** Zoom video conference

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**Contact:** Christine McCaffary, Senior Democratic Services Officer  
Email: [christine.mccaffary@west-dunbarton.gov.uk](mailto:christine.mccaffary@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of **West Dunbartonshire Council** as detailed above.

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and Members will attend the meeting remotely.

The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Distribution:-

Provost William Hendrie  
Bailie Denis Agnew  
Councillor Jim Brown  
Councillor Gail Casey  
Councillor Karen Conaghan  
Councillor Ian Dickson  
Councillor Diane Docherty  
Councillor Jim Finn  
Councillor Daniel Lennie  
Councillor Caroline McAllister

Councillor Douglas McAllister  
Councillor David McBride  
Councillor Jonathan McColl  
Councillor Iain McLaren  
Councillor Marie McNair  
Councillor John Millar  
Councillor John Mooney  
Councillor Lawrence O'Neill  
Councillor Sally Page  
Councillor Martin Rooney  
Councillor Brian Walker

Chief Executive  
Strategic Director - Transformation & Public Service Reform  
Strategic Director - Regeneration, Environment & Growth  
Chief Officer - West Dunbartonshire Health & Social Care Partnership

Date of issue: 12 November 2020

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**WEST DUNBARTONSHIRE COUNCIL**

**WEDNESDAY, 25 NOVEMBER 2020**

**AGENDA**

**1 STATEMENT BY CHAIR**

**2 APOLOGIES**

**3 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**4 RECORDING OF VOTES**

The Council is asked to agree that all votes taken during the meeting will be done by roll call vote to ensure an accurate record.

**5 MINUTES OF PREVIOUS MEETINGS**

**7 - 17**

Submit for approval, as correct records, the undernoted Minutes of Meetings of West Dunbartonshire Council:-

- (a) Requisitioned Meeting – 24 September 2020
- (b) Ordinary Meeting – 30 September 2020

**6 OPEN FORUM**

The Council is asked to note that no open forum questions have been submitted by members of the public.

**7 WEST DUNBARTONSHIRE COUNCIL ANNUAL ACCOUNTS  
AND ANNUAL EXTERNAL AUDIT REPORT 2019/20**

**To Follow**

Submit report by the Strategic Lead – Resources on the above.

**8/**

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|-----------|--|------------------|
| <b>8</b>  | <b>STANDARDS COMMISSION FOR SCOTLAND: DECISION OF THE HEARING PANEL OF THE COMMISSION</b>  | <b>19 - 28</b>   |
|           | Submit report by the Strategic Lead – Regulatory inviting Council to consider the decision of the Standards Commission for Scotland in respect of Councillor Bollan. |                  |
| <b>9</b>  | <b>COVID-19 UPDATE</b>   | <b>To Follow</b> |
|           | Submit report by the Chief Executive on the above.   |                  |
| <b>10</b> | <b>HYBRID MEETINGS OF COUNCIL AND COMMITTEES</b>   | <b>29 - 35</b>   |
|           | Submit report by the Strategic Lead – Regulatory providing an update on the proposal to introduce hybrid Council and committee meetings in West Dunbartonshire.      |                  |
| <b>11</b> | <b>GUIDANCE ON COUNCILLORS' EXPENSES</b>   | <b>37 - 47</b>   |
|           | Submit report by the Strategic Lead – Regulatory seeking approval of new Guidance on Councillors' Expenses.  |                  |
| <b>12</b> | <b>LONG TERM FINANCE STRATEGY UPDATE</b>   | <b>To Follow</b> |
|           | Submit report by the Strategic Lead – Resources on the above.  |                  |
| <b>13</b> | <b>GENERAL SERVICES BUDGETARY CONTROL REPORT PERIOD 7</b>  | <b>To Follow</b> |
|           | Submit report by the Strategic Lead – Resources on the above.  |                  |
| <b>14</b> | <b>HOUSING REVENUE ACCOUNT BUDGETARY CONTROL REPORT PERIOD 7</b>   | <b>To Follow</b> |
|           | Submit report by the Strategic Lead – Housing & Employability on the above.  |                  |
| <b>15</b> | <b>CLIMATE CHANGE STRATEGY</b>   | <b>49 - 124</b>  |
|           | Submit report by the Strategic Lead – Regeneration seeking approval of a new Climate Change Strategy.  |                  |

## 16 NOTICE OF MOTIONS

### **(a) Motion by Councillor John Mooney – Vale of Leven Hospital**

Council welcomes the announcement of a partial restoration of the GP out-of-hours service at the Vale of Leven Hospital. Council thanks Hospitalwatch for its ongoing work to secure services at the Vale of Leven Hospital for the people of the Vale of Leven and Dumbarton.

Council urges greater Glasgow & Clyde Health Board to continue its work here in consultation with Hospitalwatch and local communities to secure a GP out-of-hours service at weekends and in the evenings.

Council agrees to continue its promotion of services at the Vale of Leven Hospital to people in Clydebank, and urges GG&C HB to do likewise.

Council agrees that our representative on GG&C HB should make our views clear, and reiterate our commitment to services at the Vale of Leven Hospital.

### **(b) Motion by Councillor Gail Casey – Strathclyde Pension Fund**

The Centre for Local Economic Strategies (CLES) has described public sector pension funds as “reservoirs of local wealth” that could be invested to support Community Wealth Building.

Strathclyde Pension Fund is one of the largest pension funds in the UK with a fund exceeding £24billion in value but the fund does not do direct local investments that would invest in local and regional economies within the funds area.

The Council therefore agrees to;

1. Lobby Strathclyde Pension Fund for a proper direct local investment strategy; that invests in the local and regional economies that the funds members live and work; and invests in projects that provide a financial return to the fund whilst delivering wider economic and social benefits for communities across the funds area.
2. Support divestment of the fund through a direct local investment strategy.
3. Request a review of the Funds governance with the aim of ensuring that every local authority within the Funds region has an input on the operation of the fund.
4. Work with the other local authorities, non-local authority employers and trade unions across the Strathclyde Pension Fund area to support points 1,2 and 3.

**(c)/**

**(c) Motion by Councillor Lawrence O'Neill – Richie Venton**

Council agrees to support the call to reinstate Richie Venton the USDAW shop stewards convener sacked by IKEA for defending his members' health and lives during the Covid-19 pandemic.

50 Westminster MP's from five different parties have supported the call by signing an early day motion to reinstate Richie. The issue has also been raised and given support in the Scottish Parliament. To date over 9,000 people have signed the petition calling on reinstatement.

It is a fundamental principle that workers are entitled to representation in the workplace and even more so during this pandemic. Council therefore calls on IKEA to review their decision and reinstate Richie Venton.

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**WEST DUNBARTONSHIRE COUNCIL**

At a Meeting of West Dunbartonshire Council held by Zoom video conference on Wednesday, 24 September 2020 at 10.01 a.m.

**Present:** Provost William Hendrie, Bailie Denis Agnew and Councillors Jim Bollan, Jim Brown, Gail Casey, Karen Conaghan, Ian Dickson, Diane Docherty, Jim Finn, Daniel Lennie, Caroline McAllister, Douglas McAllister, David McBride, Jonathan McColl, Iain McLaren, Marie McNair, John Millar, John Mooney, Lawrence O'Neill, Sally Page, and Brian Walker.

**Attending:** Joyce White, Chief Executive; Beth Culshaw, Chief Officer, Health & Social Care Partnership, Alan Douglas, Manager of Legal Services; Stephen West, Strategic Lead – Resources; Jim McAloon, Strategic Lead – Regeneration; Peter Barry, Strategic Lead – Housing & Employability; Victoria Rogers, Strategic Lead – People & Technology; Malcolm Bennie, Strategic Lead – Communications, Culture & Communities; Laura Mason, Chief Education Officer; Gail MacFarlane, Strategic Lead – Shared Services Roads & Transportation; Martin Keeley, Manager – Environmental Health; George Hawthorn, Manager – Democratic & Registration Services; and Christine McCaffary, Senior Democratic Services Officer.

**Apologies:** An apology for absence was intimated on behalf of Councillor Martin Rooney.

**STATEMENT BY CHAIR**

Provost Hendrie advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

**URGENT ITEM OF BUSINESS**

Having heard the Provost, the Council agreed to accept an emergency motion from Councillor O'Neill concerning Duntiglennan Fields, Duntocher, Clydebank. Councillor O'Neill read out the terms of the motion and the Council noted that the motion would be considered after the business on the agenda.

## **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

## **RECORDING OF VOTES**

The Council agreed that all votes taken during the meeting would be done by roll call vote to ensure an accurate record.

## **MINUTE'S SILENCE**

At the request of Councillor McNair, the Council observed a minute's silence as a mark of respect following the death of John Hepburn, a former Manager of the Welfare Rights section, who had worked for the Council for 25 years; been instrumental in setting up the partnership with McMillan Cancer Support back in 2004 and who had also been involved in the work of the Clydebank Asbestos Group.

## **COVID-19 CASES ACROSS THE WEST OF SCOTLAND COVID-19 UPDATE**

The Provost advised that he intended taking Items 5 and 6 together and invited the Chief Executive to address Members.

A report was submitted by the Chief Executive providing an update in relation to COVID-19 in West Dunbartonshire since the previous update report to Council in August 2020.

The Chief Executive provided further information on the actions that had been carried out since the report had been issued to Members.

Provost Hendrie then advised that, in terms of Standing Order No.3(b), Councillors Martin Rooney, John Millar, David McBride, Douglas McAllister, Lawrence O'Neill, John Mooney, Gail Casey and Daniel Lennie had submitted the following:-

We the undersigned Councillors request a Special Meeting of West Dunbartonshire Council to discuss the following:-

This Council notes the significant increase in coronavirus (COVID-19) cases across the West of Scotland.

As a result additional restrictions have been introduced for people living in:

Glasgow City,  
East Renfrewshire,  
Renfrewshire,  
East Dunbartonshire and

West Dunbartonshire.

Our community is alarmed that the West Dunbartonshire Council area currently has the highest infection rate in Scotland and the fourth highest infection rates in the UK.

We call on the Chief Executive to bring forward a report to a requisitioned Council meeting, setting out the Council responses, and those of the HSCP & NHSGGC, and to outline what additional steps are being taken to assist communities to reduce the infection.

In addition to advise what steps are being taken to increase the testing capacity from the current part time to a full time level to assist residents to get tested when required, particularly those without their own transport to get tested locally.

Councillors

Martin Rooney  
John Millar  
David McBride  
Douglas McAllister  
Lawrence O'Neill  
John Mooney  
Gail Casey  
Daniel Lennie

Following discussion and having heard officers in answer to Members questions the Council agreed:-

- (1) to note the information provided on COVID-19 in West Dunbartonshire since the update provided to the August 2020 meeting of Council;
- (2) to note the information provided in relation to the additional support and advice that the Council is providing to communities and businesses across West Dunbartonshire to help alleviate the impact of COVID-19; and
- (3) that a COVID-19 Update report will become a standing item on agendas for future Council meetings, starting after next week's meeting.

Note: Councillor Douglas McAllister left the meeting during discussion of the above item.

## **ADJOURNMENT**

Following a request from Councillor Casey, the Provost agreed to adjourn the meeting until 12.15 p.m.

The meeting was reconvened at 12.17 p.m. with all Members in attendance with the exception of Councillor Douglas McAllister.

### **URGENT ITEM OF BUSINESS**

Councillor O'Neill moved:-

This Council notes with absolute dismay the decision made by Mike Shiel, Independent Reporter appointed by Scottish Ministers, regarding his decision to uphold the Planning Appeal (PPA – 160 – 2030) in favour of Barratt Homes West Scotland at the site known as Duntiglennan Fields, Duntocher and notified to all on the 17<sup>th</sup> September 2020;

We welcome the strong words of the Leader of the Council, Councillor Jonathan McColl, reported in the local media regarding this attack on local democracy and the ignoring of the many objections from the Duntocher community.

Council also notes that the Planning Committee and Full Council agreed unanimously that the Duntiglennan Fields site should not be included in the Local Development Plan, which was agreed by the Scottish Ministers following their examination of the recently published and agreed LDP2.

Any proposal to include Duntiglennan Fields in Duntocher as a Housing Development site, time and time again, has been rejected by West Dunbartonshire Council's Planning Committee and Full Council repeatedly over the last 6 years.

Council agrees to take all necessary independent Legal recourse, up to and including Judicial Review, to challenge this perverse decision – we owe it to our constituents; our communities and to the heart of local decision making.

A verbal update on progress should be provided to Full Council next week, particularly given the very tight timescales involved.

The Council agreed the motion unanimously.

The meeting closed at 12.42 p.m.

**WEST DUNBARTONSHIRE COUNCIL**

At a Meeting of West Dunbartonshire Council held by video conference on Wednesday, 30 September 2020 at 2.02 p.m.

**Present:** Provost William Hendrie, Bailie Denis Agnew and Councillors Jim Brown, Gail Casey, Karen Conaghan, Ian Dickson, Diane Docherty, Jim Finn, Daniel Lennie, Caroline McAllister, Douglas McAllister, David McBride, Jonathan McColl, Iain McLaren, Marie McNair, John Millar, John Mooney, Lawrence O'Neill, Sally Page, Martin Rooney and Brian Walker.

**Attending:** Joyce White, Chief Executive; Angela Wilson, Strategic Director – Transformation & Public Service Reform; Richard Cairns, Strategic Director – Regeneration, Environment & Growth, Beth Culshaw, Chief Officer, Health & Social Care Partnership, Peter Hissett, Strategic Lead – Regulatory (Legal Officer); Stephen West, Strategic Lead – Resources; Victoria Rogers, Strategic Lead – People & Technology; Peter Barry, Strategic Lead – Housing & Employability; Gail MacFarlane, Strategic Lead – Shared Services Roads and Neighbourhood; Malcolm Bennie, Strategic Lead – Communications, Culture, Communities & Facilities; Laura Mason, Chief Education Officer; Gillian McNeilly, Finance Manager; Amanda Coulthard, Performance & Strategy Manager; Pamela Clifford, Planning, Building Standards & Environmental Health Manager; George Hawthorn, Manager – Democratic & Registration Services; and Christine McCaffary, Senior Democratic Services Officer.

**STATEMENT BY CHAIR**

Provost Hendrie advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

**URGENT ITEM OF BUSINESS**

The Provost advised that he had received a request from Councillor McColl for an urgent motion on accessible play equipment in Council playparks to be considered. The Provost agreed to accept the motion and advised that it would be dealt with after the business shown on the agenda.

With reference to the decision of Council at the Requisitioned Meeting held on 24 September 2020, the Provost further advised that the verbal update on the

Duntiglennan Fields, Duntocher planning appeal would be given after Item 4 – Recording of Votes.

### **DECLARATIONS OF INTEREST**

As convener of Clyde Plan, Councillor O'Neill declared an interest in the verbal update on Duntiglennan Fields, Duntocher, and advised that he would participate in any discussion thereon.

### **RECORDING OF VOTES**

The Council agreed that all votes taken during the meeting would be done by roll call vote to ensure an accurate record.

### **DUNTIGLENNAN FIELDS, DUNTOCHER**

The Planning, Building Services & Environmental Health Manager advised that she had provided Members with a written update providing detail of the Reporter's reasons for the grant of planning permission in the appeal against non-determination in respect of Duntiglennan Fields, Duntocher. She advised that confirmation had been received that the timescale for Local Development Plan 2 (LDP2) had been extended to 22 October 2020 to allow Scottish Ministers to consider the implications of the recent appeal on the LDP. She also advised that the preferred legal Counsel had been appointed to advise on the prospects of challenging the decision.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of West Dunbartonshire Council held on 26 August 2020 were submitted and approved as a correct record.

Councillor McColl referred to the decision contained in said Minutes where the Council had agreed to correct the Minutes of Meeting held on 25 June 2020 and that following discussion with the Legal Officer he had been advised that the Minutes of the June meeting had in fact been correct.

Having heard the Legal Officer in further explanation, the Council agreed:-

- (1) to correct the Minutes of Meeting held on 25 June, to show that in connection with the item 'Motion by Councillor Gail Casey – Formal Record of Thanks to the Communities of West Dunbartonshire', that it was Councillor Docherty who had requested the addendum to the motion; and
- (2) that corrections to Minutes of Meetings will be subject to recordings being checked to ensure that the correction being proposed was accurate.

## **MINUTES OF MEETING OF AUDIT COMMITTEE**

The Minutes of Meeting of the Audit Committee held on 17 June 2020 were submitted and approved as a correct record.

### **OPEN FORUM**

The Council noted that no open forum questions have been submitted by members of the public.

### **CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2019/20**

A report was submitted by the Chief Social Work Officer presenting the Chief Social Work Officer's Annual Report for 2019/20 which provided information on the statutory work undertaken on the Council's behalf, including a summary of governance arrangements, service delivery, resources and workforce.

In view of technical difficulties being experienced by the Chief Social Work Officer, the Chief Officer, Health & Social Care Partnership presented the report in his absence and provided Members with detail of the activity and performance of Social Work Services across West Dunbartonshire.

Following a question from Councillor McColl, and having heard the Legal Officer the Council agreed to continue consideration of the report to later in the meeting to allow the Chief Social Work Officer to rejoin the video conference and provide Members with the opportunity to properly discuss the report with him present and ask questions.

### **TREASURY MANAGEMENT ANNUAL REPORT 2019/20**

A report was submitted by the Strategic Lead – Resources providing an update on treasury management during 2019/20.

Having heard the Strategic Lead - Resources and the Finance Manager in answer to Members' questions, the Council agreed:-

- (1) to note the information provided within the Annual Report; and
- (2) to note that the report would be referred to the Audit Committee for further security.

### **FOOTWAY GRITTING UPDATE**

A report was submitted by the Strategic Lead – Shared Services Roads and Neighbourhood providing an update on the costs incurred following the implementation of additional footway gritting actions carried out in the period

between January and March 2020 and seeking approval of footway gritting actions for the Winter Plan 2020/21.

Councillor McLaren moved:-

That the Council agrees:-

- (1) to note the incurred additional costs identified in paragraph 4.3 of the report and evaluation of measures taken in paragraph 4.4;
- (2) the proposed footway treatment detailed in Option 1 of the report;
- (3) to note the potential additional costs for Option 1; and
- (4) to note that a further report would be presented to Council to evaluate any measures taken.

Councillor Mooney asked if Councillor McLaren was willing to accept the following addendum to his motion:-

To add at (4) above that a report will also come from the Health & Social Care Partnership looking at the possible reduction in falls leading to presentations at Accident & Emergency during the winter months.

Councillor McLaren agreed to accept the addendum, and the motion with addendum was agreed by the Council.

## **WEST DUNBARTONSHIRE COUNCIL ANNUAL PERFORMANCE REPORT 2019/20**

A report was submitted by the Strategic Lead - Communications, Culture, Communities & Facilities presenting the West Dunbartonshire Council Annual Report 2019/20 and supporting performance information.

After discussion and having heard the Chief Executive and the Performance & Strategy Manager in answer to Members' questions, the Council agreed to note the Annual Report and performance information provided.

## **GENERAL SERVICE BUDGETARY CONTROL REPORT P5**

A report was submitted by the Strategic Lead – Resources advising on both the General Services revenue budget and the approved capital programme to 31 August 2020.

After hearing the relevant officers in answer to Members' questions, the Council agreed:-

- (1) to note that the revenue account currently showed a projected annual adverse variance of £2.309m (0.98% of the total budget);
- (2) to note that of the projection £2.229m was due to the projected impact of COVID-19 and the underlying position would be £0.080m adverse;
- (3) to note that the capital account showed that planned expenditure and resource for 2020/21 was lower than budgeted by £20.988m (29.64% of the budget), made up of £21.654m (30.58% of the budget) relating to project slippage, partially offset by £0.666m relating to an in-year overspend;
- (4) to fund £0.305m of transformational projects from capital receipts during 2019/20 (as noted in paragraph 4.16 of the report), resulting in an increase of £0.305m free reserves which would be adjusted within the audited Financial Statements as at 31 March 2020; and
- (5) to note that details for the outcome of the expected savings from the transformational projects to be funded from capital receipts would be reported as part of the year end budgetary control report 2020/21 and that future use of capital receipts would be considered as part of the Long Term Finance Strategy.

#### **HOUSING REVENUE ACCOUNT BUDGETARY CONTROL REPORT (PERIOD 5)**

A report was submitted by the Strategic Lead – Housing & Employability providing an update on the financial performance to 31 August 2020 (Period 5) of the HRA revenue and capital budgets for 2020/21.

After hearing officers in answer to Members' questions, the Council agreed:-

- (1) to note that the revenue account currently showed a projected annual favourable variance of £1.078m (2.44% of the total budget), of which £1.076m is COVID-19 related; and
- (2) to note the net projected annual position in relation to relevant capital projects which was highlighting an in-year variance of £13.402m (22.37%) due to projected slippage.

Note:- Councillor Douglas McAllister left the meeting during consideration of the above item.

#### **JOINT COLLABORATION UPDATE: WEST DUNBARTONSHIRE AND INVERCLYDE COUNCILS – PERFORMANCE AND STRATEGY**

A report was submitted by the Strategic Lead – Communication, Culture, Communities & Facilities on proposals for further collaboration with Inverclyde Council in relation to the Performance and Strategy Service.

After discussion and having heard the Chief Executive and the Strategic Lead in answer to Members' questions, Councillor McColl, seconded by Councillor Docherty moved:-

That the Council agrees:-

- (1) to approve the shared management arrangement for Performance and Strategy between Inverclyde and West Dunbartonshire Councils on a six month trial basis from 1 October 2020 to 31 March 2021; and
- (2) to note that a report providing an update on the above would be submitted to a future meeting of Council.

As an amendment Councillor O'Neill, seconded by Councillor McBride moved:-

That the Council rejects the sharing of this post.

On a roll call being taken 8 Members voted for the amendment, namely Councillors Casey, Lennie, McBride, Millar, Mooney, O'Neill, Rooney and Walker and 12 Members voted for the motion, namely Provost Hendrie, Bailie Agnew and Councillors Brown, Conaghan, Dickson, Docherty, Finn, Caroline McAllister, McColl, McLaren, McNair and Page. The motion was accordingly declared carried.

### **CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2019/20**

A report was submitted by the Chief Social Work Officer presenting the Chief Social Work Officer's Annual Report for 2019/20 which provided information on the statutory work undertaken on the Council's behalf, including a summary of governance arrangements, service delivery, resources and workforce.

After discussion and having heard the Chief Social Work Officer and the Chief Officer, Health & Social Care Partnership, in further explanation of the report and in answer to Members' questions, the Council agreed:-

- (1) to note the content of the Chief Social Work Officer Annual Report 2019/20; and
- (2) to approve its submission to the Office of the Chief Social Work Advisor to the Scottish Government.

Note: Councillor Douglas McAllister re-joined the meeting during consideration of the above item.

**URGENT ITEM OF BUSINESS**  
**ACCESSIBLE PLAY EQUIPMENT IN COUNCIL PLAY PARKS**

Councillor McColl moved:-

Council notes the campaign by Claire McCann for more accessible play equipment in our play parks and thanks her for raising this issue. While we do have a range of accessible equipment, Council agrees we can and will do more.

Council resolves that future play park developments should include appropriate accessible play equipment; this could also be part of planning guidance/conditions and Council asks officers and the Planning Committee to consider how best to support the aims of this motion.

Officers will survey all of our existing play parks and bring a report to a future IRED Committee with options for adding accessible play equipment across the Council area.

To achieve these ends, officers are instructed to work in partnership with disabled people in West Dunbartonshire to draw up a draft engagement plan, listening to their views in relation to play park equipment.

Officers should work with key stakeholders such as Kilpatrick School, Y-Sort-It, Bruce Street Centre, Golden Friendships, Tulloch Trust, and others to enhance that process.

As an immediate action, officers should update our website to publicise the type and locations of our existing accessible play equipment.

Following discussion, the Council agreed the motion.

The meeting closed at 4.56 p.m.



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Regulatory**

**West Dunbartonshire Council: 25 November 2020**

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**Subject: Standards Commission for Scotland: Decision of the Hearing Panel of the Commission**

**1. Purpose**

- 1.1** To invite Council to consider the decision of the Standards Commission for Scotland (“the Commission”) in respect of Councillor Bolla n dated 17 September 2020.

**2. Recommendations**

- 2.1** It is recommended that Council considers and notes the decision of the Standards Commission for Scotland attached as the appendix to this report.

**3. Background**

- 3.1** Following a complaint submitted by the Chief Executive to the Commissioner for Ethical Standards in Public Life in Scotland, (“the Commissioner”) that Councillor Bolla n had contravened the Councillors’ Code of Conduct (“the Code”) an investigation was undertaken by one of the Commissioner’s Investigating Officers. Following the investigation the Commissioner referred a report to the Standards Commission.
- 3.2** A panel of the Commission was convened to consider the report. A hearing was held at The Municipal Buildings, Dumbarton on 14 September 2020.

**4. Main Issues**

- 4.1** The Council received the Commission’s written decision on 17 September 2020 and that decision is attached as the appendix. The Hearing Panel concluded that Councillor Bolla n had breached Paragraphs 3.3 and 3.17 of the Code and to suspend his entitlement to attend the next two ordinary meetings of the Council in terms of the Ethical Standards in Public Life etc. (Scotland) Act 2000 Section 19 (1) (b). This sets out the reasons for the decision that a breach of the code had been proven and the factors taken into account in deciding on the sanction imposed.

**4.2** Section 18 of the Ethical Standards in Public Life etc. (Scotland) Act provides that Council must consider the contents of any decision issued by the Commission. Section 18 (3) of the Act provides that this consideration cannot be undertaken solely by a Committee, Sub-Committee or Officers of the Council. Accordingly, the written decision attached as the appendix is presented to the Council for consideration in terms of s 18 of the Act. On all previous occasions when findings have been issued by the Commission in respect of West Dunbartonshire Councilors, written reports have been made to Council in compliance with this requirement.

**5. People Implications**

**5.1** None

**6. Financial Implications**

**6.1** None

**7. Risk Analysis**

**7.1** Consideration of the Commission's decision has no risk for the Council.

**8. Equalities Impact Assessment (EIA)**

**8.1** Not applicable.

**9. Consultation**

**9.1** As is normal practice with Council reports, the Strategic Lead - Resources has been consulted.

**10. Strategic Assessment**

**10.1** None

**Peter Hessett**  
**Strategic Lead – Regulatory**  
Date: 21 September 2020

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**Person to Contact:** **Peter Hessett, Strategic - Lead Regulatory**, Council Offices, 16 Church Street, Dumbarton, telephone: 01389 737 800, e-mail: [peter.hessett@west-dunbarton.gov.uk](mailto:peter.hessett@west-dunbarton.gov.uk)

**Appendices:** Decision of the Hearing Panel of the Standards Commission for Scotland dated 17 September 2020

**Background Papers:** Councilors' Code of Conduct

**Wards Affected:** None. Page 20

## Decision of the Hearing Panel of the Standards Commission for Scotland, following the Hearing held at Municipal Buildings, Station Road, Dumbarton, on 14 September 2020.

**Panel Members:** Mr Paul Walker, Chair of the Hearing Panel  
Professor Kevin Dunion  
Ms Ashleigh Dunn

The Hearing arose in respect of a Report referred by Ms Caroline Anderson, the Commissioner for Ethical Standards in Public Life in Scotland (the ESC), further to complaint reference LA/WD/3016, concerning alleged contraventions of the Councillors' Code of Conduct (the Code) by Councillor James Bollan (the Respondent).

The ESC was represented by her Senior Investigating Officer, Mr Martin Campbell. The Respondent was represented by Mr Gordon Milligan, solicitor.

### **Referral**

Following an investigation into a complaint received about the conduct of the Respondent, the ESC referred a report to the Standards Commission for Scotland on 10 June 2020, in accordance with section 14(2) of the Ethical Standards in Public Life etc. (Scotland) Act 2000 (the 2000 Act), as amended.

The substance of the referral was that the Respondent had failed to comply with the provisions of the Code and, in particular, that he had contravened its paragraphs 3.3 and 3.17. The relevant provisions were:

#### ***Relationship with Council Employees (including those employed by contractors providing services to the Council)***

**3.3** *You must respect all Council employees and the role they play, and treat them with courtesy at all times. It is expected that employees will show the same consideration in return.*

#### ***Confidentiality Requirements***

**3.17** *You will often receive information of a private nature which is not yet public or which perhaps would not be intended to be public. You must always respect and comply with the requirement to keep such information private, including information deemed to be confidential by statute. Legislation gives you certain rights to obtain information not otherwise available to the public and you are entitled to exercise these rights where the information is necessary to carry out Council duties. Such information is, however, for your use as a councillor and must not be disclosed or in any way used for personal or party political advantage or in such a way as to discredit the Council. This will also apply in instances where you hold the personal view that such information should be publicly available.*

### **Evidence Presented at the Hearing**

#### **Joint Statement of Facts**

The Hearing Panel noted the terms of a Joint Statement of Facts agreed between the representatives for the Commissioner for Ethical Standards and the Respondent. In particular, the Panel noted that the background to the complaint, as narrated in the ESC's report, was not in dispute and that it was accepted that a whistle-blowing complaint about how contracts within the Council were awarded had resulted in an investigation being undertaken by its Internal Audit Team.

The Panel noted that the internal audit report found no conclusive evidence that any council officer had received hospitality, as claimed by the whistle-blower. The report had, however, found various failings on the part of the Council and its officers. Following a disciplinary process, elected members (including the

Respondent) were provided a redacted copy of the Internal Audit report on 7 February 2019. The Panel noted that, at a meeting of the Council on 14 February 2019, the Respondent lodged a motion requesting that a less redacted version of the report be supplied, and for the matter to be referred to Audit Scotland. This was agreed unanimously and an investigation by Audit Scotland was then undertaken. Audit Scotland's findings were considered at a Special Council Meeting on 14 May 2019.

The Panel noted that the referral before it concerned two matters, the first being the Respondent's conduct during an exchange with the Council's Head of Internal Audit on 14 May 2019, just before the Special Council meeting. The Panel noted that the Respondent accepted that he had entered into an exchange with the Head of Internal Audit and had communicated with him in "robust terms". The Respondent further accepted that he had made a comment in relation to whether the Head of Internal Audit had been promoted.

The second part of the referral concerned information the Respondent disclosed at the Special Council meeting. The Panel noted that the Respondent accepted that he had referred to the name of an individual, company and contractor, despite this information having been redacted from the internal audit report being considered at the meeting.

### **Witness Evidence**

The ESC's representative led evidence from four witnesses who had witnessed the exchange between the Respondent and the then Head of Internal Audit on 14 May 2019.

The then Head of Internal Audit advised that he had been a local government officer since 1990 (he has now retired). The then Head of Internal Audit stated that he had been in the room with other officers on 14 May 2019 and waiting for the Special Council meeting to start when he noticed the Respondent "eyeballing" him. The Respondent had then approached him in an "aggressive manner", while still staring at him. The then Head of Internal Audit stated that the Respondent had stopped directly in front of the table where he was sitting and had started asking him questions in a loud and challenging manner. This had included questioning whether he was senior enough to attend the meeting, given that the Chief Executive had said at the previous meeting (on 14 February 2019) that he was not sufficiently senior to attend Council meetings. The then Head of Internal Audit stated that the Respondent had then suggested that the Chief Executive was lying.

The then Head of Internal Audit advised that he had remained seated during the exchange and had tried to stay calm, in order to defuse the situation. The then Head of Internal Audit stated that the Council's Strategic Lead on Communications, Culture, Communities and Facilities intervened on his behalf and advised the Respondent that he had a different recollection of what the Chief Executive had said at the meeting on 14 February 2019. The then Head of Internal Audit advised the incident had ended after the Council's Strategic Director of Transformation and Public Service Reform turned around and asked the Respondent to desist. The incident had lasted about a minute.

The then Head of Internal Audit contended that he had never previously experienced behaviour of a similar nature from an elected member. He indicated that officers could expect to be challenged robustly at meetings by elected members but the then Head of Internal Audit stated that he considered the incident to be different, however, as it took place before the meeting had started. He stated that the manner in which the Respondent had behaved had left him both shocked and intimidated.

In response to cross-examination, the then Head of Internal Audit confirmed that, while he had become aware of the whistle-blower's complaint about the Council's tendering and contracting practices in March 2016, the internal audit report on the matter had not been sent to elected members until February 2019. The then Head of Internal Audit advised that, at the advice of the Council's legal officers, the report had been heavily redacted. The then Head of Internal Audit accepted that the issue was a matter of public concern and that it was legitimate for the Respondent to have had concerns both at the time taken to produce the internal audit report and the lack of substantive updates on progress before it was provided to elected members. The

then Head of Internal Audit stated, however, that he did not consider that this excused the Respondent's behaviour towards him.

In response to questions from the Panel, the then Head of Internal Audit confirmed that his investigation had found that the Council's procurement policies and procedures had regularly been breached in respect of the awarding of Roads and Greenspace contracts. He confirmed that while he had not attended the Council meeting on 14 February 2019, he had been aware of what had been discussed regarding his attendance at that meeting and including the decision to refer the matter to Audit Scotland for an external review, at the time of the incident on 14 May 2019.

The Council's Strategic Lead on Communications, Culture, Communities and Facilities stated that he had witnessed the exchange in question between the Respondent and the then Head of Internal Audit. The Strategic Lead on Communications, Culture, Communities and Facilities advised that the Respondent had stood directly in front of the then Head of Internal Audit and had questioned why he was at the meeting, given that the Chief Executive had said at the last meeting that he had not been senior enough to attend Council meetings. The Respondent had then questioned whether the Chief Executive had been lying. The Council's Strategic Lead on Communications, Culture, Communities and Facilities stated that the Respondent's tone, posture and demeanour were aggressive. It had been apparent that the Head of Internal Audit was intimidated as he had moved back in his chair, looked uncomfortable and had clearly not known how to respond.

The Council's Strategic Lead on Communications, Culture, Communities and Facilities advised that he had been surprised by the Respondent's conduct as it was very direct, confrontational and not how he would expect an elected member to behave. In particular, he had been surprised and concerned that the Respondent was alleging that the Chief Executive had lied. The Council's Strategic Lead on Communications, Culture, Communities and Facilities stated that, as a more senior officer, he had felt compelled to support his colleague and, as such, had intervened to advise the Respondent that his recollection was that the Chief Executive had simply said at the previous meeting that the Head of Internal Audit was not sufficiently senior as to be required to attend all Council meetings. The Council's Strategic Lead on Communications, Culture, Communities and Facilities contended that the Respondent had responded to his intervention by stating that he must be lying too. The Council's Strategic Lead on Communications, Culture, Communities and Facilities confirmed that the incident ended after the Council's Strategic Director of Transformation and Public Service Reform had turned around and spoken to the Respondent.

The Council's Strategic Lead on Resources stated that he had witnessed the incident and considered that the Respondent had been aggressive in his tone and demeanour towards the Head of Internal Audit. The Council's Strategic Lead on Resources stated that the Respondent had clearly been angry during the incident, which was out of character. The Council's Strategic Lead on Resources advised that his interpretation was that the Respondent's actions were the result of his unhappiness that the Head of Internal Audit had not been present at the previous meeting.

The Council's Strategic Lead on People and Technology stated that she had witnessed the Respondent approaching the Head of Internal Audit in a "visibly aggressive" and hostile manner. The Council's Strategic Lead on People and Technology indicated that, in her experience, this behaviour was out of character for the Respondent as he was usually pleasant to officers and not antagonistic or abrupt.

#### **Submissions made by the ESC's Representative**

The ESC's representative contended that all four witnesses had described the incident between the Respondent and the Head of Internal Audit in broadly similar terms, with all agreeing the Respondent had been aggressive. The ESC's representative noted that all four witnesses had given evidence in a measured and factual manner and argued that, as such, their accounts of the incident should be taken as being both credible and reliable. The ESC's representative argued that while councillors are expected to scrutinise and

challenge officers, they were obliged to do so in a courteous and respectful manner. The ESC's representative contended that, in this case, the Respondent had been aggressive and hostile and had caused the Head of Internal Audit to feel shocked and intimidated. The Respondent had, therefore, failed to treat the Head of Internal Audit with respect, as required by the Code.

Turning to the alleged breach of confidentiality, the ESC's representative advised that the Council's legal officers had sought fit to redact the name of any individual or company involved in the procurement or contracts from the internal audit report being considered at the Special Council meeting on 14 May 2019. The ESC's representative contended that it was evident from this that such information was confidential and not intended for the public domain. The ESC's representative noted that paragraph 3.17 of the Code specifically provides that councillors must not disclose confidential information even if they hold a personal view that such information should be publicly available. The ESC's representative argued, in any event, that there was no public interest reason to disclose the information as what was being scrutinised in the report was the Council's procurement procedures, contract management practices and how it spent the public funds available to it; not the conduct of any external individual or company. The ESC's representative accepted that while the name of the company and its directors were in the public domain, the fact that they were the recipients of Council contracts was not. The ESC's representative argued that the disclosure of the information by the Respondent could potentially have had a negative impact on those connected to the company.

#### **Evidence from the Respondent**

The Respondent advised he had been a councillor for some 34 years. He stated that he had first become aware of the whistle-blower's concerns in July 2016. The Respondent advised that he had thereafter advised the Head of Internal Audit who agreed to investigate the matter. The Respondent noted, however, that despite him seeking an update on progress on a number of occasions, and being advised by the Head of Internal Audit in January 2018 that the report had been sent to the Chief Executive, a (heavily redacted) version was not sent to elected members until February 2019. The Respondent advised that he had been very concerned and frustrated about the extraordinary length of time taken to investigate the matter and to produce the report, given the serious nature of the whistle-blower's allegations. The Respondent stated that he had also been very disappointed and disillusioned about the format of the report, when initially issued to councillors, as it had been redacted to such an unacceptable extent that, to him, it prevented proper scrutiny and informed decision-making. The Respondent advised that he had, therefore, lodged the motion requesting that a less redacted version of the report to be supplied and also for the matter to be referred to Audit Scotland. This had been agreed unanimously at the Council meeting on 14 February 2019.

The Respondent stated that he had been unhappy, disillusioned and frustrated that the Head of Internal Audit, as the author of the report being scrutinised, had not attended the meeting on 14 February 2019. The Respondent advised he would have expected the Head of Internal Audit to have been there to answer questions from elected members. The Respondent stated that the Head of Internal Audit's failure to attend meant that elected members were unable to undertake their scrutiny role effectively. The Respondent noted that the investigation by Audit Scotland had found that the Council's procurement policies and procedures had been breached regularly and that it had not demonstrated Best Value being achieved when procuring services in respect of some contracts. The Respondent explained that it was in this context he had approached the Head of Internal Audit before the Special Council Meeting on 14 May 2019.

The Respondent accepted that the Head of Internal Audit's description of the incident was broadly accurate. The Respondent explained that he had asked whether the Head of Internal Audit had been promoted as the Chief Executive had previously stated he was not senior enough to attend Council meetings. The Respondent advised that he had not intended to intimidate the Head of Internal Audit and apologised if he had done so.

In respect of the allegation that he had disclosed confidential information, the Respondent confirmed that he had mentioned the name of a director and the company on a number of occasions at the meeting on 14

May 2019, despite this information being redacted in the copy of the internal audit report provided to elected members, which was being considered. (The Respondent advised that an unredacted version of the report had come across his desk, although he declined to apprise the source of this). The Respondent advised that, in disclosing the information, he had been trying to act in the public interest as he believed the public had a right to know who had received the Council contracts in question. The Respondent argued that as the concerns about procurement and the award of contracts had been covered extensively in the local media, and all council employees knew the name of the individual and company in question, it was reasonable to assume the information was not confidential. The Respondent further advised that the name of the director and company were publicly available through Companies House and that as the company had dissolved in 2015, it was unlikely that any harm would be caused to it by the disclosure. He argued that the name of the company would have been on signposts or billboards at Council sites when work was being undertaken in respect of the contracts that had been awarded. The Respondent contended that while the Council's Monitoring Officer had warned him, at the meeting, that disclosing the information could be a breach of data protection law, he had not raised the possibility of it being a breach of the Code.

In cross-examination, the Respondent accepted that council officers should not be expected to put up with aggressive or intimidating behaviour. The Respondent denied, however, that the Head of Internal Audit had caught the brunt of his unhappiness and frustration about the length of time the investigation had taken and explained that, instead, he had simply been trying to elicit an answer as to why the Head of Internal Audit had not been present at the meeting on 14 February 2019. When no answer had been forthcoming, he had simply asked the same question again.

In response to questions from the Panel, the Respondent advised that it had not been apparent to him, at the time, that disclosing the name of the director and company at the meeting could be a breach of the Code. The Respondent stated that his overriding concern was the public interest and "so be it" if that had meant he would fall foul of the Code. The Respondent reiterated that he considered that the public had a right to know what had been going on. He further indicated that he had never said that the Chief Executive was a liar.

## **DECISION**

The Hearing Panel considered the submissions made both in writing and orally at the Hearing. It concluded that:

1. The Councillors' Code of Conduct applied to the Respondent, Councillor Bollan.
2. The Respondent had breached paragraphs 3.3 and 3.17 of the Code

## **Reasons for Decision**

Having heard evidence from the then Head of Internal Audit and three other eye witnesses to the incident, the Panel was satisfied, on the balance of probabilities, that the Respondent was discourteous and disrespectful, both in tone and demeanour, to the then Head of Internal Audit during the exchange in question before the Special Council meeting on 14 May 2019. The Panel was further satisfied that the Respondent had made remarks to the effect that the Chief Executive had said, at the meeting on 14 February 2019, that the Head of Internal Audit was not senior enough to attend Council meetings. The Respondent had also questioned whether the Chief Executive had lied at the earlier meeting. The Panel noted that the then Head of Internal Audit and the three other witnesses gave evidence to the fact that the then Head of Internal Audit had been shocked and intimidated by the Respondent's behaviour.

The Panel found that the Respondent had behaved in an inappropriate and disrespectful manner towards the Head of Internal Audit by challenging him in a demeaning fashion in front of his colleagues. The Panel

accepted the evidence of witnesses that the Respondent had been standing directly in front of the then Head of Internal Audit and had been aggressive in both tone and manner when doing so. The Panel was of the view that while officers may be expected to face challenge (and that senior officers in particular may expect this to be of a robust nature), they are nevertheless entitled to be treated with courtesy and respect when undertaking their duties. The Panel noted that the Respondent accepted he had been frustrated in advance of the exchange. It further noted that the Respondent's manner and comments were perceived by the recipient, and others, as being, aggressive and demeaning. The Panel considered that a reasonable person would have concluded that such behaviour lacked courtesy and was disrespectful.

The Panel noted, however, that before coming to a final finding on the matter, it was obliged to consider the provisions of Article 10 of the European Convention on Human Rights, which concerns the right to freedom of expression. The Panel considered that as the Respondent's conduct towards the Head of Internal Audit was gratuitous and had taken place before the meeting was underway, the Respondent would not attract the enhanced protection of freedom of expression under Article 10 of the European Convention on Human Rights, which is afforded to politicians when making comments in a political context.

The Panel concluded, therefore, that the Respondent had contravened paragraph 3.3 of the Code in respect of the first aspect of the referral.

Turning to the second matter before it, the Panel noted that the Respondent accepted that, at the Special Council Meeting later that day, he had referred to the name of an individual, company and contractor who had been awarded Council contracts (being information the Council had redacted from the Internal Audit report under consideration). The Panel noted that the Respondent's position was that the name of the joint owner of the company in question was, and remains, publicly available online and that it had been in the public interest for the information to be disclosed, given public money was being spent.

The Panel noted that the Respondent had disclosed the information in the course of a public meeting. While the Respondent may have considered it was in the public interest for the information to be disclosed, the Panel was of the view that the fact that the information had been redacted from the report meant that it was apparent the information was confidential and was to be treated as such. The Panel accepted that while matters concerning the Council's approach to tendering and awarding contracts were clearly of public interest, it did not accept that disclosing the name of a private individual / contractor fell within that category. This was because the matters that were the subject of the meeting, being the internal investigation and Audit Scotland's report, concerned the way the Council had conducted itself and how it spent public funds. The Panel was satisfied that the company and its director were not the subject of the scrutiny and that the public disclosure of the name of the company and its director was not necessary in the circumstances.

The Panel noted that when questioned whether he was aware that his conduct could amount to a breach of the Code, the Respondent said this was not apparent at the time and that he was nevertheless of the view that the public interest overrode any other interest such as the Code of Conduct. Then Respondent had stated, therefore, that if he fell foul of the Code then "so be it". The Panel was satisfied, however, that it was evident from the transcript of the meeting of 14 May 2019 that both the Monitoring Officer and Chief Executive had indicated that disclosing the information was likely to be a breach of the Code. The Panel found that the Respondent had nevertheless proceeded to do so.

The Panel noted, in any event, that paragraph 3.17 of the Code expressly states that councillors should not disclose confidential information even in instances where they hold the personal view that such information should be publicly available. The Panel considered the fact that the name of the joint owner of the company in question was publicly available online was irrelevant, given that the information disclosed went further than that and extended to the fact that the company had been awarded Council contracts.

The Panel concluded, therefore, that the Respondent had also contravened paragraph 3.17 of the Code. The Panel noted that it had not heard any arguments to the effect that the Respondent would be afforded the enhanced protection of freedom of expression afforded by Article 10 at the meeting. The Panel was not satisfied, therefore, that it had before it any compelling public interest reasons as to why the disclosure of the name of the company and individual was necessary. The Panel further considered that there could have been negative consequences to the individual and anyone connected to the company in question. In the circumstances, the Panel determined that there were sufficient and relevant reasons to justify the interference to the Respondent's right to freedom of expression. It was satisfied that a finding of a breach and application of a sanction was proportionate in the circumstances.

### **Evidence in Mitigation**

The Respondent's representative indicated that both incidents which were the subject of the breach finding had arisen as a result of the Respondent's strongly held belief that the Council was trying to avoid scrutiny of his legitimate concerns. The Respondent's representative noted the Respondent was particularly disillusioned and disappointed because, despite being aware of the whistle-blower's concerns for more than three years and despite the Respondent asking for updates, the first time that elected members were provided with a summary of the internal audit report and given the opportunity to scrutinise the matter was December 2018. The Respondent's representative noted, however, that Audit Scotland had later found that the summary presented had 'lacked the level of detail required by members for them to effectively scrutinise the issues identified'. The Respondent's representative advised that his concerns about the lack of detail in the summary had led the Respondent to lodge the motion that resulted in the internal audit report being issued to elected members and the matter being referred to Audit Scotland in February 2019. The Respondent's representative indicated that the Respondent was entirely frustrated by the time of the events in question on 14 May 2019. The Respondent's representative noted that the frustration was with the Council as a whole, rather than the then Head of Internal Audit as an individual, and that it was unfortunate that he may have been the recipient of a release of this. The Respondent's representative confirmed that the Respondent had apologised in his correspondence with the Standards Commission for making the Head of Internal Audit feel uncomfortable. The Respondent's representative asked the Panel to note the exchange had been a one-off incident.

Turning to the second issue, the Respondent's representative noted that neither the individual or company concerned had complained about the disclosure of their names. The Respondent's representative reiterated the Respondent had not had cause to think the disclosure would cause any harm, given the company had been dissolved well before the meeting on 14 May 2019.

### **SANCTION**

The decision of the Hearing Panel is to suspend the Respondent, Councillor Bollan's entitlement to attend the next two ordinary meetings of West Dunbartonshire Council.

The decision is made in terms section 19(1)(b) of the Ethical Standards in Public Life etc. (Scotland) Act 2000.

### **Reasons for Sanction**

In reaching its decision on sanction, the Hearing Panel noted, in mitigation, that the Respondent had co-operated fully with the investigative and Hearing processes. The Panel accepted that, by the time of the events in question, the Respondent was entirely frustrated by the length of time it had taken to investigate the whistle-blower's concerns (particularly in light of how serious these were), and the lack of explanation provided for the delay. It noted that the Respondent had offered an apology to the Standards Commission in respect of his conduct towards the then Head of Internal Audit, if after the matter had been referred to it.

The Panel considered, however, that the requirement for councillors to behave in a respectful manner towards officers and to maintain confidentiality are important parts of the Code, as a failure to do so can undermine the effective running of the Council. The Panel noted that councillors should be able to undertake their scrutiny role in a constructive, respectful, courteous and appropriate manner without resorting to personal attacks or being offensive or demeaning. In this case, the Respondent had failed to conduct himself in a courteous and respectful manner.

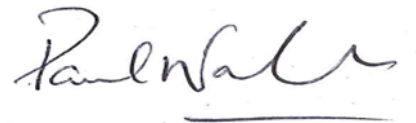
In respect of the breach of confidentiality, the Panel again accepted that the Respondent's conduct was borne of frustration and that he may have considered disclosing the information was in the public interest. The Panel considered, nonetheless, that it was clear the information was confidential. The Panel was further of the view that the Code made it clear that such information should not be disclosed, even if a councillor held a personal view that it was in the public interest to disclose it. The Panel considered, therefore, that the disclosure had not been inadvertent. The Panel was of the view that the deliberate nature of the second breach and the fact that there had been two contraventions (albeit in respect of different provisions in the Code), meant that a censure was not appropriate and that a suspension should be imposed.

The Panel was nevertheless of the view that the Respondent's conduct did not warrant a more severe sanction. This was because there was no personal benefit to the Respondent and the events in question had been confined to one day.

#### **RIGHT OF APPEAL**

The Respondent has a right of appeal in respect of this decision, as outlined in Section 22 of the Ethical Standards in Public Life etc. (Scotland) Act 2000, as amended.

**Date:** 17 September 2020

A handwritten signature in dark ink, appearing to read 'Paul Walker', with a horizontal line underneath.

**Mr Paul Walker**  
**Chair of the Hearing Panel**

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead - Regulatory**

**West Dunbartonshire Council: 25 November 2020**

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**Subject: Hybrid Meetings of Council and Committees**

**1. Purpose**

- 1.1** To provide the Council with an update on the outcome of discussions at the Cross Party Working Group on the proposal to introduce hybrid council and committee meetings in West Dunbartonshire.

**2. Recommendation**

- 2.1** The Council is asked to note the recommendation of the Cross Party Working Group that the Council should not to proceed with the procurement for introduction of hybrid meetings but once things improve the Working Group should consider providing accommodation for groups of Members to be in the same room, if they so choose.

**3. Background**

- 3.1** At its meeting on 25 June, the Council agreed to approve the undernoted motion:

*Council notes that it will not be until stage four of lockdown relaxation that the instructions from the Scottish Government change from, 'Remote working remains the default position for those who can.' to 'Remote and flexible working remains encouraged.'*

*Council agrees that we will continue to comply with the Scottish Government's instructions, based on medical and scientific advice, and will continue to deliver services digitally by default and not unnecessarily require our employees to attend workplaces where it is not absolutely imperative to do so for the provision of services to the public.*

*Council thanks our staff for the great lengths they have gone to, to enable home working for not just Councillors, but other staff across the organisation. We note that at this time, the Chief Executive has advised the three main group leaders that officers need to remain focussed on maintaining and expanding this capability, to allow us to bring more services back quicker, for the benefit of our communities.*

*Council agrees that when government guidance allows and officers have the capacity to look at how we can enable some Councillors to be physically present for meetings, they should do so and bring a report back to the Cross Party Group and Council at the earliest opportunity*

*thereafter. All elected members will be consulted on plans, to enable officers to consider everyone's needs before writing their report.'*

- 3.2** The Cross Party Working Group received a briefing on hybrid meetings at its meeting in August and agreed that all elected members should be consulted on their views before any decisions were taken. The outcome of the consultation was presented to the Group in September 2020. The Group noted that there had been a mixed response to the consultation and agreed not to proceed with the procurement of a hybrid system at this time and that the outcome be reported back to the November meeting of Council. In making its decision, the Working Group took into account a number of issues which have been summarised in the main issues section of the report.

#### **4. Main Issues**

- 4.1** At present, there is no specific guidance on the size of workplace gatherings but the Scottish Government's guidance still states that **those persons who can work from home should continue to do so**. At the time of writing, all local authorities within the Greater Glasgow and Clyde Health Board area including West Dunbartonshire are subject to stricter conditions than other parts of the country due to increasing infection rates.
- 4.2** The current supplier of the audio equipment in the Church Street office has produced a technical solution to deliver hybrid meetings in the Civic Space. This solution will use both the existing microphones and large monitors in situ together with MS Teams. The proposal involves installing two cameras at the large screen positions and connections to the existing audio system. This would allow those members in the Civic Space to be seen and to use the existing Televic microphones to be heard. Those members working from home would access MS Teams to participate in the meeting. The Council would supply the laptop/PC that allows the system to run MS Teams and could be situated in the communications room next to the Audio rack as this must connect to the mixer and must be connected to the Council's network. This is only one solution to deliver hybrid meetings and there could be others available which may be more cost effective. The working group was informed that Officers would need to engage in a full procurement exercise to identify the best option at the lowest cost.
- 4.3** A lot of hard work and effort has already gone into the planning and delivery of remote meetings which in the main have worked. While there have inevitably been some teething issues with videoconferencing, the meetings have gone well and lessons have been learned to facilitate future videoconference meetings running as smoothly as reasonably possible. It should be noted that some Councils, who already have cameras installed for webcasting, and have tried hybrid meetings have indicated that the experience of the Members working remotely may not be as good as those at the meeting due to issues with the sound quality within the meeting room making it difficult for those Members participating from home to hear what is going on. This is particularly relevant given the acoustics in the Church Street Chamber.

- 4.4** At present the Civic Space in Church Street is closed and therefore the building would need to be re-opened to allow meetings to take place. If meetings proceed prior to the building being opened for general use there will be additional costs involved in cleaning and staffing of the building. A full risk assessment and an Equality Impact Assessment would need to be completed to ensure all risks and equality issues have been considered before opening the building for this purpose.
- 4.5** If the public gallery was opened to members of the public and press this would introduce a number of additional risks which would need to be identified and addressed via the risk assessment. However, one of the main considerations would be the restriction of numbers of persons allowed in the gallery space while maintaining appropriate physical distancing. It is likely the number of people able to access the space would be greatly reduced for both public and the press.

## **5. People Implications**

- 5.1** The level of staffing required to operate a meeting will depend on a number of factors such as whether the public gallery will be opened, the number of entrances to be used, etc. This will also impact on the level of cleaning required and the costs involved. For example, furniture in the civic space would need to be cleaned before the meeting and any touched surfaces and equipment used e.g. desks, chairs, microphone units would need to be cleaned after the meeting in preparation for the next meeting. This would be in addition to appropriate cleaning of other common areas such as toilets, stairwell, corridors and lifts.
- 5.2** A hybrid meeting will require a number of additional support staff to ensure the meeting runs smoothly. The last Council meeting which was conducted via videoconference involved four Committee staff and 2 ICT officers, it is likely that a hybrid model will need more staff to manage the meeting given the complexity of the set up. This could also result in delays to other work or require overtime/additional staff with relevant skills.

## **6. Financial and Procurement Implications**

- 6.1** It is estimated that it will cost approximately £12,500 to deliver the hybrid model described in paragraph 4.2 of this report; £12,000 in respect of equipment (capital) and approximately £500 in respect of the annual maintenance fee (revenue). This does not include the cost of additional laptops, WDC Officer time in supporting the installation of the equipment, connection to the network and the opening and cleaning of the building (as referred to in paragraph 4.4 above). As previously stated, there are other systems available and a procurement exercise would be required to identify the best solution for this Council.

## **7. Risk Analysis**

**7.1** There are no risks arising from the recommendations of the report.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An EIA was carried out on the introduction of hybrid meetings which identified that there could be an inequality issue for those members who were unable to participate in meetings in person due to underlying health conditions and therefore would not have the choice to do so. Furthermore, elected members with hearing impairments may find it difficult to hear clearly what is being said in the Chamber depending on the quality of the sound being transmitted from that room. A copy of the EIA is attached as an appendix to this report.

## **9. Consultation**

**9.1** Officers from Legal and Finance Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

**10.1** This report recommends that Council meetings continue to operate via videoconference and although members of public cannot attend meetings in person as before, the facility to listen to the Council and main committee meetings via the live audio-cast enables the public to keep in touch with Council decision making from the safety of their own homes.

**Name:** Peter Hessel  
**Designation** Strategic Lead - Regulatory  
**Date:** 3 November 2020

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**Person to Contact:** George Hawthorn, Manager of Democratic and Registration Services, Municipal Buildings, College Street, Dumbarton. Telephone 01389 737204 or email: [george.hawthorn@west-dunbarton.gov.uk](mailto:george.hawthorn@west-dunbarton.gov.uk)

**Appendices:** Equality Impact Assessment on introduction of Hybrid Meetings.

**Background Papers:** None

**Wards Affected:** None.

<b>AssessmentNo</b>	292	<b>Owner</b>	GHAETHORN	
<b>Resource</b>	Transformation		<b>Service/Establishment</b>	Regulatory
	First Name	Surname	<b>Job title</b>	
<b>Head Officer</b>	George	Hawthorn	Manager of Democratic and Registration Services	
	(include job titles/organisation)			
<b>Members</b>	Peter Hessel, Strategic Lead - Regulatory Alan Douglas, Manager of Legal Services			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
<b>Policy Title</b>	Hybrid Council and committee meetings			
	<b>The aim, objective, purpose and intended outcome of policy</b>			
	If agreed, the aim would be to introduce a system which would enable formal meetings to take place with some members and officers in the same room with others participating from home via videoconferencing.			
	<b>Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.</b>			
	Elected Members and Officers of the Council.			
<b>Does the proposals involve the procurement of any goods or services?</b>			<b>Yes</b>	
<b>If yes please confirm that you have contacted our procurement services to discuss your requirements.</b>			<b>Yes</b>	
<b>SCREENING</b>				
<i>You must indicate if there is any relevance to the four areas</i>				
<b>Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)</b>			<b>Yes</b>	
<b>Relevance to Human Rights (HR)</b>			<b>No</b>	
<b>Relevance to Health Impacts (H)</b>			<b>No</b>	
<b>Relevance to Social Economic Impacts (SE)</b>			<b>No</b>	
<b>Who will be affected by this policy?</b>				
Elected Members and Officers of the Council				
<b>Who will be/has been involved in the consultation process?</b>				
All elected members have been consulted on the proposal and there was a very mixed response. Some members who have underlying health conditions were opposed to the proposal and advised they could not attend meetings in person during the current covid-19 pandemic. Others expressed the view that it was their democratic right to meet face to face subject to social distancing, hand cleaning, etc, and welcomed the proposal.				
<b>Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.</b>				
	<b>Needs</b>	<b>Evidence</b>	<b>Impact</b>	
<b>Age</b>				
<b>Cross Cutting</b>				
<b>Disability</b>	Members with hearing impairments may find it difficult	Other local authorities have tried hybrid	Some members will not hear the full discussion and may	

	to hear discussion taking place in chamber when working from home.	meetings and reports were received that those participating from home could not hear all of the conversations in the meeting room due to poor acoustics. It has already been established that acoustics in the Civic Space is poor and therefore there is a risk that members at home, especially if they have a hearing impairment, may not hear clearly.	feel that they are not fully involved in the meeting.
<b>Social &amp; Economic Impact</b>			
<b>Sex</b>			
<b>Gender Reassign</b>			
<b>Health</b>	Members who have underlying health conditions do not feel that they have the option to attend meetings and therefore may feel that they are discriminated against due to their health condition.	In response to the consultation, those Members with health conditions made it clear that they could not attend in person.	Members with health conditions may feel that they do not have the same status as those attending in person.
<b>Human Rights</b>			
<b>Marriage &amp; Civil Partnership</b>			
<b>Pregnancy &amp; Maternity</b>			
<b>Race</b>			
<b>Religion and Belief</b>			
<b>Sexual Orientation</b>			
<b>Actions</b>			
<b>Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.</b>			
Report will recommend that hybrid meetings should not be implemented.			
<b>Will the impact of the policy be monitored and reported on an ongoing basis?</b>			
If the recommendation of report is supported there will be no impact as all members are able to participate equally from home at present.			
<b>Q7 What is your recommendation for this policy?</b>			
Don't Introduce			

**Please provide a meaningful summary of how you have reached the recommendation**

The introduction of hybrid meetings could have a negative impact on those elected members who, due to underlying health conditions and those who have hearing impairments. They may not be able to hear the full discussion in the chamber due to poor sound quality and/or their disability and therefore may feel that they are not able to participate as fully as those members in the chamber.



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead - Regulatory****Meeting of West Dunbartonshire Council : 25 November 2020**

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**Subject:     Guidance on Councillors' Expenses****1.     Purpose**

- 1.1    To seek the Council's approval of new Guidance on Councillors' Expenses.

**2.     Recommendations**

- 2.1    The Council is asked to approve the new Guidance on Councillors' Expenses as shown in the Appendix to this report.

**3.     Background**

- 3.1    Following an audit of Councillors' expenses in 2019 by the Council's Internal Audit Team, it was recommended that a clear set of guidance be developed for Members' travel and subsistence to ensure consistency of approach for all Elected Members. The revised guidance was presented to the Council in August 2020 when it was agreed to continue the matter to a future meeting of Council to allow Elected Members to submit comments on the guidance before a final report was brought for debate and decision.
- 3.2    The proposed document was circulated to all Members for comment in September 2020 and the attached guidance and its appendices have now been revised to take into account some of these comments.

**4.     Main Issues**

- 4.1    At present, there is no singular document which covers all aspects of Councillors' travel and subsistence claims. The proposed Guidance document brings together all of the existing rules, regulations and protocols in one document and addresses issues raised by the Internal Audit Team following its audit of the process.
- 4.2    The following comments were received from elected members:
- a) the council car should be referred to as the 'Provost's car' as had been the case in previous years;
  - b) the role of senior councillor be added to the list of officials who can use the Provost's car for official journeys;
  - c) the protocol on the use of the Provost's car should be amended to include the civic role of the Bailie;

- d) the Guidance should make clear that all civic journeys in the Provost's Car will not be recorded against an individual elected member but will be recorded as 'civic use';
- e) the date for implementation of the new rule on submission of expenses within three months from the date of the first journey should be changed as discussed at the Council meeting; and
- f) that the three month rule as referred to above be removed from the Guidance.

**4.3** All of the proposed changes, with the exception of the suggestion to remove the three month rule as referred to in paragraph 6.1 of the Guidance, have been made to the attached Guidance. Officers are of the view that this rule is necessary to reduce errors and improve budgetary control of the expenditure. It is now proposed that this rule be introduced with effect from 1 April 2021.

**4.4** In addition to the above, one elected member asked if Councillors' expenses could be submitted online and officers have agreed to look at the feasibility of implementing this proposal.

## **5. People Implications**

**5.1** The recent audit of expenses identified that officers have found it difficult to verify claims due to insufficient information on claim forms. The proposed changes will make this process considerably easier for officers resulting in greater accuracy and efficiency thus ensuring value for money.

## **6. Financial and Procurement Implications**

**6.1** There are no procurement issues arising from this report. The new Guidance will help ensure that future claims are accurate and processed more efficiently.

## **7. Risk Analysis**

**7.1** There are no significant risks arising from the recommendations of this report. However, failure to approve the Guidance could result in further errors being identified in future claims which could impact on the reputation of individual elected members and on the Council as a whole.

## **8. Equalities Impact Assessment (EIA)**

**8.1** There are no impacts on any equality groups arising from the recommendations of this report.

## **9. Consultation**

**9.1** Officers from Legal and Finance Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

- 10.1** The implementation of the new Guidance for elected members will not have a direct impact on the Council's strategic priorities but will improve the efficiency of the process.

**Name:** Peter Hessel  
**Designation** Strategic Lead - Regulatory  
**Date:** 20 October 2020

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**Person to Contact:** George Hawthorn, Manager of Democratic and Registration Services, Municipal Buildings, College Street, Dumbarton. Telephone 01389 737204 or email: [george.hawthorn@west-dunbarton.gov.uk](mailto:george.hawthorn@west-dunbarton.gov.uk)

**Appendix:** Guidance on Councillors' Expenses.

**Background Papers:** Members' Expenses Audit 2019/20 (Ref. No. S.008.20 (Dec 2019

**Wards Affected:** None.



**West Dunbartonshire Council****Guidance on Councillors' Expenses****1. Legislation**

Remuneration arrangements for elected members referred to in this document are governed by Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2017 (in force from 4th May 2017). These regulations cover Members' Allowances, reimbursement of expenses and pensions rights. The mileage rates shown below are as detailed in the Councillors' Remuneration Guidance 2010 (amendment to mileage rate, November 2011).

**2. Approved Duties**

Claims for travel and subsistence can only be submitted for undertaking approved duties of the Council. The current approved list of duties is as follows:

- (A) Attendance at duly constituted meetings of the Council, Committees or Sub-Committees. This should include attendance at a particular meeting on the invitation of a Committee of which the Councillor is not a member for a specific item of business.
- (B) Attendance at meetings of other bodies as appointees of the Council.
- (C) Attendance at meetings of Community Councils, Parent Councils and Tenants' Organisations.
- (D) Attendance at surgeries.
- (E) Attendance by Councillors at functions where it has been agreed by the appropriate Committee and recorded in the minutes accordingly.
- (F) Attendance at conferences approved by the Council.
- (G) Attendance at meetings of political groups which have a Councillor or Councillors on the Council, where such meetings are held to enable preliminary discussion to take place on matters related to the functions of the Council.
- (H) Attendance at meetings of the Convention of Scottish Local Authorities (CoSLA) and its Committees or Sub-Committees and on external bodies appointed by CoSLA itself.
- (I) Attendance at meetings with Officers of the Council by Conveners or Vice-Conveners and invited Councillors to discuss matters relating to their respective Committees.
- (J) Attendance at pre-arranged meetings with Officers of the Council by Councillors.
- (K) Attendance by Councillors for the purposes of opening tenders.
- (L) Duties performed by the Convener of the Council and/or his or her nominees where such duties are of a civic nature.
- (M) Attendance at Working Groups constituted by the Council.
- (N) Attendance at a court, tribunal or public enquiry at which the Council is represented as an approved duty.

### 3. Travel Expenses

- 3.1 Councillors may claim costs incurred when travelling by private car, van, motorcycle and bicycle and may also claim costs for travelling with passengers where both the Councillor and the passenger are carrying out any approved duties. These rates are:

- 45p per mile for travel by own car or van;
- 24p per mile for travel by motorcycle;
- 20p per mile for travel by bicycle; and
- 5p per passenger per mile where both the passenger and the Councillor are carrying out approved duties.

HMRC rates for travel by car or van are 45p for the first 10,000 miles and 25p for each mile over 10,000 travelled in a tax year. Any excess 20p per mile over 10,000 miles is therefore taxable and is required to be declared annually to HMRC.

- 3.2 In addition to the above, Councillors may also claim the following costs associated with travelling:

- Parking charges – receipts must be provided.
- Road tolls – costs of expenses incurred.
- Road pricing/congestion charging – receipts must be provided.
- Ferry fares for car, motorcycle or bicycle – receipts must be provided.

Please note parking fines or tow-away costs will not be reimbursed.

- 3.3 Councillors should always ensure that journeys are planned and undertaken by the most economical route balancing journey, distance and time taken. However, where possible, Councillors should also consider using public transport in preference to private transport where the costs are lower.

### 4. Travel by Public Transport

- 4.1 The following expenses may be claimed back by Councillors who use public transport to carry out their duties:

- Buses and trams – receipted expenses incurred, including season tickets/passes where this is considered more cost effective.
- Taxis, trains, air travel, ferry travel – receipted cost of fare.

It is expected that Councillors should travel by standard/economy class for their journeys.

- 4.2 Travel by taxi on approved duties will be reimbursed at the car mileage rate of 45p per mile. When a Councillor does not use his/her private car, taxi fares are reimbursed in full only if there is no suitable alternative public transport available. This may apply to circumstances where a meeting finishes late in the evening or transport is required to catch an early flight or train but could also apply to circumstances whereby a Councillor's personal or business

commitments leave him/her insufficient time to travel between venues using public transport or where a Councillor's disability means that use of public transport is unsuitable. Outwith these constraints, if a Member uses a taxi, e.g. so as to be able to socialise after the meeting, the Council will reimburse travel at the car mileage rate (or public transport rate if the Member does not have a car).

- 4.3 The protocol on the use of the Provost's car provides further information on the use of taxis and is attached as Appendix 1 to this Guidance. The car should only be used for the approved duties as detailed in Section 2 of this Guidance and not for any other purpose. Councillors should keep a separate record of their use of the car to reduce the risk of errors occurring when submitting claims of travel expenses. When the car is used for 'civic use' the mileage will not be recorded against the individual elected member.

## **5. Subsistence**

- 5.1 Councillors may only claim back the actual costs for meals and overnight accommodation when they are carrying out council business away from their home or council premises. The maximum rates claimable are detailed in Appendix 2 to this Guidance.

## **6. Submitting Claims**

- 6.1 All reimbursement claims should be submitted timeously, ideally within the pay period being claimed for or within three months of the first journey claimed. With effect from 1<sup>st</sup> April 2021, claims relating to a period longer than 3 months will not be authorised for payment unless there are exceptional circumstances which prevented timeous submission of the claim e.g. serious illness.
- 6.2 When claiming for vehicle mileage, Councillors should use established mileage calculators e.g. RAC or AA to ensure that the correct distance and mileage is claimed.
- 6.3 Councillors should ensure that an appropriate VAT receipt is submitted for fuel consumed during the period of the claim and is dated no later than the date of the first journey.
- 6.4 When travelling to an event by taxi, Councillors should ensure that the driver provides a receipt which records full details of the journey, time and signature of the driver. Councillors should also add details of the event to the claim form to assist officers match up the receipt with the journey. Journey details, times and nature of duty should also be stated on all public transport receipts submitted with claims.

## **WEST DUNBARTONSHIRE COUNCIL REGULATORY – DEMOCRATIC SERVICES**

### **Elected Members' Use of Provost's Car and Taxis for Official Business**

The Provost car is available for use by prior booking. Bookings are made via the Provost's Secretary (tel. 01389 738697). The Secretary will enter the reservation in a diary kept for that purpose.

Since there is only one official car to serve the Council, a protocol has to be applied for use of the car. The priority list is as follows:

- Provost
- Depute Provost
- Bailie (when performing civic duties)
- Council Leader
- Depute Council Leader
- Senior Councillors
- Other Service/Committee Conveners
- Councillors

The Provost will have first call on the car and its driver. Where the Provost has not made a pre-existing booking of the car, it can be booked on behalf of another Councillor.

If the car is already reserved for the Provost at the required time, contact should be made with the Provost's Secretary or Senior Democratic Services Officer (tel. 01389 737186) to help make alternative arrangements. The Council has accounts with Clydebank and Dumbarton TOAs and these would be the first alternative. In appropriate circumstances another option is to hire a second car, assuming that a driver is available.

If another person on the priority list has booked the car for a particular occasion and it is subsequently required by the Provost or Council Leader, who would normally have received priority for the booking, contact should be made as soon as possible with the Provost's Secretary or Senior Democratic Services Officer to investigate suitable alternatives. Please note, however, that at very short notice it may be impossible to hire another car and release a second driver, so the use of a taxi may be unavoidable.

One week's notice should be given wherever possible of a need for the car. Drivers are Council Officers who have other duties, therefore notice is needed as it may be necessary to change shifts or re-roster to accommodate driving duties.

Where two or more Councillors of equal priority wish to use the car, priority will be given to use for civic events, then for ministerial visits, then attendance at meetings of outside bodies.

In case of urgency arising in relation to an official engagement, Councillors may make direct contact with the taxi firm. The telephone numbers are below and

Councillors must state at the time of booking that the journey should be added to the relevant account (see below). Invoices for journeys will then be sent to the department for payment.

**CLYDEBANK TOA – XXXXXXXXXXXX (quote ‘xxx account’)**  
**DUMBARTON and ALEXANDRIA TOA – XXXXXXXXXXXX (quote a/c no. xxx)**

### **Approved Use of the Provost’s Car**

Councillors are only allowed to reclaim travel expenses or use of the Provost’s car for duties which are “wholly or necessarily in the performance of their duties as a Councillor”. This is in accordance of HMRC advice on the tax treatment of such payments. The key tests to be applied are:-

- Would I have needed to do this journey if I was not a Councillor?
- Was the expenditure necessary? In other words, was it necessary to go at this time, to that place and was a cheaper method of transport available?

### **Reclaiming of Taxi Fares paid by Councillors**

Travel by taxi on approved duties will be reimbursed at the car mileage rate of 45p per mile. In the absence of a Councillor using his/her private car, taxi fares paid by Councillors (i.e. not on taxi account) are reimbursed in full only if there is no suitable alternative public transport available. This is applied to circumstances where a meeting finishes late in the evening or transport is required to catch an early flight or train but could apply also to circumstances whereby a Member’s personal or business commitments leave insufficient time to travel between venues using public transport, such as where a Member’s disability means that use of public transport is unsuitable. Outwith these constraints, if a Member used a taxi, e.g. so as to be able to socialise after the meeting, we would reimburse travel at the car mileage rate (or public transport rate if the Member does not have a car).

### **Publication of the Costs of Member’s use of the Provost’s Car**

The Council is now required to publish annually any use of the Provost’s car by a Councillor in the annual publication of that Member’s expenses. The costs of such usage are to include not only a share of the purchase or leasing costs of the car, depreciation, servicing and petrol but also a share of the costs of the driver. The cost of this is £26 per hour. This means that use of the Provost’s car is not a particularly cheap method of transport in comparison to other methods of transport. In relation to the Provost, Depute Provost and Bailie, the annual publication records their usage of the car against a separate line for civic usage. All other Councillor’s usage is recorded against them personally meaning that usage of the car may give a misleading impression of high travel costs by that Councillor.

If the driver is required to wait to pick up the Councillor (e.g. where the event is outwith West Dunbartonshire) the hourly costs of the driver will also have to be included for such a waiting period, unless the officer is undertaking other duties. Where a number of Councillors and Officers use the car together these costs are split amongst those using it

## Appendix 2

### ACCEPTABLE EXPENDITURE AND MAXIMUM RATES

(a) Breakfast (where no overnight subsistence is claimed)	£8 per day
(b) Lunch	£12 per day
(c) Dinner	£25 per day
Meals taken under paragraphs (a), (b) and (c) are those taken by a member of a local authority outside the electoral ward in respect of which they hold office and not within any council premises	
(d) Overnight accommodation away from home and council premises (costs for bed and breakfast)	£118.63 within London £94.82 elsewhere
(e) Costs incurred when travelling by private car or van, motorcycle and bicycle, on approved duties.	45p per mile for travel by car or van 24p per mile for travel by motorcycle 20p per mile for travel by bicycle 5p per passenger per mile where both the passenger(s) and the Councillor are carrying out approved duties.
(f) Other particular costs of travel by private car, motorcycle or bicycle, being–  (i) parking charges  (ii) road pricing schemes and congestion charging (where applicable)  (iii) ferry fares	Receipted cost of expense  Receipted cost of expense  Receipted cost of expense
(g) Road and bridge tolls	Actual cost of expense

(h) Public transport (including taxis, where public transportation is unavailable or impractical)	Receipted cost of expense
(i) Telephone and computer line rental for use of personal telephone and computer for approved duties	50 per cent of line rental cost
(j) Telephone and computer line rental for second line for approved duties use	Receipted cost of expense
(k) Telephone and computer costs (apart from calls or line rental) necessarily incurred for approved duties	Receipted cost of expense – should be exceptional (N.B. Provision of telephone and computer direct from Council)
(l) Calls made in respect of approved duties, upon a home telephone, networked personal computer, fax machine, or personal mobile telephone	Receipted cost of expense – should be exceptional (N.B. Provision of telephone and computer with inclusive calls etc.)



## WEST DUNBARTONSHIRE COUNCIL

### Report by Strategic Lead, Regeneration

Council: 25 November 2020

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#### Subject: Climate Change Strategy

### 1. Purpose

- 1.1 The purpose of this report is to seek approval from the Council on a new Climate Change Strategy, which provides an overarching route map on how the Council intends to achieve net zero emissions by 2045.

### 2. Recommendations

- 2.1 It is recommended that the Council:
- (i) note the content of this report;
  - (ii) agree on the content of the Climate Change Strategy and it's long term aspirations;
  - (iii) agree to support the adoption of Climate Change actions across Council operations to ensure we achieve net zero emissions by 2045.
  - (iv) agree to procure external support in the delivery of the Strategic Environmental Assessment (SEA).

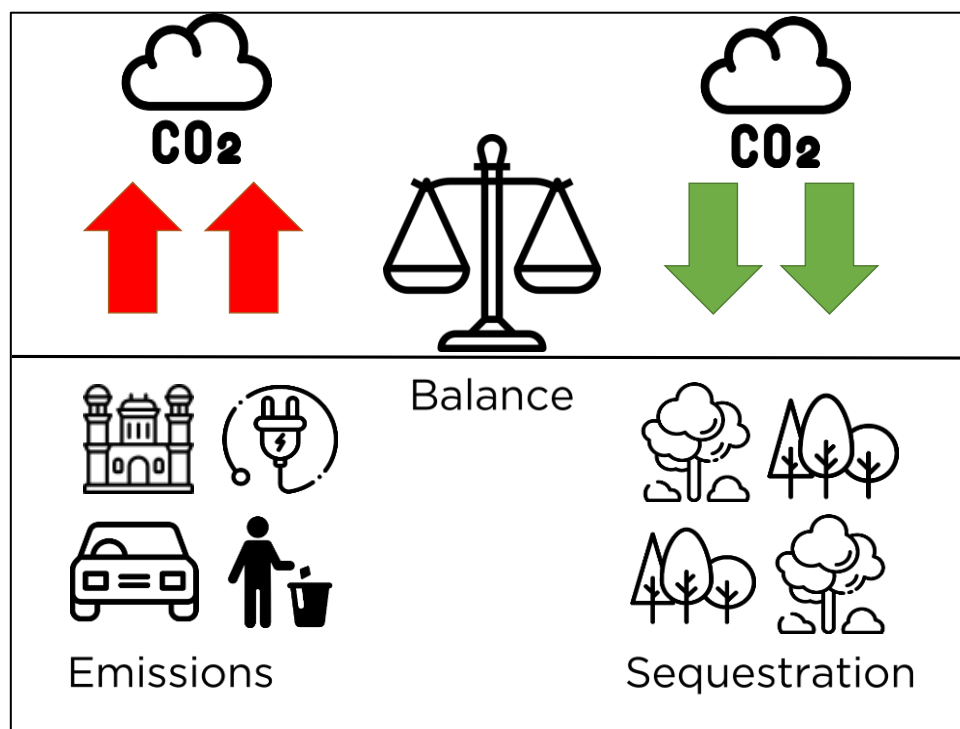
### 3. Background

- 3.1 In a drive towards a low carbon economy, the Scottish Government set world leading Climate Change targets to reduce Scotland's carbon emissions by 80% by 2050, with an interim reduction of 42% by 2020. In 2014 this interim target was met and exceeded (45.8%), originally leading to a new target set for a reduction of 50% for 2020. These targets presented Scotland with significant social and economic opportunities, as well as challenges, and required a range of actions across society and the economy. The [Climate Change \(Scotland\) Act 2009](#), which details these targets, is regarded as one of the most ambitious Climate Change legislation anywhere in the world.
- 3.2 The Climate Change (Scotland) Act 2009 places duties on all public bodies to contribute to emission reduction targets, deliver programmes to increase resilience against Climate Change, and to act in a 'Sustainable' way. Under the act, the Council is identified as a Major Player due to its size and influence and therefore must submit a mandatory Climate Change report to Scottish Government (SG) on an annual basis, detailing the actions planned to reduce our environmental impacts. This Strategy will be underpinned by a suite of actions which will support delivery and allow for more effective reporting.
- 3.3 In Scotland's latest climate plan - '[Climate Change Plan: third report on proposals and policies 2018-2032 \(RPP3\)](#)', further expectations are placed on the public sector to increasingly demonstrate how its own operations are driving down emissions.

RPP3 sets out the path to a low carbon economy while helping to deliver sustainable economic growth and secure the wider benefits to a greener, fairer and healthier Scotland in 2032. Since the publication of RPP3, a Climate Emergency has been announced by Scotland's First Minister, followed by the '[Climate Change \(Emissions Reduction Targets\) \(Scotland\) Act 2019](#)' which details new emission reduction targets for Scotland nationally. These are:

- 56% reduction by 2020 (replacing the original 50% target);
- 75% reduction by 2030;
- 90% reduction by 2040; and
- net zero emissions by 2045.

**3.4** Net zero refers to achieving an overall balance between emissions produced and emissions taken out of the atmosphere. Simply, this means that for all the emissions produced there must be mitigating actions in place to remove the same level of emissions from the atmosphere. Net zero does not mean that there should be no emissions, just that they must be balanced through emission reduction interventions. This is illustrated in the diagram below. The interventions range from land-use change methods, tree-planting, peatland restoration, investing in carbon-offsetting charities, technical solutions that draw carbon from the air, or Bioenergy with Carbon Capture and Storage.



## 4. Main Issues

**4.1** To contribute towards meeting these targets nationally, the Council have developed a new 'Climate Change Strategy' (Appendix 1) as a route map for 2021-22 and beyond. Our vision is an overarching Strategy that will set the foundation for a plan

of action and response to Scotland's Climate Emergency and 2045 net zero carbon reduction target.

**4.2** The Strategy is influenced by three key principles, as detailed in the act. These are:

- **Mitigation** - Contribute to emissions reduction targets directly, and indirectly through wider functions such as energy improvements, waste reduction and reduced vehicle emissions.
- **Adaptation** - Deliver programmes for (preparedness) by planning to continue function and increase resilience against the impacts of Climate Change, such as engaging with Climate Ready Clyde and considering impacts of current decisions/ investments over future decades.
- **Sustainability** - Consider social, economic and environmental impact of all activities, policy decisions and Strategy. This includes integrating environmental requirements and targets into all our operations where feasible.

**4.3** A long-term 2045 net zero emissions reduction target has been set for the Council. This has been developed in a way that mirrors the emission reduction trajectory set by Scottish Government for Scotland in light of the Climate Emergency. Since Scottish Government is using a baseline of 1990 and the Council is using a baseline of 2012/13 (our first full year of data), our starting points are significantly different. Therefore, we have instead devised an approach whereby we are attempting to match their level of ambition (as shown in the graph below) and have a parallel pathway to net zero despite the different starting points.

**4.4** As of 2018-19 (the most recent full set of data at time of writing the Strategy), the Council has reduced our emissions by 20.3% against our 2012-13 baseline.

**4.5** Therefore, in order to achieve net zero by 2045 in line with national interim targets set by Scottish Government, the Council will adopt the following:

- An interim target of 61% reduction (versus 2012/13 baseline) required by 2030/31 financial year;
- An interim target of 87% reduction (versus 2012/13 baseline) required by 2040/41 financial year; and
- Net zero by end of 2045/46 financial year.

**4.6** On an annual basis the Council will therefore be required to:

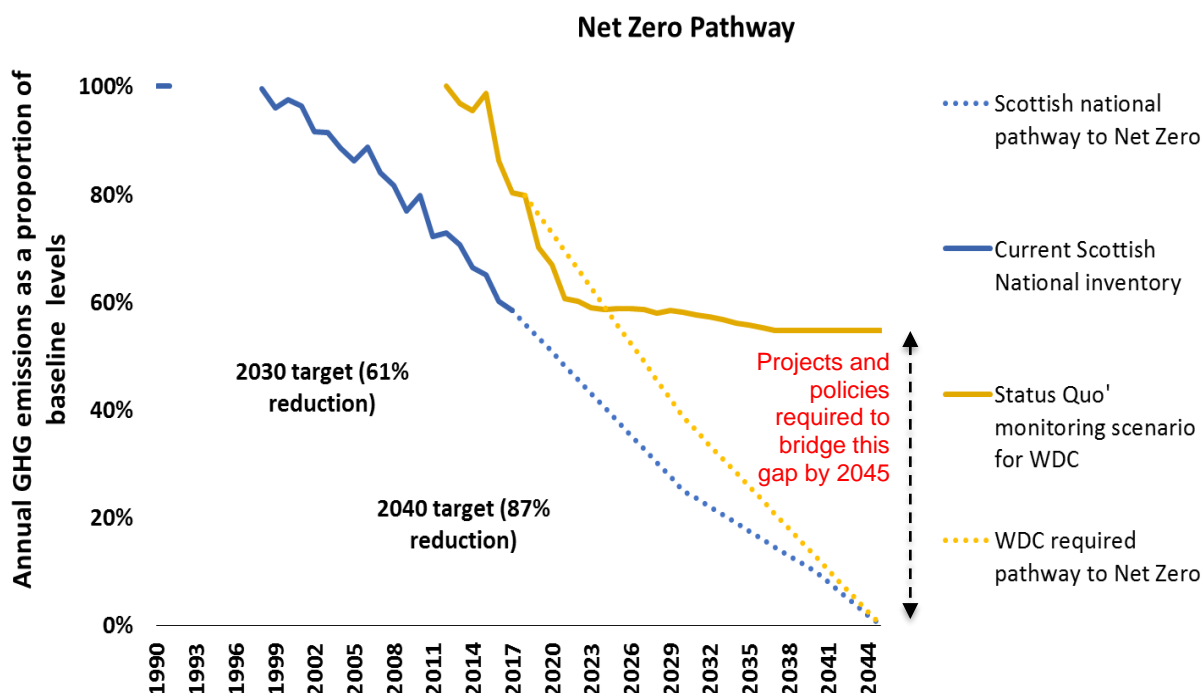
- Achieve a 3.5% annual reduction (versus 2012/13 baseline) every year up until 2030/31; and
- Achieve a 2.6% annual reduction (versus 2012/13 baseline) every year after 2030/31 (out to 2045/46).

The following chart shows this is approximately in line with the level of ambition proposed by the Scottish Government (green pathway<sup>1</sup>) in the most recent update to the Climate Change Act. The purple line illustrates a 'Status Quo' scenario if the

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<sup>1</sup> NAEI (2019); Chris Evans et al. (2019) Implementation of an Emissions Inventory for UK Peatlands; CCC analysis

Council were to do nothing from 2020 onwards, with emission levels decreasing slightly due to the decarbonisation of the electricity grid.



**4.7** We have identified 9 distinct themes which form the basis of the Strategy to address Climate Change. These themes apply to both Council operations and the Local Authority area. These themes will be supported by a range of actions and will be reviewed and reported on an annual basis via the Council's risk and performance tool - Pentana, which provides a coherent plan for delivery of the aspiration to reduce our environmental impacts, and contribution to Climate Change. These priority themes and supporting actions are cross cutting and are the responsibility of all Council services.

**4.8** Each theme has mandatory national and international policy drivers that help drive change and solidify responsibility for the Council and it's services. The themes help provide a visual structure to the Strategy and have been identified as:

- Energy, Water & Assets;
- Housing;
- Waste & Circular Economy;
- Sustainable Travel;
- Sustainable Procurement;
- Biodiversity, Landscape & Greenspace;
- Climate Impacts, Risk & Adaptation;
- Schools & Education; and
- Communities & Health

**4.9** This Strategy currently focusses on our operational emissions, adaptation activities and wider engagement with the staff and public on environmental challenges. It is

essential that all management and staff play their part in taking forward, whilst also reviewing, developing and implementing new actions as issues emerge. With this in mind, we will amend and evolve the Strategy to reflect ongoing changes in wider Climate Change policy and technological innovations.

- 4.10** The Strategy and action plan (when developed) will be reviewed annually and progress on actions may be altered with more numerical targets being added if necessary. Every 5 years it will go through a full progress review and then an updated Strategy will be published as a result.
- 4.11** Successful implementation of the Climate Change Strategy will require internal governance at both strategic and operational levels. To ensure that this Strategy is delivered effectively, a new Climate Change Action Group (CCAG) has been launched involving senior management from each Council service area, ensuring shared responsibility of climate targets and objectives for their own service areas.
- 4.12** The CCAG will be accountable for the operational delivery of the Strategy and eventual action plan (to be developed). This group will measure progress by each service and will ensure Climate Change targets and objectives are being met. These will be measured annually through our internal performance system to ensure ownership, and to mainstream Climate Change across service areas.
- 4.13** Actions will each be developed, agreed then allocated to their relevant service areas, with the CCAG assessing the feasibility of delivering such action(s); the agreement of timelines for their delivery, and the operational details of achieving the action(s). This will be a continually evolving process.
- 4.14** An action plan will be developed and put to Council when the SEA process is complete. This is estimated to be ready by summer 2021. An example spreadsheet of high-level actions can be found in Appendix 4.
- 4.15** The action plan will require a full scoping exercise for SEA, with relevant actions being selected to go through SEA when they are identified.
- 4.16** The role of the Sustainability Team is to coordinate, stimulate and motivate Climate Change action for the Council, with service areas having to plan, implement and deliver actions as they best understand how their areas work. This is key to effective ownership of Climate Change action and in insuring that Climate Change is mainstreamed in what they do over time.
- 4.17** The first CCAG was held on the 25<sup>th</sup> of August 2020 and provided an initial introduction to the groups' function and what will be required from service areas to deliver on Climate Change targets and actions. It is essential that each service area is represented at these meetings and we encourage senior management to attend where possible or if not, send a representative in their place.

## **5. People Implications**

- 5.1** Sustainability Officer time in championing delivery of the Climate Change Strategy and Climate Change actions as agreed by the CCAG.

- 5.2** Requirement for Council wide engagement and uptake, with staff at all levels across all service areas, in order to mainstream Climate Change practices in what we do.

## **6. Financial and Procurement Implications**

- 6.1** To deliver the action plan, external advisory support will be procured to carry out the scoping and SEA of high-level Climate Change actions; to deliver a workshop with service areas; and to support the Sustainability Officer in developing the action plan.
- 6.2** In order to ensure that the Council realistically meets it's 2045 net zero emissions target, it will require further internal funding (capital and revenue) and support from all service areas, ensuring that before any project and/or procurement activity we are including Climate Change targets. Including (but not limited to) decarbonising our supply chain, reducing domestic waste levels, going beyond existing energy efficiency measures, and ensuring that retrofit or new builds are of the highest energy efficiency and sustainability standard.
- 6.3** Various types of funding (including full and 50% match funding) for a range of Climate Change projects and activities are currently available from Scottish Government, and will be made available over the coming years. Corporately the finance budget needs to be made available to achieve targets and actions, and all service areas must take responsibility to ensure that available funding is applied for where applicable. This would ensure that the Council takes advantage of additional funding streams, therefore reducing stress on Council budgets.
- 6.4** More consideration must be taken of the Whole-Life Cost of our actions, with more emphasis placed on the long term savings made from reducing energy billing costs (and therefore carbon emissions charges) from energy efficiency improvements in buildings, and the savings made from sourcing Sustainable and good quality materials, products and services. Initial cheaper costs may not always have the best outcome in the long term. All service areas have the responsibility of analysing the Whole-Life Cost of their actions or projects to ensure best value is achieved for Sustainability, cost and savings.

## **7. Risk Analysis**

- 7.1** There is a risk of the Council not being prepared for the inevitable impacts of Climate Change now and in the future. This includes the increased frequency and intensity of flooding events and heat waves.
- 7.2** There is a potential for reputational risk if the Council does not take required action to deliver on Mitigation, Adaptation and Sustainability measures as per the Climate Change (Scotland) Act 2009. It is already mandatory for the Council to report on our Climate Change activities to Scottish Government on an annual basis. Therefore it is essential that we demonstrate progress in this regard.
- 7.3** For now, there are currently no legal ramifications of being non-compliant with our responsibilities under the Climate Change (Scotland) Act 2009. However, the Council must remain aware of any future developments in this area.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** The Climate Change Strategy is intended to work towards positive engagement with all equality groups and the wider community, via partnerships, empowerment and engagement within and outside West Dunbartonshire. The continued review of the Climate Change Strategy will allow us to improve the document with regards to green recovery and Equality Duty needs.

The assessment notes potential positive impacts for a range of groups and for Human Rights, especially in terms of increasing engagement, participation and empowerment. The Strategy will encourage positive engagement with a full range of groups in West Dunbartonshire. This supports our Equality Outcomes on increasing participation.

## **9. Consultation**

- 9.1** A public consultation on Climate Change was carried out via an online survey, receiving a total of 339 responses (Appendix 5). Overall, the public are concerned about Climate Change and want to engage and support the Council in reducing our environmental impacts and preparing for the inevitable impacts Climate Change. Responses will be used to inform action plans for service areas within the CCAG.

## **10. Strategic Assessment**

- 10.1** This Strategy has been reviewed for its environmental impacts by going through a pre-screening process for SEA. Results of the pre-screening assessment confirms that a full SEA is not required for this Strategy.

**Jim McAloon**  
**Strategic Lead, Regeneration**  
**28 October 2020**

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**Appendices:** Appendix 1 - Climate Change Strategy

Appendix 2 – Carbon Footprint & Organisational Boundary  
Appendix 3 - Energy - Water – Renewables Analysis.  
Appendix 4 – Example High-Level Actions  
Appendix 5 - References & Further Reading  
Appendix 6 – Climate Change Survey  
Appendix 7 – Equalities Impact Assessment (EIA) Report

**Background Papers:** [Climate Change \(Scotland\) Act 2009](#)  
[Climate Change \(Emissions Reduction Targets\) \(Scotland\) Act 2019](#)  
[Climate Change Plan: third report on proposals and policies 2018-2032 \(RPP3\)](#)  
[Climate Ready Scotland: Climate Change adaptation programme 2019-2024](#)

**Wards Affected:** All

## Appendix 1 – Climate Change Strategy



# CLIMATE CHANGE STRATEGY

A Route Map for a net zero future.





This publication is available digitally and free to download from West Dunbartonshire Council website:  
link tbc

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## Abbreviations

ASHP – Air Source Heat Pump  
BECCS - Bioenergy with Carbon Capture and Storage  
CCAG – Climate Change Action Group  
CCC – Committee on Climate Change  
CHP – Combined Heat and Power  
CO<sub>2</sub> – Carbon Dioxide  
CCS - Climate Change Strategy  
COP - Conference of the Parties  
CRC – Climate Ready Clyde  
DHN - District Heating Network  
EPC – Energy Performance Certificate  
EV – Electric Vehicle  
EU – European Union  
GHG – Greenhouse Gas  
GSHP – Ground Source Heat Pump  
LHEES - Local Heat and Energy Efficiency Strategy  
NPF - National Performance Framework  
NPF4 – National Planning Framework 4  
PV – Photovoltaic  
RPP3 - Climate Change Plan: third report on proposals and policies 2018-2032  
SDG - Sustainable Development Goal  
tCO<sub>2</sub>e – Tonnes of Carbon Dioxide equivalent  
ULEV – Ultra-Low Emission Vehicle  
UNFCCC - United Nations Framework Convention on Climate Change

WSHP – Water Source Heat Pump

ZEV – Zero-Emissions Vehicle

# Foreword

## *Message from Convenor - Councillor Iain McLaren*

I am delighted to introduce West Dunbartonshire's new Climate Change Strategy, which outlines our plans to reduce our organisation's environmental impact over the next five years and beyond.

It is vital that we take action now and play our part in the global effort to reduce the impacts of Climate Change.

In April 2019, the Scottish Government declared a climate emergency, highlighting that serious changes in our society were needed to address this growing issue. The aim of this strategy is to build upon the existing environmental work the Council is undertaking, which has included looking at how we use and provide energy; encouraging our employees to be more environmentally-friendly; developing biodiversity sites throughout the area and taking steps to manage and reduce the Council-wide carbon footprint. Our environmental strategic work has included our previous Climate Change Strategy; Energy Strategy; and Carbon Management Plan.

Our new Climate Change Strategy looks to bring all these documents together and outline West Dunbartonshire Council's approach to Climate Change for the next 5 years and beyond to 2045. It sets a route map that will transform the way we operate as a Local Authority, integrating climate change mitigation, and adaptation and sustainability measures into our operations as well as empowering our communities to take their own action to make change.

This illustrates the initial steps we will take to reduce the environmental impacts and associated emissions from our own operations, and how we will transform the way we protect our community and infrastructure from the impacts of Climate Change. Furthermore, it demonstrates our commitment as a 'major player' for mitigating national carbon emissions by supporting the Scottish Government in meeting its ambitious climate change targets.

I am confident that these commitments will allow us to continue to make progress on tackling climate change locally, while also supporting national and global efforts. I look forward to joining forces with our communities to see it progress.

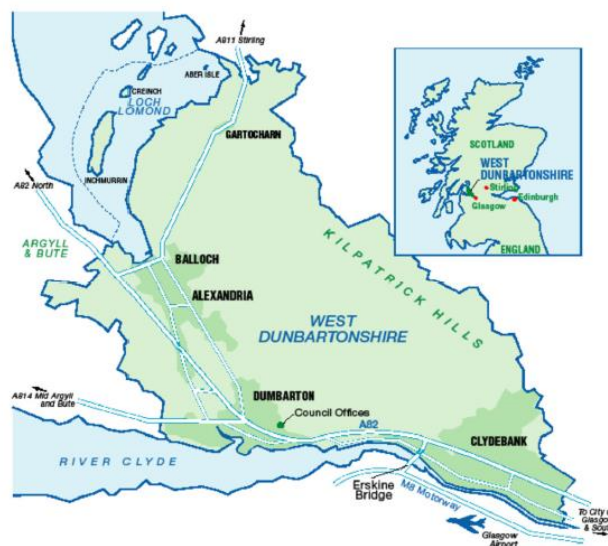
# Context

## About West Dunbartonshire

West Dunbartonshire Council is a Local Authority in the West of Scotland, sitting between Glasgow and the Loch Lomond & Trossachs national park and often considered the gateway to the Scottish Highlands. With a population of just below 89,000 and an area of 68 sq. miles, West Dunbartonshire is a small Council both in terms of population and land coverage. However, despite its size, West Dunbartonshire boasts a diverse range of land uses, natural and built resources, and a mix of dense urban form, rugged moorland and spectacular watercourses.

The Council is responsible for provision of a range of services to its residents and citizens, which includes the collection of waste and recycling, the provision of schools and education, the management of planning and building standards, the provision of libraries, street lighting, and the collection of Council taxes.

In delivering these functions, the Council owns and operates a large built estate. Energy consumption from our buildings and operations are responsible for approximately 44% of our carbon footprint; 47% of our overall footprint results from the waste and recycling of West Dunbartonshire (both operational and domestic household waste); and 9% of the remaining emissions results from both Council and staff vehicles and the operation of other equipment, such as grass cutters. The Council also has responsibility to ensure it is delivering on Climate Change targets in line with Climate Change policy.



## The Legal and Policy drivers

In a drive towards a low carbon economy, the Scottish Government set world leading Climate Change targets to reduce Scotland's carbon emissions by 80% by 2050, with an interim reduction of 42% by 2020. In 2014 this interim target was met and exceeded (45.8%), originally leading to a new target set for a reduction of 50% for 2020. These targets present Scotland with significant social and economic opportunities, as well as challenges, and required a range of actions across society and the economy. The [Climate Change \(Scotland\) Act 2009](#), which details these targets, is regarded as one of the most ambitious Climate Change legislation in the world.

The Climate Change (Scotland) Act 2009 places duties on all public bodies to contribute to emission reduction targets, deliver programmes to increase resilience against Climate Change, and to act in a 'Sustainable' way. Under the act, the Council is identified as a 'Major Player' due to its size and influence and therefore must submit a mandatory climate change report to Scottish Government (SG) on an annual basis, detailing the actions planned to reduce our environmental impacts. This strategy will be underpinned by a suite of actions which will support delivery and allow for more effective reporting.

In Scotland's latest climate plan - ['Climate Change Plan: third report on proposals and policies 2018-2032 \(RPP3\)'](#), further expectations are placed on the public sector to increasingly demonstrate how its own operations are driving down emissions. RPP3 sets out the path to a low carbon economy while helping to deliver sustainable economic growth and secure the wider benefits to a greener, fairer and healthier Scotland in 2032. Since the publication of RPP3, a Climate Emergency has been announced by Scotland's First Minister, followed by new national emissions reduction targets and the ['Climate Change \(Emissions Reduction Targets\) \(Scotland\) Act 2019'](#) which details new emission reduction targets for Scotland nationally. These are:

- 56% reduction by 2020 (replacing the original 50% target);
- 75% reduction by 2030;
- 90% reduction by 2040; and
- 'Net Zero' emissions by 2045.

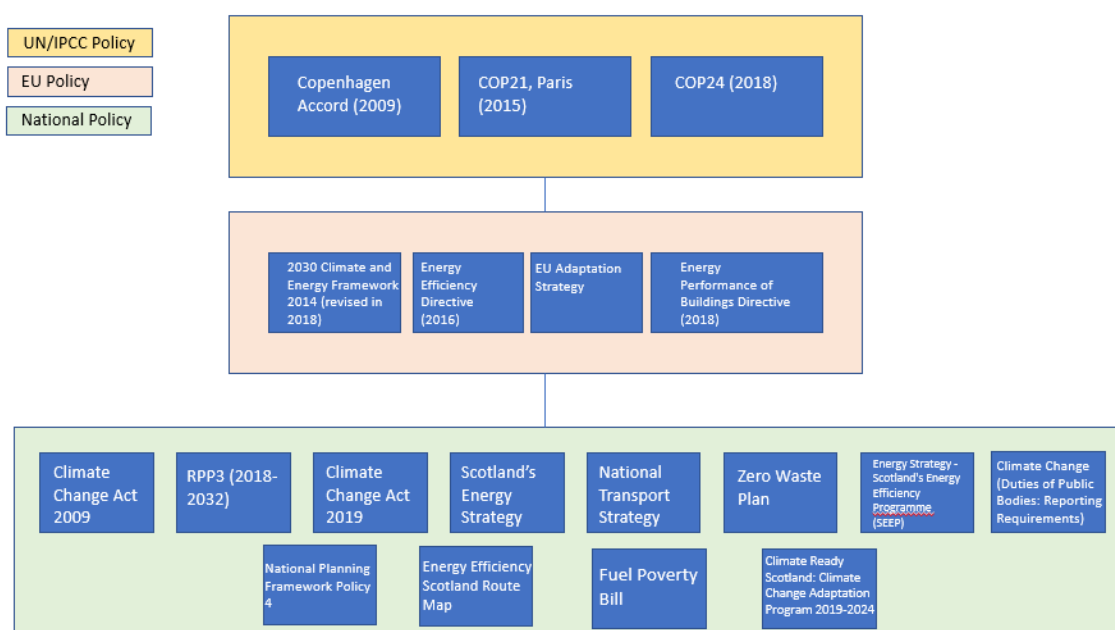


Figure 1 - External policy drivers

## The Scientific Evidence

The global climate is changing at a considerable rate. In the 'State of the UK Climate 2019' report, the Met Office detailed how since 1884, the 10 warmest years recorded have occurred since 2002, whereas the top 10 coldest years were recorded before 1970. In Scotland, climate averages between 2009 and 2018 compared to averages for 1981 and 2010 show that:

- Temperatures have increased by 0.3°C; and
- Summers have been on average 11% wetter and winters 5% wetter.

By comparing current climate averages for 2009-2018 with averages for 1961 to 1990, the change is greater:

- Temperatures have increased by 0.9°C; and
- Summers have been on average 13% wetter and winters 12% wetter.

In 2018 the Met Office published new climate projection data (UKCP18) with the following headline data for Scotland, assuming current rates of global emissions reduction:

- Changes in our climate will accelerate, with winters becoming warmer and wetter; and hotter summers with changing patterns and intensities of rainfall;
- By the 2050's Scotland could see summer temperatures increased by 4-5 degrees Celsius, with 40-60% more winter rainfall in some places;
- Rates of sea-level rise are predicted to increase at an accelerated rate, with a global sea level increase of between 0.56 -1.12 metres by 2100; and
- Weather extremes will become increasingly the norm.

### The Financial Case

While financial efficiencies are not the main driver for change in relation to climate change, it is evident that many of the actions likely to be taken will result in reduced costs. For example work to reduce waste, reduce unnecessary travel and cut energy use will bring both service efficiencies and reduced costs. Additionally, this work may mitigate and reduce the financial burden of responding to adverse events such as extreme weather or a public health pandemic.

The weather does not have to be extreme to have a negative impact on the delivery of our services. Relatively small changes and progressive changes over time, in aspects such as temperature, rainfall, sunshine, snowfall and wind levels can result in disruption. As a local authority that has one of Scotland's largest estuaries running along much of its border, climate change is likely to be a significant issue in the near future. Sea level rise could result in the Council eventually having to choose between investing considerable amounts of money in new hard-engineered sea defences or allowing a degree of 'managed retreat' with an associated loss of land area.

Therefore, by improving organisational resilience against climate changes, the physical and financial consequences of more frequent extreme weather events as they become increasingly common, as well as limiting the effects of gradual changes in our climate.

Financial savings can also be achieved through addressing climate change. For example, the work carried out to reduce energy consumption across much of the estate has resulted in significant cost savings, as well as emissions reduction.

### Sustainable Development Goals

The 17 [Sustainable Development Goals \(SDGs\)](#) are a universal call to action to end poverty, protect the planet and improve the lives and prospects of everyone, everywhere. These were adopted by all UN Member States in 2015, as part of the 2030 Agenda for Sustainable Development, and each goal has targets and indicators that UN member states are expected to use in setting their agendas over the next 15 years. Climate Change is at the

core of how many of these goals can be delivered and as such, tackling climate change is essential for achieving sustainable development for all.

This strategy will strive to adhere to the delivery of these goals at a local level, to ensure that West Dunbartonshire successfully works towards global aims of Sustainable Development.

These SDGs are summarised below:



**GOAL 1: End poverty in all its forms everywhere.**

**GOAL 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture.**

**GOAL 3: Ensure healthy lives and promote well-being for all at all ages.**

**GOAL 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.**

**GOAL 5: Achieve gender equality and empower all women and girls.**

**GOAL 6: Ensure availability and sustainable management of water and sanitation for all.**

**GOAL 7: Ensure access to affordable, reliable, sustainable and modern energy for all.**

**GOAL 8: Promote sustained, inclusive and sustainable economic growth, full of productive employment and decent work for all.**

**GOAL 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.**

**GOAL 10: Reduce inequality within and among communities.**

**GOAL 11: Making cities and human settlements inclusive, safe, resilient and sustainable**

**GOAL 12: Sustainable consumption and production patterns**

**GOAL 13: Take urgent action to combat Climate Change and its impacts.**

**GOAL 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development.**

**GOAL 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.**

**GOAL 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.**

**GOAL 17: Strengthen the means of implementation and revitalise the global partnership for sustainable development.**

## Global Efforts

### The Paris Agreement

The Paris Agreement, adopted by world leaders of 195 countries, is the first-ever legally binding global climate deal. The agreement sets out a global action plan to limit global warming to below 2°C.

### Conference of Parties 26 (COP26)

The 26th session of the Conference of the Parties (COP 26) to the United Nations Framework Convention on Climate Change (UNFCCC) will take place in Glasgow in November 2021. The climate talks will be the biggest international summit the UK has ever hosted, bringing together over 30,000 delegates including heads of state, climate experts and campaigners to agree coordinated action to tackle climate change. The UN Climate Change process is central to that collective action and the Council must support the rapid global response required to tackle climate change on all fronts.

## COVID19 – A Green Recovery

The Committee on Climate Change (CCC) published its annual report in June 2020, which provided new advice to the Government on delivering a green economic recovery. The CCC set out the urgent steps that must be taken to begin a green and resilient COVID-19 recovery. The report highlights five key investment priorities:

1. Low-carbon retrofits and buildings that are fit for the future;
2. Tree planting, peatland restoration, and green infrastructure
3. Strengthening energy networks;
4. Improving Infrastructure for walking, cycling and remote working; and
5. Moving towards a circular economy.

The report also highlighted key opportunities to support the UK's workforce with behaviour change and innovation. Including reskilling and training programmes; reinforcing climate positive behaviours, and research and innovation into low carbon and adaptation technologies.

The Council recognises the urgency to integrate these priorities into service delivery for and with the public, and in working towards more sustainable and attractive local communities. COVID19 has shown what is possible when agencies develop collective and partnership

responses supported by evidence. . As the focus shifts to recovery, we must seize this moment to deliver a better future for West Dunbartonshire. By working with our employees, and by following national policy, the Council can achieve a net zero future.

### Scotland's National Performance Framework

This strategy is also inspired by Scotland's National Performance Framework (NPF). This strategy largely relates to NPF outcome: 'Environment - We value, enjoy, protect and enhance our environment

Scotland is a beautiful country and we are blessed with abundant natural resources and architecture to rival the best in the world. The Council recognises that it is our duty to protect and enhance Scotland's abundant natural resources and architecture as it is essential to our economy, culture, way of life and the wellbeing of future generations.

The Council believes that our natural landscape and wilderness are essential to our identity and way of life. Therefore we support taking a bold approach to enhancing and protecting our natural assets and heritage. We want to help ensure all communities can engage with and benefit from nature and green space, through community empowerment and climate justice.

### Building on Success

As of 2018-19 (the most recent full set of emissions data at time of writing), the Council is has reduced our total emissions by 20.3% against our 2012-13 baseline.

Therefore, we must highlight the good work that has already been achieved, then improve and build upon the range of interventions that have already been implemented. These include (but not limited to):

- The implementation of energy efficiency projects across our estate and housing;
- The Development of the Queens Quay District Heating Network (DHN) in Clydebank;
- Converting some of our pool fleet to Electric Vehicles (EVs);
- Engaging with schools and the community on waste reduction and greenspace; and
- Improving local Biodiversity and planting of native trees and bulbs across West Dunbartonshire

## Themes

In considering the legislative and policy context, as well as the local position for West Dunbartonshire, the Council has identified 9 distinct themes which form the basis of the strategy to address climate change. These themes will be supported by a range of actions, to be reviewed and reported on an annual basis, which provide a coherent plan for delivery of the aspiration to reduce our environmental impacts, and contribution to climate change.

These priority themes and supporting actions are cross cutting and are the responsibility of all Council services. Reducing our impacts on climate change is a key strategic commitment of the Council, as reflected in this strategy. Each theme has mandatory national and international policy drivers that help drive change and solidify responsibility for the Council

and its services (Table 1.). These themes apply to Council operations and wider engagement with the community of West Dunbartonshire as a whole.

All Council services have responsibility to deliver on actions for each theme, but some services will have key responsibility. The development and delivery of actions for each theme will be carried out via the Climate Change Action Group (CCAG).

CLIMATE CHANGE STRATEGY THEMES	
THEME	POLICY DRIVERS
Energy, Water & Assets	<ul style="list-style-type: none"> <li>• Climate Change (Scotland) Act 2009.</li> <li>• Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.</li> <li>• Scottish Government's RPP3 (Low Carbon Scotland – Meeting our Emissions Reduction Targets 2018-2032).</li> <li>• Scottish Government's Conserve and Save: Energy Efficiency Action Plan (2010).</li> <li>• Scotland's Energy Strategy: The Future of Energy in Scotland (2017).</li> <li>• 'Climate Change (Emissions Reduction Targets) (Scotland) Act 2019'.</li> <li>• Committee on Climate Change (CCC) - Net Zero – The UK's contribution to stopping global warming (2020).</li> <li>• Energy Efficient Scotland Programme</li> <li>• Scottish Non-Domestic Sustainability Building Handbook</li> <li>• Scottish Domestic Sustainability Building Handbook.</li> <li>• Fuel Poverty (Targets, Definition and Strategy) (Scotland) Act 2019</li> </ul>
Housing	<ul style="list-style-type: none"> <li>• Climate Change (Scotland) Act 2009.</li> <li>• Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.</li> <li>• Scottish Government's RPP3 (Low Carbon Scotland – Meeting our Emissions Reduction Targets 2018-2032).</li> <li>• Scottish Government's Conserve and Save: Energy Efficiency Action Plan (2010).</li> <li>• Scotland's Energy Strategy: The Future of Energy in Scotland (2017).</li> <li>• 'Climate Change (Emissions Reduction Targets) (Scotland) Act 2019'.</li> <li>• Energy Efficient Scotland Programme</li> <li>• Scottish Domestic Sustainability Building Handbook.</li> <li>• Fuel Poverty (Targets, Definition and Strategy) (Scotland) Act 2019</li> </ul>
Waste & Circular Economy	<ul style="list-style-type: none"> <li>• Climate Change (Scotland) Act 2009.</li> <li>• Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.</li> <li>• 'Climate Change (Emissions Reduction Targets) (Scotland) Act 2019'.</li> <li>• Waste (Scotland) Regulations 2012.</li> <li>• Scotland's Zero Waste Plan 2010.</li> </ul>

CLIMATE CHANGE STRATEGY THEMES	
	<ul style="list-style-type: none"> <li>• Making Things Last - A Circular Economy Strategy for Scotland.</li> <li>• The Deposit and Return Scheme for Scotland Regulations 2020.</li> </ul>
Sustainable Travel	<ul style="list-style-type: none"> <li>• Climate Change (Scotland) Act 2009.</li> <li>• Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.</li> <li>• 'Climate Change (Emissions Reduction Targets) (Scotland) Act 2019'.</li> <li>• Scottish Government's RPP3 (Low Carbon Scotland – Meeting our Emissions Reduction Targets 2018-2032).</li> <li>• Transport Scotland: Transport Strategy II.</li> <li>• National Planning Framework 4 (NPF4).</li> </ul>
Sustainable Procurement	<ul style="list-style-type: none"> <li>• Procurement Reform (Scotland) Act 2014.</li> <li>• Scottish Sustainable Procurement Action Plan.</li> <li>• Scottish Government's Sustainable Procurement Tools;</li> <li>• Scottish Government's Sustainable Procurement Guidance;</li> <li>• Government Buying Standards;</li> <li>• EU Green Public Procurement Criteria (s).</li> </ul>
Biodiversity, Landscape & Greenspace	<ul style="list-style-type: none"> <li>• Scottish Biodiversity Strategy: <ul style="list-style-type: none"> <li>◦ Scotland's Biodiversity: It's in your hands.</li> <li>◦ The 2020 Challenge for Scotland's Biodiversity.</li> </ul> </li> <li>• Nature Conservation (Scotland) Act 2004.</li> <li>• The Wildlife and Natural Environment (Scotland) Act 2011 (WANE Act).</li> <li>• Wildlife and Countryside Act 1981.</li> <li>• Scottish Biodiversity List.</li> <li>• Habitat Regulations 1994 and their amendments in Scotland.</li> <li>• Nature Conservation (Scotland) Act 2004.</li> <li>• The Wildlife and Natural Environment (Scotland) Act 2011 (WANE Act).</li> <li>• Wildlife and Countryside Act 1981.</li> <li>• Greenspace Biodiversity Action Plan 2018-2020</li> <li>• Glasgow and Clyde Valley Green Network Blueprint</li> <li>• National Planning Framework 4 (NPF4).</li> </ul>
Climate Impacts, Risk & Adaptation	<ul style="list-style-type: none"> <li>• Adaptation Reporting Power - created as part of the Climate Change Act (2008)</li> <li>• Climate Ready Clyde (CRC) - Adaptation Strategy and Action Plan (The Plan)</li> <li>• Climate Ready Scotland: Scottish Climate Change Adaptation Programme 2019.</li> <li>• National Planning Framework 4 (NPF4).</li> </ul>
Schools & Education	<ul style="list-style-type: none"> <li>• Eco-Schools Scotland.</li> <li>• Sustainable Development Goals (SDGs).</li> <li>• Curriculum for Excellence through Outdoor Learning.</li> <li>• Outdoor Learning Strategy.</li> </ul>

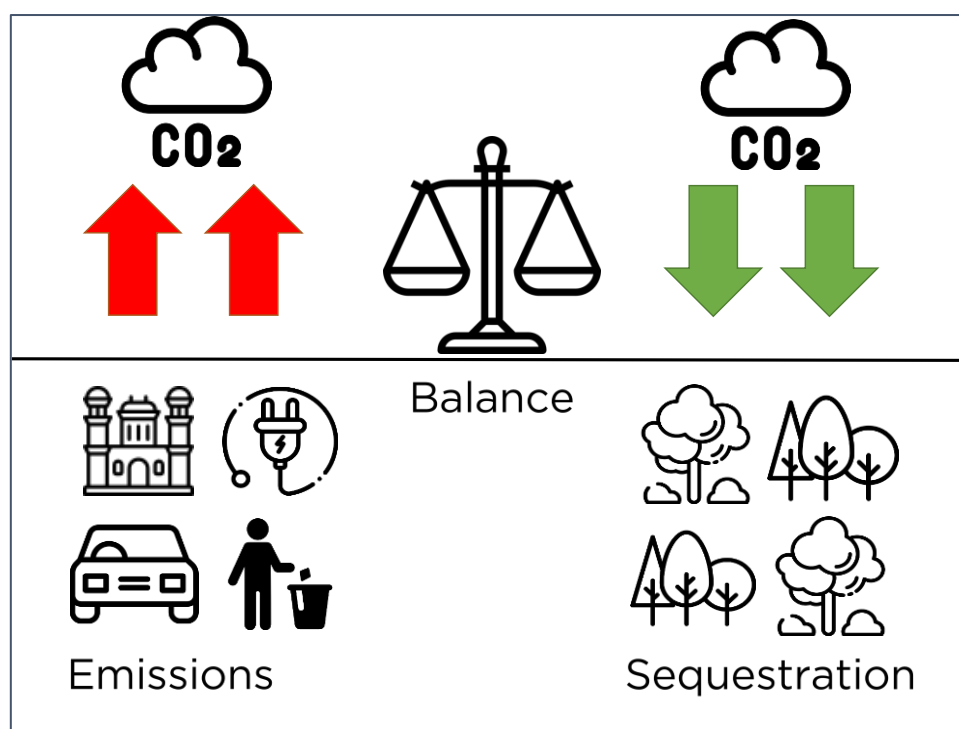
CLIMATE CHANGE STRATEGY THEMES	
	<ul style="list-style-type: none"> <li>• Forest Schools.</li> <li>• Learning in Local Greenspace (SNH implementation of the Scottish Biodiversity Strategy Route Map to 2020 Priority Project 6).</li> </ul>
Communities & Health	<ul style="list-style-type: none"> <li>• Fuel Poverty (Targets, Definition and Strategy) (Scotland) Act 2019</li> <li>• Climate Ready Scotland: Scottish Climate Change Adaptation Programme 2019.</li> <li>• Just Transition Commission: advice on a green recovery (2020).</li> <li>• National Planning Framework 4 (NPF4).</li> </ul>

Table 1: Summary of themes and related policies.

## Working towards Net Zero

As a large public sector organisation and ‘major player’ under the Climate Change (Scotland) Act 2009, the Council has a responsibility to set ambitious but achievable targets that reflect national Greenhouse Gas (GHG) emissions reduction targets set by the Scottish Government.

‘Net zero’ refers to achieving an overall balance between emissions produced and emissions taken out of the atmosphere. Simply, this means that for all the emissions produced there must be mitigating actions in place to remove the same level of emissions from the atmosphere. This is illustrated in Figure 2, the interventions range from land-use change methods, tree-planting, peatland restoration, investing in carbon-offsetting charities, technical solutions that draw carbon from the air, or Bioenergy with Carbon Capture and Storage (BECCS).



**Figure 2:** Illustration of the Net Zero concept. After the appropriate mitigation measures have been implemented, bodies must sequester the same amount of GHG emissions that they are emitting from their operations.

## Carbon Removal and Offsetting

The reduction of emissions through mitigation measures and projects is the most important means of reducing our environmental impact and associated costs. However, to ensure that the Council and our community are Net Zero by 2045, we must look for ways to physically remove carbon from the atmosphere from our own land and 'offset' some of the carbon that we are emitting, for example by investing in or purchasing of carbon removal initiatives. To offset means the action or process of compensating for carbon dioxide emissions arising from our operations and wider human activities, by participating in schemes designed to make equivalent reductions of carbon dioxide in the atmosphere.

Since the Council does not own or operate much forestry or peatland to remove carbon from the atmosphere, we must also take part in initiatives for replanting forests and reinstating peatlands which could be used to offset our emissions.

The Council has already started this journey through existing and planned tree planting initiatives on our own land. Additional areas will need to be assessed on existing Council owned land to identify further opportunities for direct carbon removal.

Therefore, theoretically the Council could achieve net zero by simply purchasing offsets. However, it is our duty as a public body to use offsetting responsibly to aid us in our journey towards net zero, not drive it. We must reduce our emissions, but also consider the likelihood that prices for offsetting are likely to go up as these practices become more popular when net zero targets are more widely adopted.

Therefore, we will follow guidance from Scottish Government as it becomes available, and will ensure that the purchasing of offsets will be undertaken carefully to ensure they are of the highest quality.

## West Dunbartonshire Net Zero Carbon Budget

In order to set a net zero pathway and actions for this strategy the following information was collated;

- An understanding of greenhouse gas emissions for the Council at a set starting point (our new 2012-13 'Baseline year')
- An understanding of greenhouse gas emissions reduction for the Council since the starting point (the 'Status Quo monitoring scenario') and;
- Consideration of future emissions projections.

## Emissions reduction pathway to net zero

Appendix I details how emissions have been projected out to 2045 under a 'Status Quo' monitoring scenario, including grid electricity projections to account for future decarbonisation of the grid itself such a scenario is insufficient to achieving 'net zero'.

A long-term 2045 net zero emissions reduction target has been set for the Council. This has been developed in a way that mirrors the emission reduction trajectory set by Scottish Government for Scotland in light of the Climate Emergency. Since Scottish Government is using a baseline of 1990 and the Council is using a baseline of 2012/13 (our first full year of data), our starting points are significantly different. Therefore, we have instead devised an approach whereby we have matched their level of ambition (as shown in the following chart) and have a parallel pathway to net zero despite the different starting points.

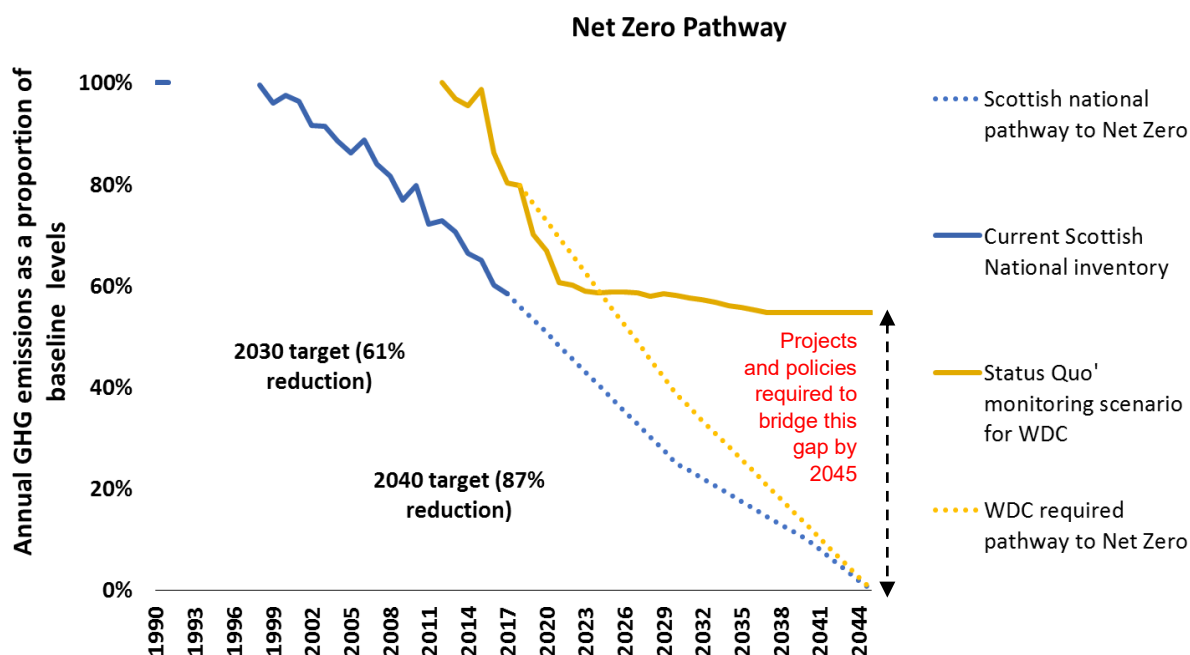
Therefore, in order to achieve net zero by 2045 in line with national interim targets set by Scottish Government, the Council will adopt the following:

- An interim target of 61% reduction (versus 2012/13 baseline) required by 2030/31 financial year;
- An interim target of 87% reduction (versus 2012/13 baseline) required by 2040/41 financial year; and
- Net zero by end of 2045/46 financial year.

These interim targets can also be expressed in absolute values as:

- 2030/31 target – Reduction of emissions by 20,235 tCO<sub>2</sub>e versus 2012/13 baseline (32,961 tCO<sub>2</sub>e).
- 2040/41 target - Reduction of emissions by 28,719 tCO<sub>2</sub>e versus 2012/13 baseline (32,961 tCO<sub>2</sub>e).

The following chart shows this is approximately in line with the level of ambition proposed by the Scottish Government (green pathway<sup>1</sup>) in the most recent update to the Climate Change Act. The purple line illustrates a 'Status Quo' scenario if the Council were to do nothing from 2020 onwards, with emission levels decreasing slightly due to the decarbonisation of the electricity grid.



**Figure 3:** Pathway to net zero detailing national Scottish pathway in comparison to the pathway required for West Dunbartonshire Council.

<sup>1</sup> NAEI (2019); Chris Evans et al. (2019) Implementation of an Emissions Inventory for UK Peatlands; CCC analysis

# Delivering the Strategy

## Reviewing Progress

This strategy currently focusses on our operational emissions, Adaptation activities and wider engagement with the staff and public on environmental challenges. It is essential that all internal stakeholders play their part in taking forward, whilst also reviewing, developing and implementing new actions as issues emerge. With this in mind, we will amend and evolve the strategy to reflect ongoing changes in wider climate change policy and technological innovations, etc.

The strategy will be reviewed annually and progress on actions may be altered with more explicit quantitative targets being added if necessary. Every 5 years it will go through a full progress review and then an updated strategy will be published as a result.

## Governance

Successful implementation of the Climate Change Strategy will require internal governance at both strategic and operational levels.

To ensure that this strategy is delivered effectively, a new Climate Change Action Group (CCAG) has been launched involving senior management from each Council service area, ensuring shared responsibility of climate targets and objectives for their own service areas.

The CCAG will be accountable for the operational delivery of the strategy and action plan. This group will measure progress by each service and will ensure climate change targets and objectives are being met. These will be measured annually through our internal performance system to ensure ownership, and to mainstream Climate Change across service areas. Actions will each be developed, agreed then allocated to their relevant service areas, with the CCAG assessing the feasibility of delivering such action(s); the agreement of timelines for their delivery, and the operational details of achieving the action(s). This will be a continually evolving process.

The CCAG will meet on a quarterly basis and will also involve engagement from external bodies that will provide useful support and advice on delivering Climate Change targets.

The long term nature of this strategy allows time to deliver these actions up to the 2045-46 financial year. Deliverables can be amended or revised periodically as national or international climate change measures change, with actions being allocated accordingly. Furthermore, in order to achieve net zero by 2045-46, innovations and advancements through both technology and the way in which we work, must occur at a global and national level in order for the Council to respond accordingly and set realistic actions that can be achieved in the current financial environment.

A Climate Change Action Plan (CCAP) will be developed, with each service focussing on areas that the Council can make the biggest impact, and developing actions and approaches to climate change measures over time. The role of the Sustainability Team is to coordinate, stimulate and motivate Climate Change action for the Council, with service areas having to plan, implement and deliver actions as they best understand how their areas work. This is key to effective ownership of Climate Change action and in insuring that Climate Change is mainstreamed in what they do over time.

## Cross-Cutting Policy

The Council will ensure that current and future policies and strategies integrate Climate Change as a key facet of their objectives.

Governance of Climate Change action will become more mainstreamed throughout our operations when this strategy cross-cuts across all other major Council policy documents – including (but not limited to) the WDC Strategic Plan; Community Empowerment Strategy; Local Development Plan 2 (LDP2); Economic Development Strategy and renewables planning guidance.

## Inspiring change

The Council is committed to inspiring change in line with the Scottish Government ambition to change behaviours and empower communities to take responsibility for mitigating against, and adapting to, the impacts of climate change. Any 'behaviour change' intervention is most likely to be successful when it works in an integrated way. Programmes that look to bring together individual, social and material elements in a coherent way, to create new and lasting social norms, are most likely to be successful.

Examples of such programmes that can help reduce environmental impacts in the Council are:

- Including Climate Change in staff induction, training, team meetings etc., akin to introducing the importance of health and safety at work;
- Having staff complete mandatory e-learning modules on an annual basis for continued personal development;
- Ensuring staff know and understand organisational expectations regarding Climate Change behaviours and how to mitigate them;
- Having management set climate change targets for their services and lead by example;
- Having a dedicated climate change communications plan and associated 'brand' for staff to recognise and work towards;
- Producing visuals/infographics to illustrate consumption trends; and
- Encouraging the rotation of Green Champion roles amongst staff – to help normalise Climate Change and Sustainability practices across the Council.

## Energy, Water & Assets

The Council will continue to take action to reduce energy consumption and improve energy and water efficiency in our buildings and across our operations. We will also take into account the rationalisation and improved utilisation of our offices, depots and other buildings, ensuring that we respond adequately to the green recovery of the Covid19 pandemic and futureproofing our assets for a net zero.

Energy consumption (via heat, power and water), including their subsequent emissions, are dependant on many factors (both social and economic). Some of these factors can be addressed in the short term, while others need to be considered over long periods of time which involves strong and sustained data records from these energy sources. In recent years significant progress has been made in better understanding, monitoring and recording these energy sources in order to reduce consumption and improve practice.

Energy and Water currently make up 44% of the overall carbon footprint, so it is important that we continue to make efforts to reduce consumption and emissions from energy and water to have a greater chance of getting to net zero by 2045. We will therefore maintain or exceed the current energy reduction target of 2% set in our previous Energy Strategy.

We are currently developing a pilot Local Heat and Energy Efficiency Strategy (LHEES) to improve our efforts, which will set the strategy and framework for reducing energy demand and decarbonising the heat supply in the Clydebank area and Queens Quay heat network.

LHEES aims to establish area-based plans and priorities for improving the energy efficiency of buildings, and decarbonising heat. These will then be developed and expanded to other areas across West Dunbartonshire.

It is the first step in the Council developing and adopting a wider 20 year strategy that will strive towards achieving net zero emissions from buildings by 2045, and removing poor energy efficiency as a driver for fuel poverty. More details on this can be found in Appendix 2.

### Housing

The Council will continue to take action to reduce energy consumption and improve energy efficiency in our social housing and fuel poor households, ensuring fuel poverty and the decarbonisation of housing are key to achieving a net zero carbon future.

This will require the implementation of high standard energy efficiency improvements to all existing domestic Council stock and future developments, whilst minimising overheating risks and ensuring future resilience to the impacts of climate change.

Furthermore, where technically feasible and cost effective, we will consider retrofit, renovation and maintenance of existing domestic buildings over the construction of new buildings and developments - mitigating our environmental impacts from Land Use Change (LUC), resource extraction and development, and wider supply chain emissions.

### Waste & Circular Economy

The Council will take action to manage waste sustainably by reducing, reusing, recycling and recovering waste to improve resource efficiency whilst working towards a circular economy.

According to Zero Waste Scotland, A circular economy *“is part of the solution to our global climate emergency - one in which products, services and systems are designed to maximise their value and minimise waste. It’s an all-encompassing approach to life and business, where everything has value and nothing is wasted. In simple terms, it can be explained as ‘make, use, remake’ as opposed to ‘make, use, dispose’.* “

For the Council to avoid waste and move towards a circular economy we must make efforts to develop a new corporate waste management, reduction, reuse and recycling plan detailing corporate standards, targets and staff guidance for our waste activities, including improving infrastructure. This will establish true costs of waste disposal and assigning responsibility to services through transparent accounting.

Action will be taken on waste from domestic households, researching ways to transition to a zero waste and circular economy by supporting national efforts, and in developing a domestic waste strategy for West Dunbartonshire.

Waste makes up around 47% of our Council emissions (45% from Household Waste and 2% from our own operational waste) so making efforts to reduce our environmental impacts by shifting towards circular waste practices will make a considerable reduction in emissions to achieve net zero.

### Sustainable Travel

The Council will take action to encourage active travel through walking, cycling and public transport and deploy sustainable alternatives to decarbonise transport.

For the Council to better transition to more Sustainable modes of transport and active travel alternatives, it is important that we develop and implement a new Sustainable Travel Action Plan and associated Policy for both the Council and West Dunbartonshire.

Transport makes up around 9% of our Council emissions, but major cost savings can also still be made in addition to reducing carbon emissions and harmful air pollution across West Dunbartonshire.

### Sustainable Procurement

The Council will take action to meet the needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of reducing carbon emissions, generating benefits for society and the economy and minimising damage to the environment.

Procurement behaviours influence the environmental impacts and overall carbon emissions of our operations. We must ensure that action is taken to inspire positive change in staff and contractor behaviours by continuing to embed carbon and climate change targets into the procurement process, and to hold suppliers and contractors, etc. accountable for the impacts that they have on the environment.

### Biodiversity, Greenspace & Landscape

The Council will make efforts to improve and increase local plant and animal species diversity, including greenspaces, parks and wider landscapes; with the aims of improving local ecology, health and wellbeing.

This means the Council needs to embed biodiversity and landscape management and the Food Growing Strategy into organisational targets by ensuring that it is considered in all appropriate decision-making. Biodiversity, Greenspace and Landscape, like any other climate change interventions, should be integrated into what the Council does both operationally and through positive behaviours.

### Climate Impacts, Risk & Adaptation

The Council will make efforts to make our communities, green networks and infrastructure more adaptable to a changing climate and reduce the risks and vulnerability to unavoidable impacts.

A major part of these efforts will be to contribute to and Support the Climate Change Adaptation Plan for the Glasgow City Region, currently being developed by Climate Ready Clyde (CRC). This will also involve the mainstreaming of adaptation into other key Council plans and strategies.

## Schools & Education

The Council will work more closely with schools to better consider the environment and Climate Change in all operations; to act in a Sustainable way; and to educate and empower pupils to take action on Climate Change to influence future generations.

This will include ensuring that all schools achieve Eco-Schools Green Flag status by 2025. We will increase participation in the Eco Schools programme via improved local support and pilot projects with appointed schools.

## Communities & Health

The Council will take action through positive engagement with equality groups and the wider community, including (but not limited to) local businesses and health & social care partnerships. This will be achieved through engagement with, and empowerment of, the wider public within and outside West Dunbartonshire.

With support from Climate ready Clyde (CRC) and wider Glasgow City region, we will develop Climate Change engagement tools to support community capacity building, particularly in being prepared for, and responding to, the impacts that Climate Change and extreme weather events will have on infrastructure and public health and wellbeing.

We will also continue to support West Dunbartonshire businesses in becoming carbon neutral and climate resilient. This will require leadership from West Dunbartonshire public sector building owners and social landlords to demonstrate opportunities stimulate supply chains and drive technology cost reductions through effective procurement.

## Appendix 2

### Carbon Footprint & Organisational Boundary

#### Baseline Year

#### Organisational Boundary

In line with the World Resources Institute Greenhouse Gas Protocol, the **organisational boundary** sets out which assets are to be included in the footprint and how any shared assets will be accounted for.

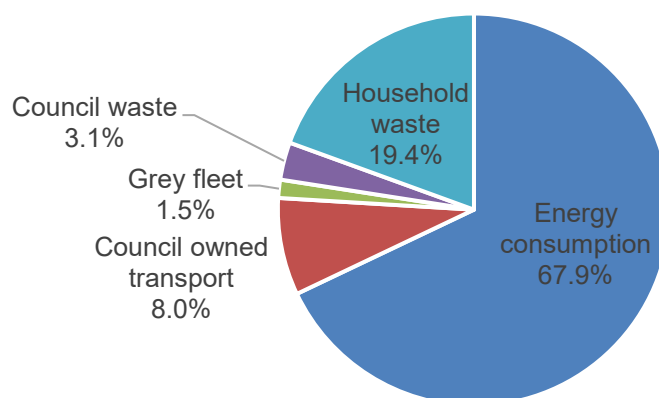
The organisational boundary is defined for each emissions source below.

1. Emissions from Council owned transport;
2. Emissions from grey fleet transport (staff car mileage);
3. Emissions from heat, power and water from Council operations (e.g. energy consumption);
4. Emissions from household waste; and
5. Emissions from Council waste.

**The baseline year for this Climate Change strategy is the 2012/2013 financial year.**

Based on the organisational boundary outlined above, the Council's carbon footprint for 2012/13 was 32,961 (tonnes of carbon dioxide equivalent) tCO<sub>2</sub>e. A breakdown of the emissions share is detailed within the Appendix and also displayed below;

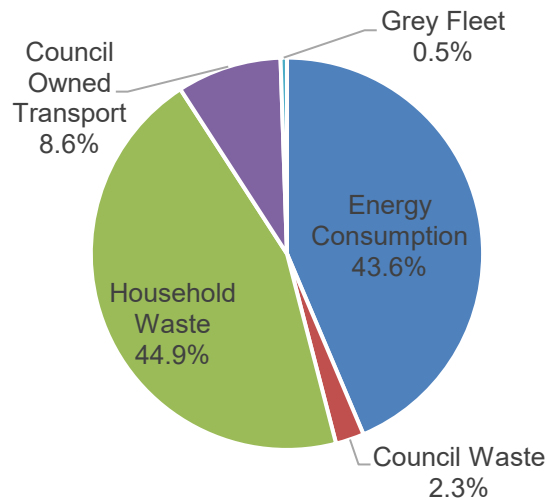
**Share of emissions in 2012/13**



#### 'Status Quo' monitoring scenario

The last year of reporting was completed in November 2019 for the 2018/19 financial year. The total footprint of 26,266 tCO<sub>2</sub>e can be broken down as follows:

### Share of emissions in 2018/19



It is worth noting here that the significant change in household waste and Council waste emissions since 2012/13 are largely down to large fluctuations in waste emission factors. Household waste consumption (tonnage) has seen a small increase, while Council waste consumption (tonnage) has reduced slightly since 2012/13.

The Council previously set a target to reduce its calculated 2012/13 baseline carbon footprint by 5,061 tCO<sub>2</sub>e by the end of 2019/20. This equates to a percentage reduction of 15.4%.

Since 2012/13 and the most recent reporting year (2018/19), a 20.3% reduction in emissions has already been achieved so this target therefore has already been met and exceeded over two years in advance.

### 2012/13 Baseline Year

**The baseline year for this Climate Change strategy is the 2012/2013 financial year.**

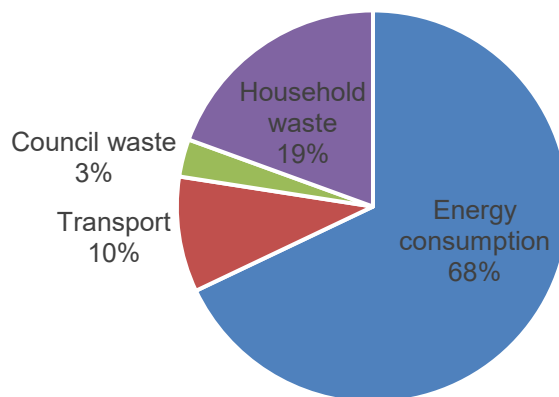
Based on the scope outlined above, the Council's carbon footprint baseline, for 2012/13 was 32,961 tCO<sub>2</sub>e. The table and graph below illustrate the components of that footprint in terms of carbon emissions:

Emission source	Activity	2012/13 Emissions (tCO <sub>2</sub> e)	Share
Grid electricity	Energy consumption	13,593	41.2%
Natural gas	Energy consumption	5,051	15.3%
Gas oil	Energy consumption	3,544	10.8%
Water	Energy consumption	190	0.6%
Diesel	Transport	2,401	7.3%
Car mileage (Grey Fleet)	Transport	471	1.4%
Petrol	Transport	111	0.3%
Kerosene	Energy consumption	15	0.0%
Council waste	Council waste	1,020	3.1%
Household waste	Household waste	6,411	19.4%

Emission source	Activity	2012/13 Emissions (tCO <sub>2</sub> e)	Share
Commuting	Transport	24	0.1%
Gas oil	Transport	131	0.4%
<b>Total</b>		<b>32,961</b>	<b>100%</b>

\* Emission factors provided by BEIS to calculate this footprint

### Share of emissions in 2012/13



### 'Status Quo' monitoring scenario

The table below shows the progress from the baseline year to the latest reporting year (2018/19). A 20% reduction in emissions has already been achieved:

Year	Emissions (tCO <sub>2</sub> e)	% Annual reduction	% Reduction from baseline
<b>2012/13</b>	32,961		
<b>2013/14</b>	31,931	-3.1%	-3.1%
<b>2014/15</b>	31,451	-1.5%	-4.6%
<b>2015/16</b>	32,549	3.3%	-1.2%
<b>2016/17</b>	28,387	-12.6%	-13.9%
<b>2017/18</b>	26,433	-5.9%	-19.8%
<b>2018/19</b>	26,264	-0.5%	-20.3%

The last year of reporting was completed in November 2019. The total footprint of 26,264 tCO<sub>2</sub>e can be broken down as follows:

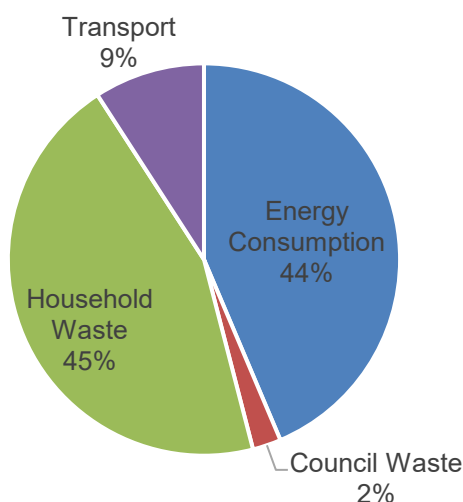
Emission source	Activity	2018/19 Emissions (tCO <sub>2</sub> e)	Share
Grid electricity	Energy consumption	6,154	23.4%
Natural gas	Energy consumption	4,635	17.7%
Gas oil	Energy consumption	480	1.8%
Water	Energy consumption	185	0.7%
Diesel	Transport	2,190	8.3%

Emission source	Activity	2018/19 Emissions (tCO <sub>2</sub> e)	Share
Car mileage (Grey Fleet)	Transport	136	0.5%
Petrol	Transport	76	0.3%
Biomass	Energy consumption	4	0.0%
Council waste	Council waste	617	2.4%
Household waste	Household waste	11,787	44.9%
<b>Total</b>		<b>26,264</b>	<b>100%</b>

\* Emission factors provided by BEIS to calculate this footprint

\*\* Does not include kerosene or commuting in 2018/19 although these emissions were negligible

### Share of emissions in 2018/19



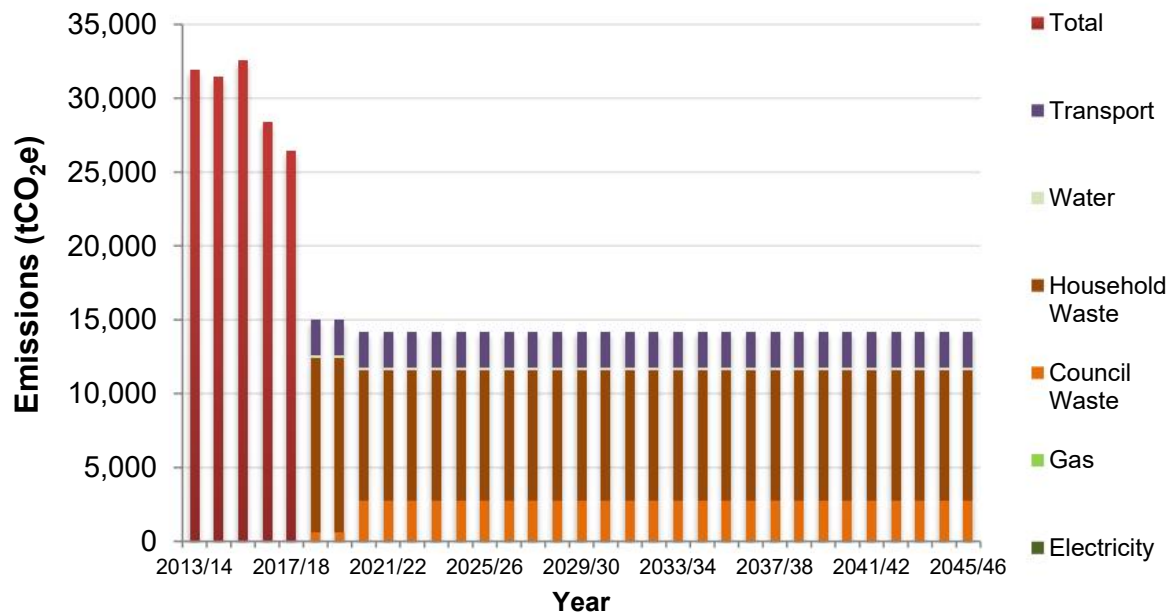
It is worth noting here that the significant change in household waste and Council waste emissions since 2012/13 is largely down to large fluctuations in waste emission factors. Household waste consumption (tonnage) has seen a small increase, while Council waste consumption (tonnage) has reduced slightly since 2012/13.

### Consideration of future emissions projections

The graph below shows both the reported emissions from 2012/13 to 2018/19 and then the 'Status Quo' monitoring scenario projection out to 2045/46. This scenario represents a 'Status Quo' case and assumes no further work is done between now and 2045 to reduce carbon emissions other than work/projects that have already been carried out and as the electricity grid becomes decarbonised, including efficiencies to internal combustion engines within vehicles, etc. It also accounts for known future estate changes and other organisational changes that will impact emissions.

Please note, the 'Status Quo' scenario makes some broad assumptions about the future of the electricity grid factor out to 2045/46. All other emission factors remain equal to the latest UK emissions factor dataset as published in 2019 by BEIS.

**Historic emissions and BAU projection**



Grid Electricity (kWh) - Generation + Transmission & Distribution losses		
Financial Year	kg CO <sub>2</sub> e/kWh	Source
2018/19	0.3072	Conversion Factors for Company Reporting 2018
2019/20	0.2773	Conversion Factors for Company Reporting 2019
2020/21	0.25319	Conversion Factors for Company Reporting 2020
2021/22	0.143973988	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2022/23	0.136487789	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2023/24	0.114810129	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2024/25	0.107985515	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2025/26	0.110973054	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2026/27	0.111334347	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2027/28	0.107784291	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2028/29	0.097670797	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2029/30	0.105490596	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2030/31	0.099682999	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2031/32	0.090531224	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2032/33	0.085465594	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
2033/34	0.076053887	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>

		emissions-projections
<b>2034/35</b>	0.063736642	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
<b>2035/36</b>	0.059706996	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
<b>2036/37</b>	0.050854735	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
<b>2037/38</b>	0.041229154	<a href="https://www.gov.uk/government/collections/energy-and-emissions-projections">https://www.gov.uk/government/collections/energy-and-emissions-projections</a>
<b>2038/39</b>	0.041229154	Assumed flat hereafter as no further data available
<b>2039/40</b>	0.041229154	Assumed flat hereafter as no further data available
<b>2040/41</b>	0.041229154	Assumed flat hereafter as no further data available
<b>2041/42</b>	0.041229154	Assumed flat hereafter as no further data available
<b>2042/43</b>	0.041229154	Assumed flat hereafter as no further data available
<b>2043/44</b>	0.041229154	Assumed flat hereafter as no further data available
<b>2044/45</b>	0.041229154	Assumed flat hereafter as no further data available
<b>2045/46</b>	0.041229154	Assumed flat hereafter as no further data available

Emission projections for grid electricity, accounting for the decarbonisation of the grid lowering carbon Conversion Factors.

### Energy Consumption from Heat and Power

The type of fuel used is also important as each type emits different amounts of carbon. The table below shows that in terms of energy consumption from heat and power, over half of the energy used in the Council in 2018/19 was from natural gas supplies and over 40% from electricity, indicating that heating and lighting of Council owned properties are a major contributor to emissions and therefore significant reductions from these areas will be required to meet 2045 targets.

Fuel used	kWh	% share
Natural gas	25,196,802	53.3%
Grid electricity	20,032,901	42.3%
Gas oil	1,735,431	3.7%
Biomass	257,530	0.5%
Renewable electricity	89,843	0.2%
<b>Total</b>	<b>47,312,507</b>	<b>100%</b>

### Annual Emissions reduction pathway to net zero

In order to achieve net zero by 2045, the Council will be required to:

- Achieve a 3.5% annual reduction (versus 2012/13 baseline) every year up until 2030/31; and
- Achieve a 2.6% annual reduction (versus 2012/13 baseline) every year after 2030/31 (out to 2045/46).<sup>1</sup>

<sup>1</sup> Post 2030/31 annual reduction is reduced as the Scottish Government aims to have achieved close to decarbonisation of the electricity grid by 2030 and therefore savings will be harder to come by after this point (projects to reduce electricity emissions will no longer be effective in terms of carbon mitigation).

## Appendix 3

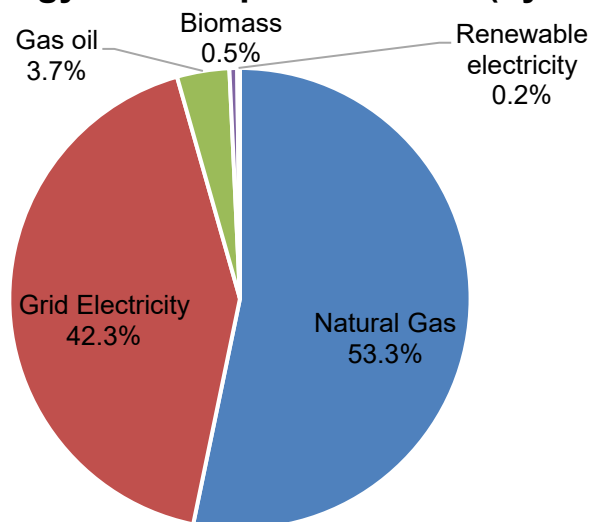
### Energy, Water & Renewables

#### Context

Energy consumption (via heat, power and water), including their subsequent emissions, are dependant on many factors (both social and economic). Some of these factors can be addressed in the short term, while others need to be considered over long periods of time which involves strong and sustained data records from these energy sources. In recent years significant progress has been made in better understanding, monitoring and recording these energy sources in order to reduce consumption and improve practice.

West Dunbartonshire's total energy consumption from heat and power in 2012/13 was estimated as 67,469,118 kWh and had reduced almost 30% to 47,312,507 (largely due to a combination of: energy efficiency projects; estate changes/building closures; and the decarbonising of the electric grid, etc.) kWh by 2018/19. Currently, emissions from these sources make up 43% of the overall carbon footprint, so it is important that we continue to make efforts to reduce our emissions from energy and water to have a greater chance of getting to net zero.

**WDC Energy Consumption 2018/19 (by fuel)**



This amount of energy consumption is equivalent to almost 3500 homes being powered for the year or over 7000 return trips from Scotland to New York.

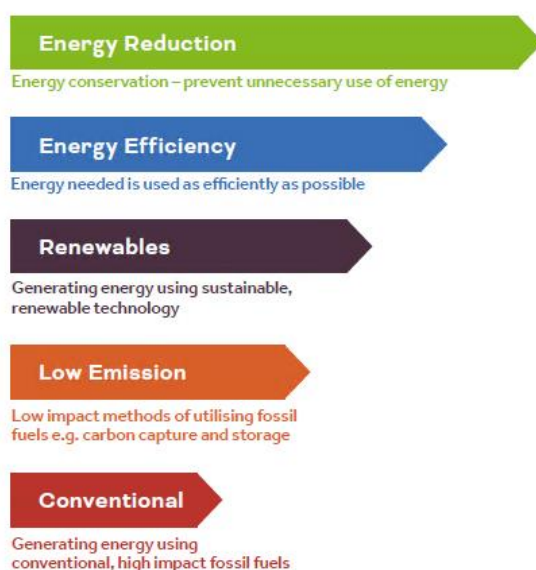
Additionally, water use from Council owned buildings and services has seen roughly a 3% reduction in consumption since 2012/13. However, emissions from water makes up less than 1% of overall emissions and so the ability for this fuel source to impact heavily towards a net zero target is low but there are opportunities to make significant cost savings and improve behaviours in advance of water.

Water use	Consumption (m <sup>3</sup> )	Emissions (tCO <sub>2</sub> e)
2012/13	364,235	190

2018/19	353,998	185
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### Energy Hierarchy

The Council will follow the principles of the energy hierarchy as developed by the Scottish Government. This approach first looks to reduce the amount of energy consumed before employing more advanced techniques and technologies, such as renewables, to reduce energy. The most cost-effective way to reduce emissions is to reduce the amount of energy used in the first place. This is why reducing consumption is such an important pillar of this strategy. It can be usually be done cheaply and in the short term (often by staff empowerment change methods).



*Energy Hierarchy – the Council’s approach to energy efficiency in buildings.*

### District Heating Networks (DHN) & Local Heat and Energy Efficiency Strategies (LHEES)

The concept of Local Heat and Energy Efficiency Strategies (LHEES) was introduced in 2016 and is being piloted as part of the Energy Efficient Scotland programme. LHEES aim to establish area-based plans and priorities for improving the energy efficiency of buildings, and decarbonising heat.

One way to do this is via District Heating Networks (DHN). DHNs aim to distribute large-scale sources of heat over a large geographic area and connect multiple buildings in a heat network. These networks are a particularly attractive option in dense urban areas, and have been cited as a way of tackling fuel poverty while also reducing building and housing management costs.

Our DHN at Queens Quay in Clydebank is operated through an energy centre. Within the energy centre, heat pumps extract water from the River Clyde. This water is transported via district heating pipes to homes and businesses to heat them. Additional pipes mean public buildings such as Clydebank College and Leisure Centre and other businesses into the town centre can be supplied.

The energy centre also accommodates gas boilers, pressurisation units and distribution pumps together with a building control and management system to operate and monitor the system.

Each property connected to the district heating network will have a Heat Interface Unit (HIU) which is similar in size to, and looks like, the traditional boiler it replaces. This device allows tenants and landlords to switch on heat and hot water as and when it is required. It also allows them to monitor the amount of energy consumed to ensure they are billed accurately for it.

Building upon this success, the Council are now developing a pilot LHEES and report which will set the strategy and framework for reducing energy demand and decarbonising the heat supply in the Clydebank area, across the timeframe of the Energy Efficient Scotland programme.

It will seek to identify local solutions to reduce emissions from buildings and tackle fuel poverty across all building types within the town of Clydebank, from the boundary with Glasgow City Council on the River Clyde, northwards using Great Western Road as a boundary and to a westerly limit of Mountblow Road.

It plans to identify opportunities for additional connections to the Queens Quay DHN. It will also explore the feasibility and costs of other energy efficiency measures across this area and build on existing external wall insulation programmes, explore alternative heating solutions and opportunities with a focus on solutions and technologies around energy efficiency and heat decarbonisation.

This LHEES pilot is the first step in the Council developing and adopting a wider 20 year strategy that will strive towards achieving net zero emissions from buildings by 2045, and removing poor energy efficiency as a driver for fuel poverty.

### Renewables

Utilising renewable energy technologies can rapidly reduce emissions (and costs), particularly within heating and power. The Council currently has the capacity to produce renewable electricity via solar Photovoltaic panels and renewable heat via biomass boilers. With increasing decarbonisation of the electricity grid, Council emissions from gas heating will rise proportionately over the next decade, necessitating a further transition to renewable heat sources over this period.

Throughout the year, 2018/19, the Council generated the following amount of renewable energy;

Technology	Renewable energy type	Total consumed by the organisation (kWh)
Solar PV	Electricity	89,843
Biomass	Heat	231,770

Therefore, last year, less than 0.5% of our locally generated electricity and around 1% of our heat comes from renewable sources. So the potential to grow is considerable.

## APPENDIX 4 - Example High Level Actions

General					
Identifier	Deliverable	Service Responsibility	Audience	Behaviour Change	Link ro SDGs
G.1	We will be 'net-zero' by 2045-46, with interim carbon reduction targets of 61% by 2030-31 and 87% by 2040-41.	Organisation Wide	Corporate; Wider Community	✓	7; 11; 12; 13; 17
G.2	Officially launch the proactive Climate Change Action Group (CCAG) to ensure effective Governance of Climate Change across the council by devolving responsibilities to relevant services.	Energy & Compliance; Organisation Wide	Corporate; Wider Community	✓	7; 11; 12; 13; 17
G.3	Invest in offsetting initiatives to remove our residual emissions from the atmosphere. Ensure that the chosen scheme is to a Gold Standard or similar.	Finance; Procurement; Greenspace; Regeneration	Corporate; Wider Community		13; 15
G.4	Develop a proactive and responsive Green Champions network across the organisation to empower staff and respond to the targets and actions being set by the CCAG.	Energy & Compliance; Communications; Organisation Wide	Corporate; Wider Community	✓	13; 17
G.5	Develop and implement innovative ways of engaging with staff and public, inspiring change towards reducing their environmental impacts.	Communications; Energy & Compliance; Organisation Wide	Corporate; Wider Community	✓	13; 17
G.6	Make efforts to better integrate climate change and sustainability principles at the early stage of projects, working towards exemplar climate change, energy efficiency and sustainability standards that can be used as inspiration for others.	Planning & Regeneration; Energy & Compliance; Education; Greenspace; Finance; HSCP	Corporate; Wider Community		4; 7; 8; 11; 12; 13; 15; 17
G.7	Ensure that all Climate Change and Sustainability objectives are mainstreamed within strategic and operational decision-making across the organisation, particularly within planning, procurement and major projects.	Corporate Procurement Unit; Regeneration & Planning; Housing; Organisation Wide	Corporate; Wider Community	✓	13; 17

G.8	Increased support and advice to local businesses for reducing their environmental impacts, particularly energy, waste, water and their associated costs.	Planning & Regeneration; Energy & Compliance	Wider Community	✓	7; 8; 9; 11; 17
G.9	Climate Change and Sustainability embedded into staff continued personal development (CPD) plans, ensuring that mandatory learning is implemented for all new and existing staff.	Human Resources; Energy & Compliance; Communications; Education; HSCP	Corporate	✓	13
G.10	Undertake focused engagement with communities (including faith and equalities groups) about the impact of human actions on our environment and climate change to ensure that their voices are heard as part of a wider community climate conversation.	Planning & Regeneration; Energy & Compliance; Education; Greenspace; HSCP	Wider Community	✓	10; 11; 13
G.11	Ensure that the Council's new Strategic Plan and Local Housing Strategy integrate this Strategy and its targets. Streamlining environmental behaviours into all of its actions and operations.	Housing; Organisation Wide	Corporate		7; 11; 17
G.12	Support NPF4 and research climate change projects to help support sustainable and inclusive growth for West Dunbartonshire and Scotland.	Planning & Regeneration; Energy & Compliance; Education; Greenspace; HSCP; Housing	Corporate; Wider Community		11; 13; 17
G.13	Work towards integrating 'Just Transition' principles into council activities to achieve net zero and adaptation measures in an inclusive way.	Planning & Regeneration; Energy & Compliance; Education; Greenspace; HSCP; Housing	Corporate; Wider Community	✓	1; 11; 12; 17

Energy & Water					
Identifier	Deliverable	Service Responsibility	Audience	Behaviour Change	Link ro SDGs
EW.1	Ensure that energy and carbon management objectives are mainstreamed within strategic and operational decision-making across the organisation.	Energy & Compliance; Regeneration & Planning; Corporate Procurement Unit; Organisation Wide	Corporate	✓	7; 9; 11; 12; 13; 17
EW.2	Develop a pilot LHEES for WDC which will set the strategy and framework for reducing energy demand and decarbonising the heat supply of buildings in the proposed Clydebank area. This will form a large part of the council's approach to energy efficiency going forward.	Energy & Compliance; Regeneration & Planning; Organisation Wide	Corporate; Wider Community		1; 7; 11; 13; 17
EW.3	Make our electricity use as smart and flexible as possible (to support electricity decarbonisation nationally), maximise local renewable energy generation and increase system resilience.	Energy & Compliance; Regeneration & Planning	Corporate; Wider Community		
EW.4	Continue to improve and expand efforts for energy reduction at sites through fabric improvements, the installation of low-energy systems (e.g. lighting and heating), improved controls and insulation measures.	Energy & Compliance; ; Regeneration & Planning; Housing	Corporate		7; 9; 11
EW.5	Reduce water consumption across our sites where possible by technologies, setting specific reduction targets, improving monitoring and looking at innovative approaches to water efficiency and reuse. This also offers resilience to reduced water availability as a result of climate change.	Energy & Compliance; Regeneration & Planning; Housing	Corporate	✓	7; 9; 11
EW.6	Develop and maintain a register of carbon reduction projects to support climate change targets, including quantification of carbon savings and financial payback	Energy & Compliance; Organisation Wide	Corporate		7

EW.7	Explore potential for council and public renewables projects.	Energy & Compliance; ; Regeneration & Planning	Corporate		7; 11
EW.8	Ensure that all ICT equipment purchased is energy efficient and to a sustainability standard where possible.	ICT; Corporate Procurement Unit	Corporate	✓	12
EW.9	Adopt a Whole Life Costing approach to ensure operational sustainability for future developments.	Energy & Compliance; ; Regeneration & Planning; Housing: Organisation Wide	Corporate; Wider Community	✓	12
EW.10	Implement strict energy efficiency improvements to all existing domestic council stock and future developments, whilst minimising overheating risks and ensuring future resilience to the impacts of climate change	Energy & Compliance; ; Regeneration & Planning; Housing; Organisation Wide	Corporate; Wider Community	✓	7; 11
EW.11	Develop and implement a Renewable Energy Strategy for the council.	Energy & Compliance; ; Regeneration & Planning; Housing: Organisation Wide	Corporate; Wider Community		7; 9; 11; 13; 17
EW.12	Support West Dunbartonshire (WD) businesses in becoming carbon neutral and climate resilient, capturing job opportunities for all through the transition. Leadership from WD public sector building owners and social landlords to demonstrate opportunities, stimulate supply chains and drive technology cost reductions through effective procurement.	Energy & Compliance; Regeneration & Planning; Organisation Wide	Corporate; Wider Community	✓	7; 13; 17

Sustainable Travel					
Identifier	Deliverable	Service Responsibility	Audience	Behaviour Change	Link ro SDGs
ST.1	Expand public Electric Vehicle (EV) charging points and infrastructure across West Dunbartonshire where feasible.	Roads & Transportation	Wider Community		11
ST.2	Expand Electric Vehicle (EV) charging points and infrastructure across our estate where feasible.	Fleet & Waste Shared Services; Roads & Transportation	Corporate		11
ST.3	Consolidate and reduce our pool fleet, ensuring that remaining fleet is replaced with Ultra-Low Emission Vehicles (ULEVs) or Zero Emission Vehicles (ZEVs) where feasible.	Fleet & Waste Shared Services; Roads & Transportation	Corporate		11
ST.4	Develop and implement a new Sustainable Travel Action Plan and associated Policy for both the council and West Dunbartonshire.	Roads & Transportation; Regeneration	Corporate; Wider Community	✓	11; 17
ST.5	Expand Cycle Friendly Employer (CFE) assessments to more sites and support increased infrastructure.	Roads & Transportation; Regeneration	Corporate		11
ST.6	Increase access to, and availability of, pool bikes, electric bikes and associated schemes for staff.	Roads & Transportation; Regeneration	Corporate	✓	11
ST.7	Improve communications, information and advice relating to sustainable travel for staff and public.	Communications; Roads & Transportation; Energy & Compliance	Corporate; Wider Community	✓	11
ST.8	Improve and expand existing active travel infrastructure across West Dunbartonshire, including the development improvement of existing active travel path networks.	Roads & Transportation; Planning; Greenspace; Sustainability Officer	Corporate; Wider Community		11
ST.9	Review benefits of reducing 30mph speed limit to 20mph across West Dunbartonshire.	Roads & Transportation;	Wider Community	✓	11
ST.10	Support nationwide efforts to reduce air pollution and improve air quality from vehicle emissions and particulates.	Roads & Transportation; Air Quality; Education; Whole Organisation	Wider Community	✓	11
ST.11	Continue to expand and improve ICT software and technologies to enable staff to work remotely if they can.	ICT	Corporate	✓	11; 12
ST.12	Continue to improve ICT alternatives to travel through remote access video links, agile and remote working.	ICT	Corporate	✓	11; 12
ST.13	Identify priority transport corridors and work to develop resilience plans for the strategic transport network	Roads & Transportation; Energy & Compliance	Corporate; Wider Community		11; 17

Waste & circular Economy					
Identifier	Deliverable	Service Responsibility	Audience	Behaviour Change	Link ro SDGs
WCE.1	Contribute to a national Circular Economy Plan for West Dunbartonshire to support new circular business models and opportunities for the council and public.	Fleet & Waste Shared Services; Corporate Procurement Unit; Regeneration & Planning.	Corporate; Wider Community		12; 13; 17
WCE.2	Make efforts to develop a new corporate waste management, reduction, reuse and recycling plan detailing corporate standards, targets and staff guidance for our waste activities, including improving infrastructure. Establish true costs of waste disposal and assigning responsibility to directorates through transparent accounting	Fleet & Waste Shared Services; Corporate Procurement Unit; Organisation Wide	Corporate	✓	12; 17
WCE.3	Review and improve corporate and domestic waste processes and infrastructure to ensure compliance, improve standards and improve monitoring and reporting on waste. Develop feasibility studies into providing effective waste recycling and circular economy facilities, including the potential for Anaerobic Digestion (AD) and similar technologies.	Fleet & Waste Shared Services; Asset Management; Asset Management	Corporate; Wider Community	✓	9; 12
WCE.4	Develop and implement a Litter Prevention Action Plan for West Dunbartonshire	Neighbourhood Services; Energy & Compliance	Corporate; Wider Community	✓	12; 13; 17
WCE.5	Identify areas where we can undertake focused waste transformation projects involving packaging, plastics, printing and biodegradable waste, including championing digital and reusable alternatives and composting alongside reducing the amount of non recyclable materials and products we purchase and produce.	Fleet & Waste Shared Services; Corporate Procurement Unit; Regeneration & Planning; Organisation Wide	Corporate	✓	9; 12

WCE.6	Work towards adaptive reuse, repair and maintenance of existing domestic and non-domestic buildings.  Research the carbon benefits of reusing buildings and structures over new construction, and contribute to waste solutions for construction.	Energy & Compliance; Regeneration & Planning; Corporate Procurement Unit; Organisation Wide; Asset Management	Corporate; Wider Community		
WCE.7	Provide waste and circular economy training and workshops for staff	Fleet & Waste Shared Services; Energy & Compliance	Corporate	✓	12; 13
WCE.8	Work with the wider sector to invest in circular projects, products and services – including working towards a sharing economy, supporting new routes to reuse, and investing in the repurposing and recycling sectors.	Energy & Compliance; Regeneration & Planning; Corporate Procurement Unit; Organisation Wide	Corporate; Wider Community	✓	12; 17
WCE.9	Make efforts to better source materials for projects that are reused from other areas, or are recycled or upcycled from elsewhere. This will need to be built into specifications and award criteria where feasible	Energy & Compliance; Regeneration & Planning; Corporate Procurement Unit; Organisation Wide	Corporate		12; 17
WCE.10	Take action on food waste and reducing food miles in all council buildings and schools.	Fleet & Waste Shared Services; Education	Corporate; Wider Community	✓	12
WCE.11	Promote community sharing and reuse to reduce waste and unnecessary consumption.	Fleet & Waste Shared Services; Communications	Corporate; Wider Community	✓	12; 17
WCE.12	Ban the use of single-use plastics (SUP) at all schools and buildings where feasible. Ensure greener alternatives are provided as a replacement. Explore options to remove all SUP items used within Council schools and buildings	Fleet & Waste Shared Services; Education; Facilities Management; Energy & Compliance; Communications	Corporate; Wider Community	✓	12
WCE.13	Install a number of top up water taps across council sites and publically across West-Dunbartonshire, encouraging more people to carry a refillable bottle.	Roads & Transportation; Asset Management	Corporate; Wider Community		12

WCE.14	Support the delivery of the national Deposit and Return Scheme for Scotland where feasible.	Fleet & Waste Shared Services; Education; Facilities Management; Energy & Compliance; Communications	Corporate; Wider Community	✓	9; 12; 17
WCE.15	Continue to undertake clean ups to support the Upstream Battle campaign and prevent marine plastics reaching the river.	Greenspace; Education; Fleet & Waste Shared Services	Wider Community	✓	12; 13; 17
WCE.16	Consider retrofit, renovation and maintenance of existing domestic and non-domestic building stock over the construction of new buildings and developments where feasible - mitigating our environmental impacts from Land Use Change (LUC).	Asset Management; Regeneration & Planning; Corporate Procurement Unit; Organisation Wide	Corporate; Wider Community		12; 13
WCE.17	All WDC staffed sites to include waste segregation facilities at source, encouraging staff towards recycling and circular economy practices by providing the required infrastructure and signage.	Asset Management; Energy & Compliance	Corporate	✓	12

Sustainable Procurement					
Identifier	Deliverable	Service Responsibility	Audience	Behaviour Change	Link ro SDGs
SP.1	Update council Sustainable Procurement guidelines and ensure they are implemented throughout the organisation.	Corporate Procurement Unit;	Corporate	✓	12; 13
SP.2	Evaluate and improve the positive social, economic and environmental impacts of our operations by embedding sustainability checklists into tenders.	Corporate Procurement Unit;	Corporate; Wider Community	✓	12; 13
SP.3	Look to implement climate change, carbon and circularity principles in tenders.	Corporate Procurement Unit; Organisation Wide	Corporate; Wider Community	✓	12; 13
SP.4	Consider training sessions for staff on sustainable procurement to upskill our purchasers and keep them up to date on best practice.	Corporate Procurement Unit; Organisation Wide	Corporate	✓	12; 13
SP.5	Look to carry out audits of our supply chains for goods and services.	Organisation Wide	Corporate		12; 13
SP.6	Where feasible, set organisational targets for the procurement of materials (including construction materials) that are local, recycled and have low-to-no environmental impacts.	Energy & Compliance; Regeneration & Planning; Corporate Procurement Unit; Organisation Wide	Corporate; Wider Community	✓	12; 13
SP.7	Support circular and sustainable practices in the use of locally produced, non-toxic materials.	Corporate Procurement Unit; Organisation Wide	Corporate	✓	12; 13
SP.8	Ensure that procurement policy pays reference to plastics reduction in the context of supplier sustainability credentials.	Corporate Procurement Unit; Organisation Wide	Corporate		12; 13
SP.9	Make efforts to ensure appliances and equipment purchased for the council and its staff must be energy efficient and sustainably sourced, where feasible.	Corporate Procurement Unit; ICT; Organisation Wide	Corporate	✓	12; 13
SP.10	Ensure that contract values reflect Total Cost of Ownership including costs arising from sustainable procurement or circularity principles.	Corporate Procurement Unit; Organisation Wide	Corporate		12; 13

Biodiversity, Landscape & Greenspace					
Identifier	Deliverable	Service Responsibility	Audience	Behaviour Change	Link ro SDGs
BLG.1	Embed biodiversity and landscape management and the Food Growing Strategy (FGS) into organisational targets by ensuring that it is considered in all appropriate decision-making.	Management; Greenspace; Organisation Wide	Corporate; Wider Community	✓	11; 13; 14; 15
BLG.2	Collate all necessary data relating to biodiversity and landscape and develop interactive GIS layers.	Greenspace; GIS	Corporate		13; 15
BLG.3	Improve communications activity and engagement on biodiversity and landscape and food growing.	Communications; Greenspace	Corporate; Wider Community	✓	13; 15; 17
BLG.4	Research and analyse the benefits and opportunities of green infrastructure, to improve Biodiversity and reduce negative environmental impacts at our sites and across West Dunbartonshire.	Planning; & Regeneration; Asset Management; Energy & Compliance; Greenspace;	Corporate; Wider Community		3; 11; 13; 14; 15
BLG.5	Maintain, improve and promote linkages between the biodiversity and landscapes and food growing at council sites and public areas.	Greenspace; Planning; & Regeneration; Regeneration	Corporate; Wider Community	✓	11; 13; 14; 15; 17
BLG.6	Improve existing greenspaces by integrating biodiversity principles where feasible.	Greenspace; Planning; & Regeneration; Asset Management; Energy & Compliance	Wider Community		3; 11; 13; 14; 15
BLG.7	Record and analyse the benefits of existing trees and flora across West Dunbartonshire to gain an understanding of how we can remove Greenhouse Gas (GHG) emissions from the atmosphere.	Greenspace; Energy & Compliance	Corporate; Wider Community		11; 13; 15
BLG.8	In response to Scottish Government advice and guidance, research opportunities for the removal of GHG emissions from the atmosphere, including (but not limited to) improving existing tree planting regimes	Greenspace; Energy & Compliance; Asset Management; Planning & Regeneration	Corporate; Wider Community		3; 11; 13; 15
BLG.9	Hire a new Biodiversity Officer to help deliver on Biodiversity, landscape and greenspace actions.	Greenspace	Corporate; Wider Community	✓	11; 13; 14; 15; 17

BLG.10	Develop a new Biodiversity Action Plan (BAP).	Greenspace	Corporate; Wider Community	✓	11; 13; 14; 15; 17
BLG.11	Develop an agreed landscaping species list to be used by planning department (and others) when looking at landscaping of new developments and for developments in parks and /or biodiversity areas.	Greenspace; Planning; & Regeneration; Asset Management; Energy & Compliance	Corporate; Wider Community		11; 13; 15; 17
BLG.12	Limit the impacts of land Use Change (LUC) by reviewing unused brownfield and greenfield sites for potential to integrate nature based solutions.	Greenspace; Planning; & Regeneration; Asset Management; Energy & Compliance	Wider Community		3; 11; 13; 14; 15; 17
BLG.13	Support the delivery of the Glasgow and Clyde Valley (GCV) Green Network where feasible.	Greenspace; Planning; & Regeneration; Asset Management; Energy & Compliance	Wider Community	✓	3; 11; 13; 14; 15; 17

Climate Impacts & Adaptation					
Identifier	Deliverable	Service Responsibility	Audience	Behaviour Change	Link ro SDGs
CIA.1	With support from Climate ready Clyde and wider Glasgow City region - develop a Climate Change Risk Assessment (CCRA) methodology for West-Dunbartonshire with an associated risk register of buildings and infrastructure across the council area.	Roads & Transportation; Regeneration & Planning; Energy & Compliance; Asset Management	Corporate; Wider Community		9; 11; 13; 17
CIA.2	Contribute to and Support the Climate Change Adaptation Plan for the Glasgow City Region, currently being developed by Climate Ready Clyde and the wider Glasgow City Region.	Roads & Transportation; Regeneration & Planning; Energy & Compliance; Asset Management	Corporate; Wider Community		9; 11; 13; 17
CIA.3	Monitor the impacts of climate change including heating and cooling costs as well as maintenance and repair costs or buildings and infrastructure.	Roads & Transportation; Regeneration & Planning; Energy & Compliance	Corporate		9; 11; 13
CIA.4	Develop adaptation engagement tools to support community capacity building, including visual and interactive tools, workshops and collaboration with community organisations.	Roads & Transportation; Regeneration & Planning; Energy & Compliance; Communications	Wider Community	✓	9; 11; 13; 17
CIA.5	Benchmark the Organisation against Adaptation Scotland's Adaptation Capability Framework to identify current position and areas for improvement.	Organisation Wide; Energy & Compliance	Corporate		9; 11; 13; 17
CIA.6	Mainstreaming of adaptation into other key council plans and strategies.	Roads & Transportation; Regeneration & Planning; Energy & Compliance; Asset Management; Whole Organisation	Corporate	✓	9; 11; 13

Schools & Education					
Identifier	Deliverable	Service Responsibility	Audience	Behaviour Change	Link to SDGs
SE.1	Ensure all schools achieve Eco-Schools Green Flag status by 2025. Increase participation in the Eco Schools programme via improved local support and pilot projects with appointed schools.	Education	Corporate; Wider Community	✓	3; 13
SE.2	Review areas of high vehicle emissions around schools to advise and inform greener travel alternatives where necessary.	Environmental Health; Roads and Transportation; Education	Corporate; Wider Community	✓	3; 13
SE.3	Review potential for increased active travel days for children where feasible, avoiding vehicle pollution where necessary, improving the health and wellbeing of pupils.	Environmental Health; Roads and Transportation; Education	Corporate; Wider Community	✓	3; 13
SE.4	Schools to work towards providing sustainable food and meal choices, with more locally sourced ingredients and increased provision of vegetarian and vegan meals where feasible.	Education; Corporate Procurement Unit; HSCP	Wider Community	✓	2; 3; 12; 13
SE.5	In response to the Green Recovery of the Covid19 pandemic - support the expansion and improvement of ICT software and technologies to enable staff to work remotely where feasible. For example, through remote access video links that adapt ways of teaching.	Education; Corporate Procurement Unit; ICT	Corporate; Wider Community	✓	3; 13
SE.6	Continue to improve ICT alternatives to travel through remote access video links, agile and remote working.	Education; Corporate Procurement Unit; ICT	Corporate		3; 13

## Appendix 5

### References and Further Reading

Name	Details
Climate Change 2014 Synthesis Report Summary for Policymakers – IPCC (2014).	Available at: <a href="http://www.ipcc.ch/assessment-report/ar5">www.ipcc.ch/assessment-report/ar5</a>
Global Warming of 1.5 °C – IPCC (2018).	Available at: <a href="http://www.ipcc.ch/report/sr15/">www.ipcc.ch/report/sr15/</a>
State of the UK Climate 2018 Kendon, M., McCarthy, M., Jevrejeva, S., Matthews, A., & Legg, T. (2019). State of the UK climate 2018. International Journal of Climatology, 39, 1-55.	Available at: <a href="https://rmets.onlinelibrary.wiley.com/doi/full/10.1002/joc.6213">https://rmets.onlinelibrary.wiley.com/doi/full/10.1002/joc.6213</a>
UKCP18 Science Overview Report, November 2018 – Met Office (2018).	Available at: <a href="http://www.metoffice.gov.uk/pub/data/weather/uk/ukcp18/science-reports/UKCP18-Overview-report.pdf">www.metoffice.gov.uk/pub/data/weather/uk/ukcp18/science-reports/UKCP18-Overview-report.pdf</a>
Public Bodies Climate Change Duties: Putting them into Practice – Scottish Government (2011).	Available at: <a href="http://beta.gov.scot/publications/public-bodies-climate-change-duties-putting-practice-guidancerequired-part/">beta.gov.scot/publications/public-bodies-climate-change-duties-putting-practice-guidancerequired-part/</a>
Climate Change Plan: third report on proposals and policies 2018–2032	Available at: <a href="http://beta.gov.scot/publications/scottish-governments-climate-change-plan-third-report-proposals-policies-2018/">beta.gov.scot/publications/scottish-governments-climate-change-plan-third-report-proposals-policies-2018/</a>

(RPP3) – Scottish Government (2018).	
Climate Change (Scotland) Act 2009 – Scottish Parliament (2009).	Available at: <a href="http://www.legislation.gov.uk/asp/2009/12/contents">www.legislation.gov.uk/asp/2009/12/contents</a>
Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 – Scottish Parliament (2019)	Available at: <a href="http://www.legislation.gov.uk/asp/2019/15/enacted">www.legislation.gov.uk/asp/2019/15/enacted</a>
Switched On Scotland Phase Two: An Action Plan For Growth – Transport Scotland (2017).	Available at: <a href="http://www.transport.gov.scot/media/39306/switched-on-scotland-phase-2.pdf">www.transport.gov.scot/media/39306/switched-on-scotland-phase-2.pdf</a>
Copenhagen Accord, COP 15 (2009)	The Copenhagen Accord is a document which delegates at the 15th session of the Conference of Parties (COP 15) to the United Nations Framework Convention on Climate Change agreed to "take note of" at the final plenary on 18 December 2009. The Accord is not legally binding and does not commit countries to agree to a binding successor to the Kyoto Protocol, whose round ended in 2012.
Paris Accord, COP 21 (2015)	Update to COP 15. Under the Paris Agreement, each country must determine, plan, and regularly report on the contribution that it undertakes to mitigate global warming.
Poland Accord, COP 24 (2018)	Update to COP 21
2030 Climate and Energy Framework 2014 (revised in 2018)	The 2030 climate and energy framework include EU-wide targets and policy objectives for the period from 2021 to 2030.
Energy Efficiency Directive (2016)	Establishes a set of binding measures to help the EU reach its 20% energy efficiency target by 2020
EU Adaptation Strategy	In 2013, the European Commission adopted an EU strategy on adaptation to climate change, welcomed by the EU Member States. The strategy aims to make Europe more climate resilient.

Energy Performance of Buildings Directive (2018)	It includes measures that will accelerate the rate of building renovation towards more energy efficient systems and strengthen the energy performance of new buildings, making them smarter.
Climate Change Act 2009	The Climate Change (Scotland) Act 2009 is an Act of the Scottish Parliament. The Act includes an emissions target, set for the year 2050, for a reduction of at least 80% from the baseline year, 1990. Annual targets for greenhouse gas emissions must also be set, after consultation the relevant advisory bodies.
RPP3 (2018-2032)	Climate Change Plan: third report on proposals and policies 2018-2032 (RPP3)  This plan sets out the path to a low carbon economy while helping to deliver sustainable economic growth and secure the wider benefits to a greener, fairer and healthier Scotland in 2032.
Climate Change Act 2019	The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019, which amends the Climate Change (Scotland) Act 2009, sets targets to reduce Scotland's emissions of all greenhouse gases to net-zero by 2045 at the latest, with interim targets for reductions of at least 56% by 2020, 75% by 2030, 90% by 2040.
Scotland's Energy Strategy	Scotland's first energy strategy sets out the Scottish Government's vision for the future energy system in Scotland.
National Transport Strategy	The National Transport Strategy (NTS2) sets out an ambitious and compelling vision for Scotland's transport system for the next 20 years. There are four priorities to support that vision
Zero Waste Plan	2010 doc, self explanatory
Energy Strategy - Scotland's Energy Efficiency Programme (SEEP)	The 15 to 20 year programme is the cornerstone of Scottish government's approach to energy efficiency, a National Infrastructure Priority.
Climate Change (Duties of Public Bodies: Reporting	The statute under which the mandatory climate change reporting framework sits under

Requirements)	
National Planning Framework Policy 4	The National Planning Framework 4 will help promote sustainable and inclusive economic growth across all of regions, and to create high-quality, diverse and sustainable places that promote wellbeing and attract investment.
Energy Efficiency Scotland Route Map	This route map for the Energy Efficient Scotland programme sets out the journey our homes, businesses and public buildings will take to become more energy efficient.
Fuel Poverty Bill	<p>The target is that in the year 2040, as far as reasonably possible no household in Scotland is in fuel poverty and, in any event—</p> <p>(a)no more than 5% of households in Scotland are in fuel poverty,</p> <p>(b)no more than 1% of households in Scotland are in extreme fuel poverty,</p> <p>(c)the median fuel poverty gap of households in Scotland in fuel poverty is no more than £250</p>
Climate Ready Scotland: Climate Change Adaptation Program 2019-2024	A five year programme to prepare Scotland for the challenges we will face as our climate continues to change.

## Appendix 6 - Climate Change Survey - Summary

The Scottish Government declared a climate emergency in 2019, recognising the transformational change required across society to reduce the risk to both human and natural systems. We asked for the views of the residents in West Dunbartonshire on our climate change priorities and strategy to understand more about their thoughts on climate change activity locally and nationally to help us plan for how to tackle climate change as a community, working towards the zero-carbon goal

The survey closed 6th September 2020.

### 1.0 Response

#### Response Rate;

WDC	G60	G81	G82	G83	G84
339	21	118	112	72	4
	6%	35%	33%	22%	2%

Note; completion rate of 81%

#### Respondent Profile;

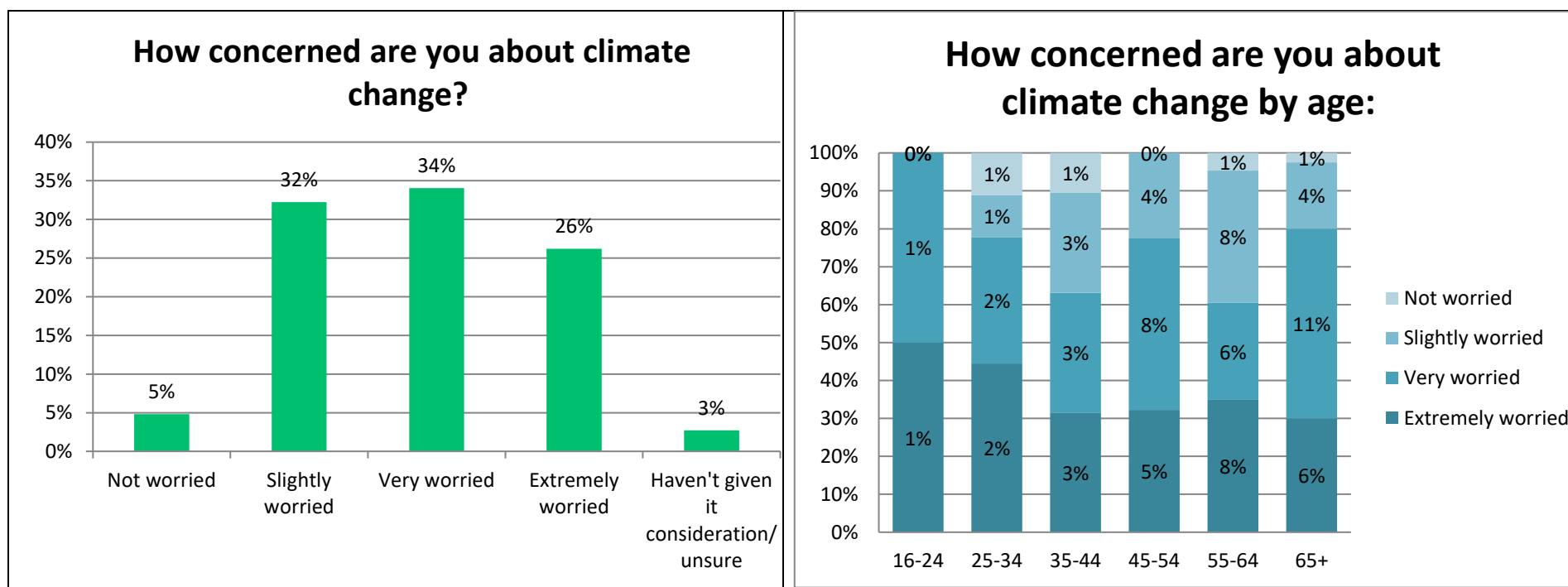
Age	Under 24	25-34	35-44	45-54	55-64	65
271	5	17	34	55	79	78
	2%	6%	12.5%	20%	29%	29%

Note; this question was not compulsory

The majority of respondents live in West Dunbartonshire (95%), 14% of those also work for the Council, a further 3% work for the Council but live in another area. In total 17% of respondents are Council employees. The remaining 2% do not live in WD.

## 2.0 Level of concern over climate change

64% of respondents were aware that Scotland has declared a Climate change emergency. 92% were concerned about climate change by varying degrees from slightly worried (32%), very worried (34%) to extremely worried (26%). 5% were not worried and 3% haven't given it consideration. Looking at the level of concern by age group, whilst the levels of concern differ in each age group, the majority of all respondents in each group were concerned about climate change. When asked if the Local Authorities need to do more to prevent climate change, 95% of respondents agreed.



### 3.0 Awareness and lifestyle

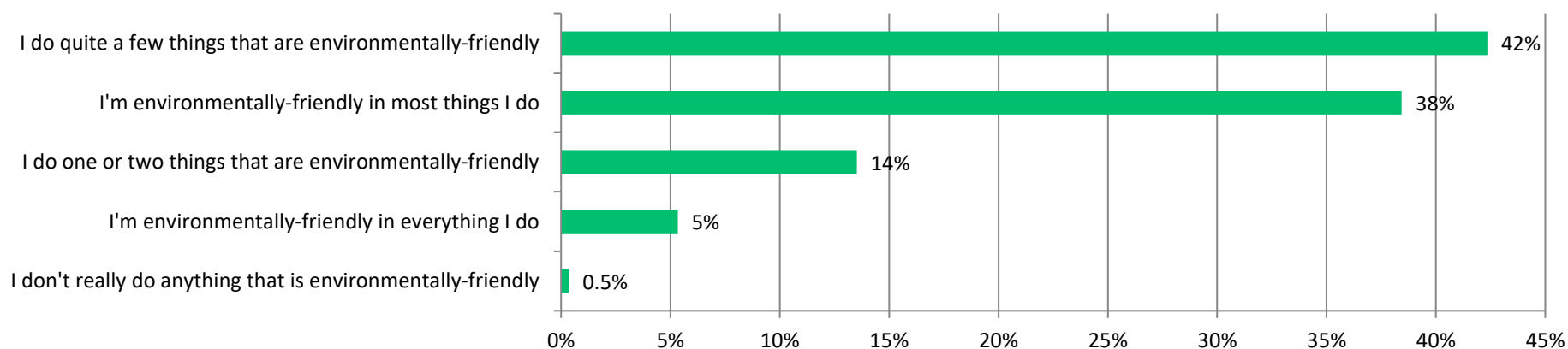
To gain some insight into the level of awareness of the impact of individual/ community behaviours on climate change the respondents were asked to agree or disagree with key statements. 82% agreed that they understand what actions people should take to help tackle climate change. Only 1% agreed that climate change will only have an impact on other countries, and they didn't need to worry. The results for each of the statements are below;

Tell us if you agree or disagree with the following;	Agree	Disagree	Don't know
Climate change will only have an impact on other countries, there is no need for me to worry	1%	97%	2%
It's not worth me doing things to help the environment if others don't do the same	7%	92%	1%
I don't believe that my behavior and everyday lifestyle contribute to climate change	11%	84%	5%
I understand what actions people like myself should take to help tackle climate change	82%	12%	6%

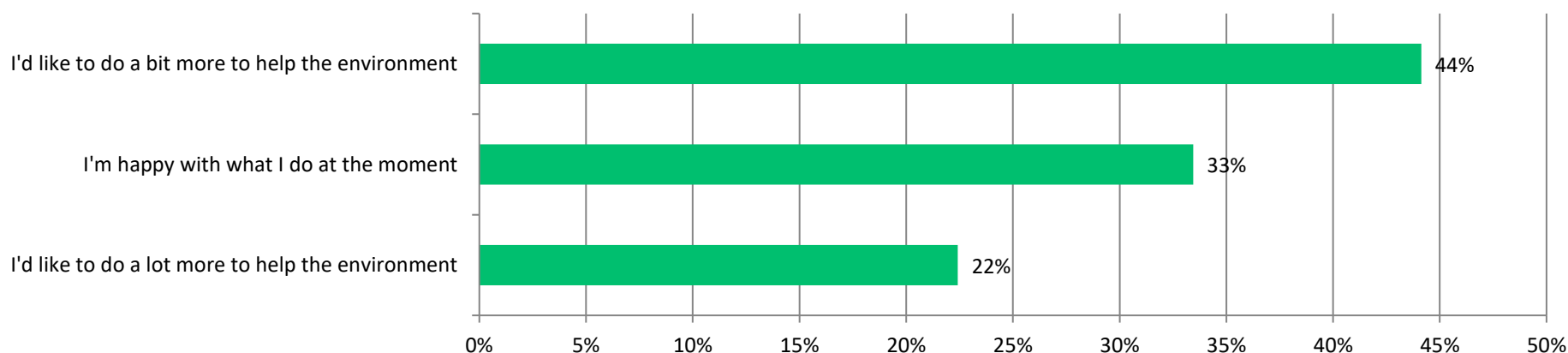
#### Lifestyle

91% of respondents said they would be willing to change their lifestyle to reduce their carbon footprint. When asked about their current lifestyle, almost all consider they do things to varying degrees that are environmentally friendly. When asked about willingness to make changes to help the environment, 22% said they would like to do a lot more to help the environment and 44% would like to do a bit more to help the environment. Further detail can be found on the charts below.

**Which of these would you say best describes your current lifestyle in relation to the environment?**

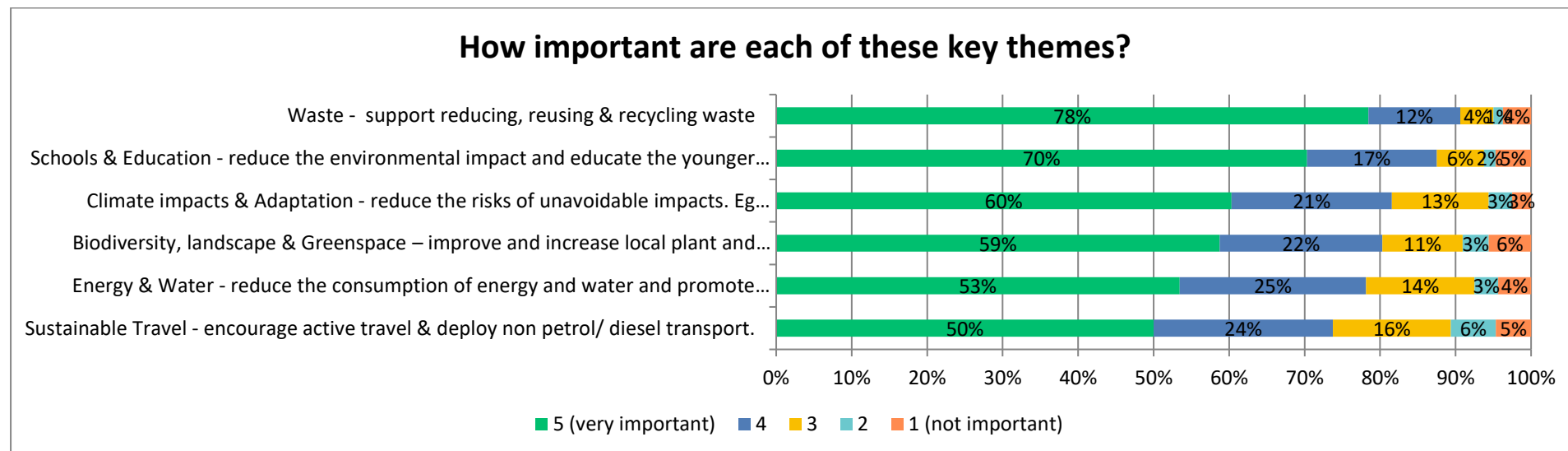


**Which of these best describes how you feel about your current lifestyle in relation to the environment?**



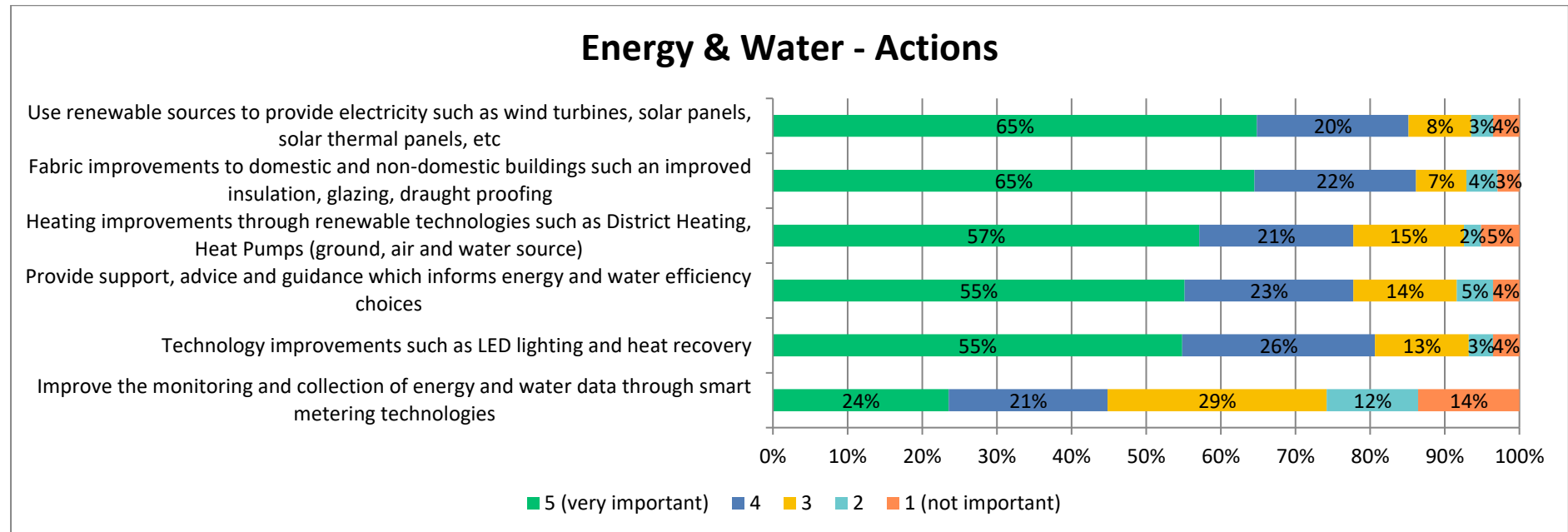
### 3.0 Council Strategy – Key Themes

We asked respondents to rank the key themes of the Councils climate change strategy in order of importance, using the rating scale from 1 (not important at all) to 5 (very important). The three themes considered the most important were; **Waste, Schools& Education** and **Climate Impacts and Adaptations**.

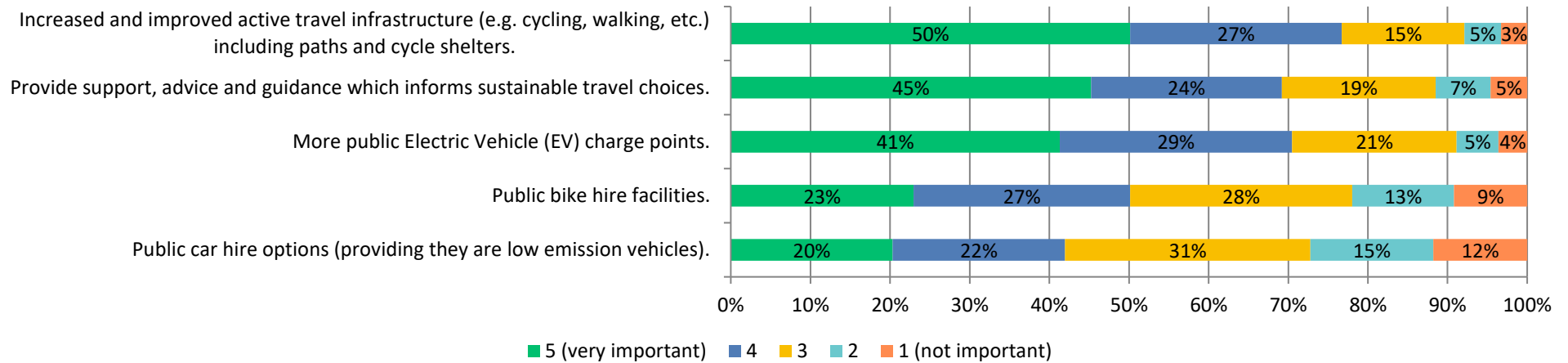


## 4.0 Actions

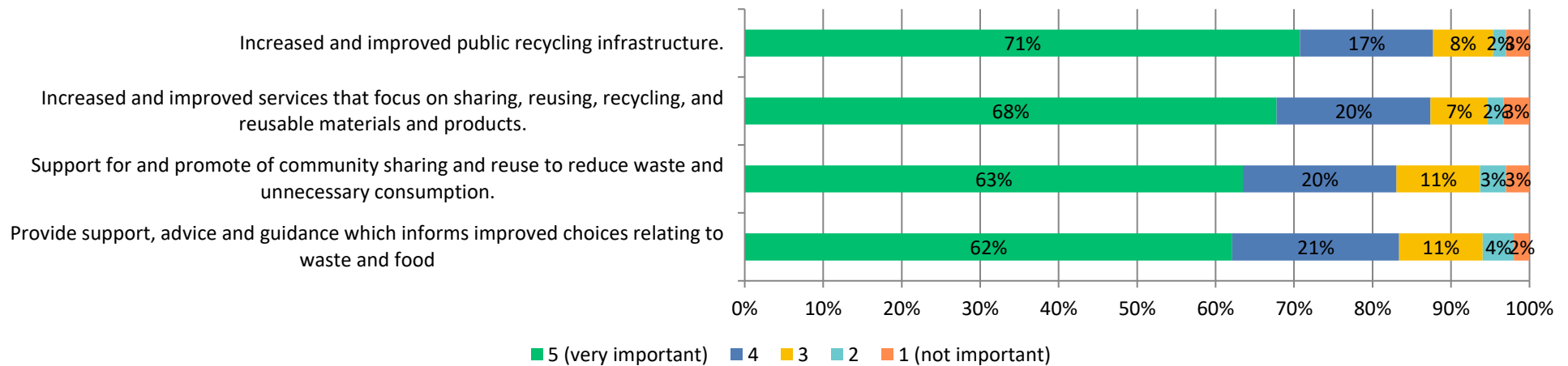
We asked respondents to rank the actions the Council could take within each of the strategic key themes in order of importance, again using the rating scale from 1 (not important at all) to 5 (very important). The results of each theme are below with the highest ranking action at the top of each chart.



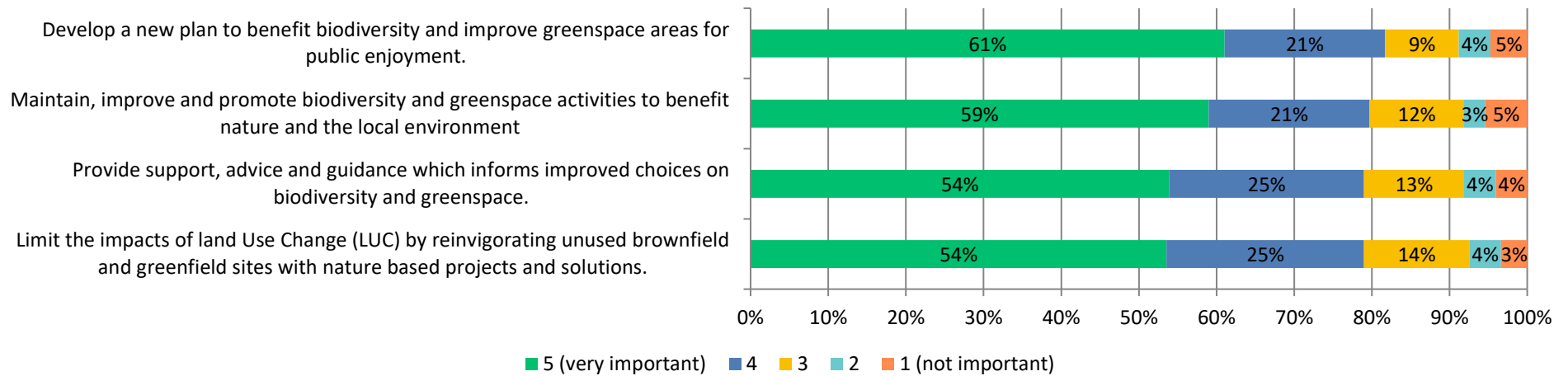
## Sustainable Travel Actions



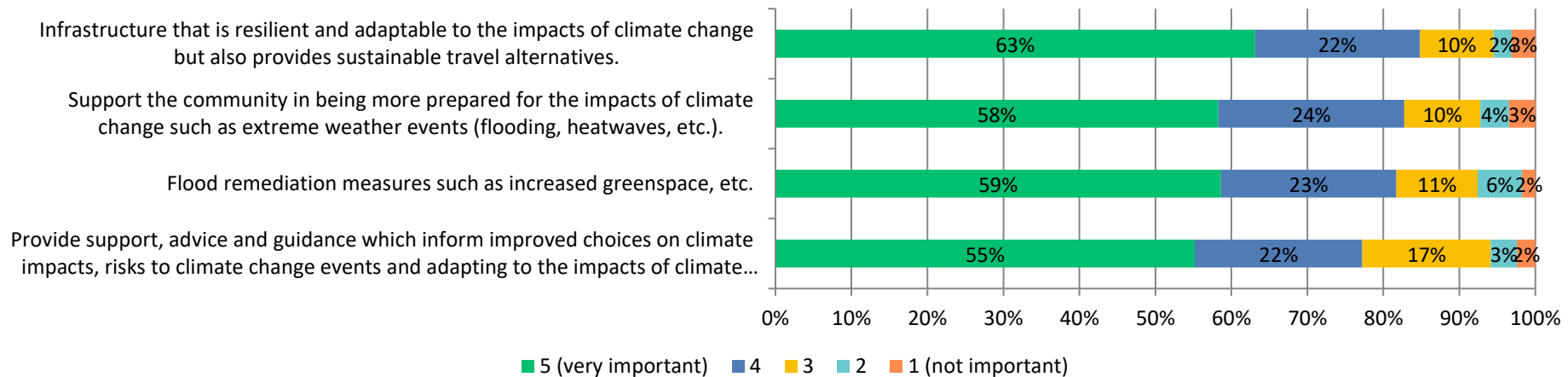
## Waste Actions



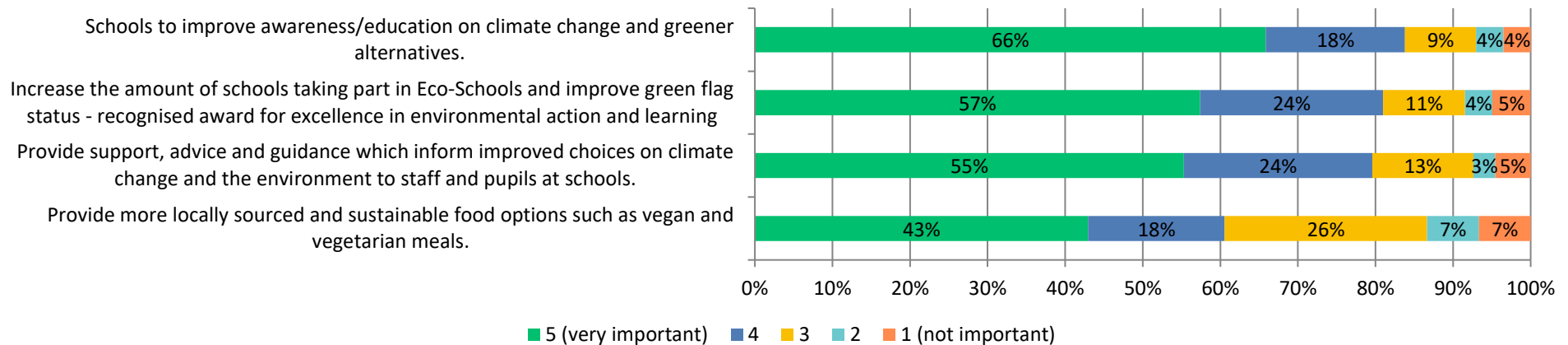
## Biodiversity, Landscape & Greenspace Actions



## Climate Impacts & Adaptation Actions



## Schools & Education Actions



## 5.0 Informing our communities

89% of residents agreed that communities need more information on climate change and the Councils part in it. The three methods considered the best way share information on climate change were **Social media**, **Information events** and the **Councils website**.

### Best way to share information on climate change



# APPENDIX 7 - Equalities Impact Assessment

<b>AssessmentNo</b>	286	<b>Owner</b>	rrea	
<b>Resource</b>	Regeneration, Environment and Growth		<b>Service/Establishment</b>	Regeneration
	First Name	Surname	<b>Job title</b>	
<b>Head Officer</b>	Adam	Armour-Florence	Sustainability Officer	
	(include job titles/organisation)			
<b>Members</b>	Adam Armour-Florence - Sustainability Officer Ricardo Rea- Performance and Strategy Officer			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
<b>Policy Title</b>	Climate Change Strategy			
	<b>The aim, objective, purpose and intended out come of policy</b>			
	The Climate Change Strategy' is a route map for the Council's response to climate change and the climate emergency for 2021-22 and beyond. Our vision is an overarching strategy that will set the foundation for a plan of action and response to Scotland's Climate Emergency and 2045 net zero carbon reduction target. This will also feed into the annual mandatory Climate Change Report and will encompass all key principles of public bodies climate change duties in accordance with Section 4 of the 'Climate Change (Scotland) Act 2009'.			
	<b>Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.</b>			
	All service areas - with an approach to devolving responsibility to all service areas and mainstreaming climate change actions in what we do.			
<b>Does the proposals involve the procurement of any goods or services?</b>			<b>Yes</b>	
<b>If yes please confirm that you have contacted our procurement services to discuss your requirements.</b>			<b>No</b>	
<b>SCREENING</b>				
<i>You must indicate if there is any relevance to the four areas</i>				
<b>Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)</b>			<b>Yes</b>	
<b>Relevance to Human Rights (HR)</b>			<b>Yes</b>	
<b>Relevance to Health Impacts (H)</b>			<b>Yes</b>	
<b>Relevance to Social Economic Impacts (SE)</b>			<b>Yes</b>	
<b>Who will be affected by this policy?</b>				
Residents of WDC, users and potential users of council services in West Dunbartonshire. WDC employees and potential employees. Other organisations in West Dunbartonshire, both voluntary and statutory. Partnerships with other public bodies, organisations, quangos and community groups.				
<b>Who will be/has been involved in the consultation process?</b>				
We asked for the views of the residents in West Dunbartonshire on our climate change priorities and strategy to understand more about their thoughts on climate change activity locally and nationally to help us plan for how to tackle climate change as a community, working towards the zero-carbon goal The survey was open for over two weeks and received 339 responses. It closed 6th September 2020. Due to Covid19, this				

was carried out through an online survey that was shared on our website, social media, community groups and directly with the citizens panel. The survey also went to staff for feedback. The draft strategy was shared with the heads of all service areas for their thoughts and written feedback.

**Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.**

	Needs	Evidence	Impact
Age	<p>There is a need to ensure that both young and old people are not disproportionately effected by the impacts of climate change - such as flooding and higher temperatures during summer months. There is a need to ensure that the voices of young and old people are heard with regards to climate change and in the 'green recovery from Covid19, following 'Just Transition' principles. In West Dunbartonshire, older people from the ages of 60 and above are more concerned with the inevitable impacts of climate change, such as extreme heating and flooding events.</p>	<p>The 'Just Transition Commission Advice for a Green Recovery' report (Scottish Government, 2020) highlights that young and old people are more at risk from the impacts of Climate Change and the effects of Covid19 in our current period of green recovery. As the pandemic swept across the country we saw the closure of schools and higher education institutions. At a crucial stage of their development, young people have had to adapt to distance learning and new methods of examination. For those leaving education and entering the job market for the first time, their prospects look very different to those in the same situation a year ago. At the same time, it is our young people that will live with the consequences if we fail to seize the opportunity to build fairer, net-zero society. Evidence from our climate</p>	<p>Positive, It is our young people who are often the most motivated and vocal in calling for action. Engaging with them more on climate change via our CCS and eco-schools, etc will help young people have a say on our future climate. A green recovery is not only a response to the economic and climate crisis facing us, but an investment in the future of young people across the country. We hope to use this CCS to better engage with community groups of all ages, allowing for people of all ages to have a say in what we do to mitigate and adapt against climate change.</p>

		<p>change survey illustrated how older people in WD are concerned about climate change, most of whom believe that there is an immediate threat now. Recent Scottish Government research into implementing a green recovery to the pandemic has highlighted that low earners, younger people, women, minority ethnic individuals, and disabled people are most at risk as the labour market is disrupted. Multiple and intersecting factors of discrimination related to gender, age, displacement, indigenous origin or minority status can further heighten the risks of persons with disabilities experiencing negative impacts of climate change.</p>	
<b>Cross Cutting</b>	Engagement and participation of all groups, both inside and outside WD, will benefit the effective delivery of the CCS and foster new partnerships.	People can simultaneously be members of more than one disadvantaged group, which can multiply the negative impacts of Climate Change and Climate Injustice.	Positive, the CCS will be an inclusive opportunity to effectively and fairly engaging with all groups. With potential to gather more vital feedback and information, whilst expanding partnerships and relationships with all.
<b>Disability</b>	Because they are disproportionately affected by climate change, persons	Recent Scottish Government research into implementing a	Positive, their participation in our CCS (both engagement and

	<p>green recovery to the pandemic has highlighted that low earners, younger people, women, minority ethnic individuals, and disabled people are most at risk as the labour market is disrupted. According to the UN report on disability and climate change (UN General Assembly, 2020), climate change has both a direct and indirect impact on the effective enjoyment of a wide range of human rights for everyone. Persons with disabilities – an estimated 1 billion individuals worldwide – may experience those impacts differently and more severely than others. For example, persons with disabilities are often among those most adversely affected in an emergency, sustaining disproportionately higher rates of morbidity and mortality, and are among those least able to access emergency support. Sudden-onset natural disasters and slow-onset events can seriously affect the access of persons with disabilities to food and nutrition, safe drinking water</p>	<p>feedback on their challenges in the face of climate change) would better allow for tailored climate action that addresses the specific concerns of persons with disabilities related to the adverse impacts of climate change. A human rights-based approach empowers persons with disabilities as agents of change to address the harmful impacts of climate change in their day-to-day lives. If persons with disabilities are left out of decision-making, that leaves them unable to contribute by identifying risk reduction and adaptation measures that could be effective for, and carried out by, persons with disabilities. Persons with disabilities are a heterogeneous group with different requirements and best practices in terms of disability inclusion may also be relevant for the population at large, helping to avert some of the worst impacts of climate change. Therefore, this could be applied in some scale to persons with disabilities in WD. We can include their</p>
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with disabilities must be included in climate action.

		<p>and sanitation, health-care services and medicines, education and training, adequate housing and access to decent work. The majority of persons with disabilities live in poverty, as highlighted in the Convention on the Rights of Persons with Disabilities. The Intergovernmental Panel on Climate Change foresees that the poorest people will continue to experience the worst effects of climate change through lost income and livelihood opportunities, displacement, hunger and adverse impacts on their health. Multiple and intersecting factors of discrimination related to gender, age, displacement, indigenous origin or minority status can further heighten the risks of persons with disabilities experiencing negative impacts of climate change.</p>	<p>input, particularly towards adaptation measures, ensuring that we improve the actions as a result of the CCS.</p>
<p><b>Social &amp; Economic Impact</b></p>	<p>SDG 8 tasks member states to promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</p> <p>SDG 10 tasks member states to reduce inequality within and among</p>	<p>Recent Scottish Government research into implementing a green recovery to the pandemic has highlighted that low earners, younger people, women, minority ethnic individuals, and disabled people are</p>	<p>Positive, the CCS will engage with the public in a positive way and support Scottish Government in ensuring that the green recovery benefits people by providing green job opportunities.</p>

	<p>other countries. SDG 16 tasks members states to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. There is a need to adequately and fairly respond to the pandemic using green recovery principles, which are just and improve social and economic opportunities for all. Particularly in creating new green job opportunities.</p>	<p>most at risk as the labour market is disrupted. The Intergovernmental Panel on Climate Change foresees that the poorest people will continue to experience the worst effects of climate change through lost income and livelihood opportunities, displacement, hunger and adverse impacts on their health. Multiple and intersecting factors of discrimination related to gender, age, displacement, indigenous origin or minority status can further heighten the risks of persons with disabilities experiencing negative impacts of climate change. The 'Just Transition Commission Advice for a Green Recovery' report (Scottish Government, 2020) adds to the consensus calling for an economic recovery from COVID-19 that is consistent with Scotland's climate ambition, but with an increased emphasis on equity. We have an opportunity to reset our progress towards a net-zero economy in a way that also actively tackles inequality</p>	
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		and promotes regional cohesion.	
Sex	SDG 5 tasks member states to achieve gender equality and empower all women and girls.	<p>According to SDG 5, despite improvements gender equality must still be reached.</p> <p>Implications of Covid19 lockdowns means that there has been an increase in physical, sexual and psychological violence against women, with domestic violence against women increasing by 30% in some countries. SDG 5 also states women bear additional household burdens during the pandemic.</p> <p>Furthermore, women already spend about three times as many hours in unpaid domestic and care work as men. Recent Scottish Government research into implementing a green recovery to the pandemic has highlighted that low earners, younger people, women, minority ethnic individuals, and disabled people are most at risk as the labour market is disrupted. The majority of persons with disabilities live in poverty, as highlighted in the Convention on the Rights of Persons with Disabilities. The</p>	<p>Positive, as the CCS hopes to better engage and therefore empower women (and all other genders) to speak up about Climate Change. Input, advice and engagement from members of all sexes is key to ensuring delivery of climate change actions and in achieving net zero emissions by 2045 for WDC.</p>

		Intergovernmental Panel on Climate Change foresees that the poorest people will continue to experience the worst effects of climate change through lost income and livelihood opportunities, displacement, hunger and adverse impacts on their health. Multiple and intersecting factors of discrimination related to gender, age, displacement, indigenous origin or minority status can further heighten the risks of persons with disabilities experiencing negative impacts of climate change.	
<b>Gender Reassign</b>	There is a need to better engage with the LGBTQ+ community on Climate Change issues and to ensure that climate impacts, or wider impacts as a result of Climate Change, do not disproportionately impact the LGBTQ+ community over others. Through climate justice, we recognise that the roots of climate change are tied up with the roots of multiple oppressions. Capitalism and colonialism fuel climate change, but are also a part of LGBTQ+ oppression.	According to Friends of the Earth Scotland, Climate Change is a significant LGBTQ+ issue, particularly the Trans community, especially trans people of colour, face heightened suffering at all stages of the natural disasters which are becoming more frequent in our changing climate. Homeless people are particularly vulnerable to the erratic weather events brought by climate change. In the UK, 24% of homeless youth are LGBTQ+ Multiple	Positive, as the Climate Change Strategy (CCS) will look to better engage with LBGTQ+ and other potentially marginalised groups on Climate Change matters. Input from the LGBTQ+ community will benefit the Council by providing alternative viewpooints on Climate Change.

	SDG 5 also tasks member states to achieve gender equality and empower all women and girls.	and intersecting factors of discrimination related to gender, age, displacement, indigenous origin or minority status can further heighten the risks of persons with disabilities experiencing negative impacts of climate change.	
<b>Health</b>	<p>There is a need to ensure that we are more prepared health services for, and have the ability for them to effectively respond to the impacts of climate change.</p> <p>There is a need to ensure that access to health is equal for all people, particularly when it comes to extreme weather events such as heat waves and flooding, which will become more frequent and more intense over the next 20 years. SDG 3 tasks member states to ensure healthy lives and promote well-being for all at all ages.</p>	Climate change can exacerbate existing health and health care inequalities, the adverse impacts of which exacerbate environmental, attitudinal and institutional barriers to the right to health of older and younger age groups, ethnic minorities, people in poverty or lower incomes, women and LGBTQ+ groups.	Positive, this CCS will look to assist in national efforts to mitigate GHG emissions which will eventually reduce the impacts of climate change over a long period of time. It will also look to improve adaptation measures across the Glasgow City Region, hopefully reducing stress on health services in the long term, particularly in WDC.
<b>Human Rights</b>	Relevant under core civil rights, such as the right to respect for private and family life (Article 8 of the Convention), the right to freedom of expression (Article 10) and the right to education (Article 2 of Protocol No. 1). SDG 10 tasks member states to reduce inequality	Awareness of Human Rights as part of everyday life is low. Therefore its relevance nationally has received increased focus from the Scottish Government on giving Human Rights a more central place.	Awareness of Human Rights as part of everyday life is low. Therefore its relevance nationally has received increased focus from the Scottish Government on giving Human Rights a more central place.

	within and among other countries. SDG 16 tasks members states to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.		
<b>Marriage &amp; Civil Partnership</b>			
<b>Pregnancy &amp; Maternity</b>	This area cross cuts with consideration under sex Work needs to take account of the needs, of pregnant women similar to those under 'sex'.	This area cross cuts with consideration under sex. Primary care responsibilities falls predominately upon women. Women's available time is can therefore be restricted. However, child care and other care responsibilities maintains a link to community matters through school etc.	Positive, as the CCS hopes to better engage and therefore empower women (and all other genders) to speak up about Climate Change. Input, advice and engagement from members of all sexes is key to ensuring delivery of climate change actions and in achieving net zero emissions by 2045 for WDC.
<b>Race</b>	WDC has an Equality outcome on increasing participation. SDG 16 tasks members states to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.	BAME people under represented in many community organisations and engagement processes. Recent Scottish Government research into implementing a green recovery to the pandemic has highlighted that low earners, younger people, women, minority ethnic individuals, and disabled people are most at risk as the labour market is disrupted. Multiple	Positive, the CCS will look for ways to engage with all ethnic minorities/races in a positive way that does not exclude anyone. Again, we will aim to do this through community engagement.

		and intersecting factors of discrimination related to gender, age, displacement, indigenous origin or minority status can further heighten the risks of persons with disabilities experiencing negative impacts of climate change.	
<b>Religion and Belief</b>	There is a need to better engage with local churches, religions and community groups on Climate Change. An understanding needs to be had of local religious institutions and groups to support their needs, understand their approach to climate change, and help promote climate change action to their members.	According to Sachdeva, S. 2016, sacred elements in nature do lead people to become committed to environmental causes, particularly when religious identities emphasize conceptualization of humans as caretakers of this planet. However, it is also this that may preclude environmental action and lead to the denial of climate change.	Positive, the CCS hopes to better engage with the community, including local religious institutions. The CCS provides a new way of developing a positive relationship with these institutions.
<b>Sexual Orientation</b>	There is a need to better engage with the LGBTQ+ community on Climate Change issues and to ensure that climate impacts, or wider impacts as a result of Climate Change, do not disproportionately impact the LGBTQ+ community over others. Through climate justice, we recognise that the roots of climate change are tied up with the roots of multiple	According to Friends of the Earth Scotland, Climate Change is a significant LGBTQ+ issue, particularly the Trans community, especially trans people of colour, face heightened suffering at all stages of the natural disasters which are becoming more frequent in our changing climate. Homeless people are particularly vulnerable to the	Positive, as the Climate Change Strategy (CCS) will look to better engage with LGBTQ+ and other potentially marginalised groups on Climate Change matters. Input from the LGBTQ+ community will benefit the Council by providing alternative viewpoints on Climate Change.

	<p>oppressions. Capitalism and colonialism fuel climate change, but are also a part of LGBTQ+ oppression.</p>	<p>erratic weather events brought by climate change. In the UK, 24% of homeless youth are LGBTQ+ Multiple and intersecting factors of discrimination related to gender, age, displacement, indigenous origin or minority status can further heighten the risks of persons with disabilities experiencing negative impacts of climate change.</p>	
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## **Actions**

**Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.**

There are no likely negative impacts for any protected group, or any in terms of health, wellbeing, human rights or negative social or economic impacts.

**Will the impact of the policy be monitored and reported on an ongoing bases?**

Climate Change actions will be developed for each service area through the Climate Change Action Group (CCAG) and will then be input into Pentana to ensure ownership and actual delivery of actions. An action plan will be developed for internal use, and progress on this, including targets/KPI's will be reviewed annually, with a new strategy being developed every 5 years.

**Q7 What is your recommendation for this policy?**

Introduce

**Please provide a meaningful summary of how you have reached the recommendation**

The Climate Change Strategy is intended to work towards positive engagement with all equality groups and the wider community, via partnerships, empowerment and engagement within and outside West Dunbartonshire. The continued review of the CCS will allow us to improve the document with regards to green recovery and Equality Duty needs. The assessment notes potential positive impacts for a range of groups and for Human Rights, especially in terms of increasing engagement, participation and empowerment. The strategy will encourage positive engagement with a full range of groups in West Dunbartonshire. This supports our Equality Outcomes on increasing participation.