

# Finance and Resources Committee

10am, Thursday, 27 November 2014

## 2013-14 Budget Options: Follow-up Carbon Assessments

|                   |     |
|-------------------|-----|
| Item number       | 7.4 |
| Report number     |     |
| Executive/routine |     |
| Wards             | All |

### Executive summary

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At its meeting on 16 January 2014 this Committee decided "...that more detailed carbon impact assessments should be carried out on the approved [2013-14 Budget] Options". This report provides a brief overview of the assessments carried out in response to that decision and notes key learning points.

### Links

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|                          |                      |
|--------------------------|----------------------|
| Coalition pledges        | <a href="#">P50</a>  |
| Council outcomes         | <a href="#">CO25</a> |
| Single Outcome Agreement |                      |

## 2013-14 Budget Options: Follow-up Carbon Assessments

### Recommendations

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- 1.1 The Finance and Resources Committee is recommended to note the contents of this report.

### Background

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- 2.1 The Council is obliged to take carbon emissions into account for the following reasons.
- The Council has a statutory duty under the Public Bodies Duties in the Climate Change (Scotland) Act 2009 to act in the way best calculated to contribute to delivery of the Act's emissions reduction targets.
  - The Council is working with Edinburgh Partnership organisations to achieve a city-wide emissions reduction target of 42% by 2020.
  - Carbon Reduction Commitment - a UK tax on emissions from Council buildings: the Council paid out £690,456 in 2014 and the rate is increasing annually by ~£4 per tonne.
  - The financial climate means that all avenues for reducing Council running costs must be considered, and reducing Council carbon emissions equates to lower costs.
- 2.2 However, it should be noted that positive impacts on carbon are not necessarily positive impacts on citizens and it is essential that impacts are considered in the round during the Council's decision making processes. This report focuses on Council carbon emissions rather than city carbon emissions.
- 2.3 In response to a request by the Convenor of the Finance and Resources Committee, a report was presented to the Committee's 16 January 2014 meeting summarising the potential impacts on the Council's own carbon emissions of implementing the budget options within the draft Revenue Budget Framework 2014-2018.
- 2.4 In approving the report, the Committee decided "...that more detailed carbon impact assessments should be carried out on the approved Options".

### Main report

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- 3.1 Responsibility for strategic approaches to reducing the Council's carbon emissions sits with the Corporate Policy & Strategy Team in Corporate

Governance. This Team recommended that the optimal method for addressing the Committee's decision was to use SAM, the Council's new internal e-tool for incorporating consideration of the Public Bodies Duties into standard business practice and decision-making processes. A SAM assessment output report is attached (Appendix 1) to illustrate the topics covered by the e-tool and the types of question it asks.

- 3.2 SAM came on-stream in August 2014 and contact officers for the approved 2013-14 Budget Options were asked to assess their Option(s) by the end of September. Guidance, support and advice were provided by the Corporate Policy & Strategy Team and officers across Service Areas carried out assessments for a total of 18 Options.
- 3.3 When carrying out a SAM assessment, one of three set answers can be chosen in response to each question; these are
  - "no consideration at this stage"
  - "high level consideration only"
  - "detailed consideration, with evidence".
- 3.4 Of the 18 SAM assessments submitted, six recorded "no consideration at this stage" and five "high level consideration only" to all the carbon impact questions. Two recorded predominantly "high level consideration only", one recorded all three, and the remaining four opted not to continue with a full assessment at the Proportionality Test stage (see Appendix 2, Section 2 for more information on this Test).

#### **Key learning from SAM Assessments submitted**

- 3.5 While the sample available is small it is encouraging. Around half of the responses show consideration of carbon impacts to some degree, and some evidence not only awareness of the need to plan for mitigation but also active implementation of mitigatory measures.
- 3.6 The overall level of response to this exercise is disappointing, at a rate of 16% of the 114 Budget Options considered by Council in February 2014 (though not all these were taken forward and some were subsequently amalgamated). This indicates the need to increase the capacity of all tiers of staff to understand the drivers for taking carbon impacts into account from the earliest stage of every activity. Elected Members can assist this process by asking officers about the carbon impacts of corporate, policy and delivery activities.
- 3.7 The exercise covered in this report should be seen in context as an early step in the process of widening and deepening the organisation's knowledge and understanding of carbon issues and the impacts of our decisions on carbon emissions. A note of initiatives both planned and underway as part of this process is attached as Appendix 3. Initiatives specifically related to the Council's Budget process are noted below.

## **Embedding carbon impact assessments in the Budget process**

- 3.8 This report covers a retrospective carbon assessment of some of the 2013-14 budget options. A basic carbon impact assessment has been embedded in the 2014-15 budget development process and will be reported on to this Committee's 15 January 2015 meeting. The content of those assessments will be fed into implementation of the Council's forthcoming Carbon Management Plan ("CMP2"), a report on which to Corporate Policy and Strategy Committee is in preparation. Impact assessments using SAM will be embedded in the 2015-16 Budget process.

## **Measures of success**

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- 4.1 Lower level of Council CO<sub>2</sub> emissions and CRC tax payment.
- 4.2 Awareness on carbon impacts in Council decision making.

## **Financial impact**

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- 5.1 Carbon emissions from Council buildings are "taxed" under the Carbon Reduction Commitment legislation. Carbon emissions from energy consumption by transport, printing and ICT activity correlate directly to the cost of that consumption. In both cases, reduced emissions result in reduced costs.

## **Risk, policy, compliance and governance impact**

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- 6.1 As well as delivering on Coalition Pledge 50 to reduce greenhouse gas emissions, the Council must comply with the Climate Change (Scotland) Act 2009. Taking potential carbon emissions and impact mitigation proposals into account when making decisions that affect both the city and the Council as an organisation will help to meet those obligations. Using the SAM e-tool to assess carbon impacts enables the Council to demonstrate that it is in compliance with the Act.

## **Equalities impact**

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- 7.1 As was noted in the 16 January 2014 report to this Committee, some budget options may have conflicting equalities and carbon impacts. Presenting Elected Members with those impacts facilitates holistic decision making when choices have to be made.

## **Sustainability impact**

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- 8.1 The findings of this report will contribute to achieving a sustainable Edinburgh through increased awareness of carbon impacts in corporate business and decision-making processes.

## **Consultation and engagement**

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9.1 The SAM assessments carried out as a basis for this report have stimulated engagement with the issues around carbon emissions impacts in Council activity. It is anticipated that the activities noted at 3.8 and in Appendix 3 will widen and deepen engagement on this issue.

## Background reading/external references

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### [SAM e-tool](#)

Full SAM assessment output reports for the Budget Options listed in Appendix 2 may be obtained [on request](#) from their authors, as some of the material within them may be considered confidential.

## Alastair D Maclean

Director of Corporate Governance

Contact: Nick Croft – Corporate Policy and Strategy Manager

E-mail: [nick.croft@edinburgh.gov.uk](mailto:nick.croft@edinburgh.gov.uk) | Tel: 0131 469 3726

Contact: Alexis Woolley – Corporate Policy and Strategy Officer

E-mail: [alexis.woolley@edinburgh.gov.uk](mailto:alexis.woolley@edinburgh.gov.uk) | Tel: 0131 469 3583

## Links

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|                                 |   |
|---------------------------------|---|
| <b>Coalition pledges</b>        | P50 - Meet greenhouse gas targets, including the national target of 42% by 2020   |
| <b>Council outcomes</b>         | CO25 - The Council has efficient and effective services that deliver on objectives  |
| <b>Single Outcome Agreement</b> |   |
| <b>Appendices</b>               | 1: Sample SAM Output Report<br>2: Summary of SAM carbon assessments for Budget 2013-14 Options<br>3: Initiatives to increase carbon impacts awareness |

## Appendix 1: Sample SAM Output Report

Climate Change Compliance Tool - Assessment Summary (09/09/2014)

### Background Information

Assessment Entered By User : Alexis Woolley

Activity Name : Carbon assessments of budget proposals

Duration Start : 6/2014

Duration End : 3/2015

Revenue Expenditure (£k) : 0

Capital Expenditure (£k) : 0

Activity Description : Meet committee requirement by building on rule of thumb carbon assessments provided on 2013-14 budget options to design, develop and implement more robust carbon assessment for the 2014-15 budget proposals.

Lead Service Area : Corporate Governance

Other Service Area Involved : All

CEC Activity (partners involved) : CEC only

Activity Description : Corporate

Strategic Outcomes : The Council is an efficient and effective organisation

Coalition Pledges : Maintain and improve the quality of life in Edinburgh

Proportionality Assessment : Full Assessment required

### MITIGATION

#### Energy

**Q1. To what extent has the Activity under review been assessed in terms of its impact on energy demand? :**

High level consideration only

**Q2. To what extent has the Activity been assessed in terms of the opportunity to generate low or zero carbon energy? :**

High level consideration only

**Q3. To what extent has the energy impact associated with this Activity been calculated as greenhouse gas (GHG) emissions? :**

High level consideration only

#### Transport

**Q1. To what extent has the Activity under review been assessed in terms of its impact on travel and transport demand? :**

High level consideration only

**Q2. To what extent have sustainable travel and transport plans been developed for this Activity? :**

High level consideration only

**Q3. To what extent have the travel / transport impacts associated with this Activity been calculated as greenhouse gas (GHG) emissions? :**

High level consideration only

#### Waste

**Q1. To what extent has the Activity under review been assessed in terms of its impact on waste production and management? :**

High level consideration only

**Q2. To what extent has the Activity been assessed in terms of the opportunity to reduce, reuse or recycle waste? :**

High level consideration only

**Q3. To what extent has the waste impact associated with this [activity] been calculated as greenhouse gas (GHG) emissions? :**

High level consideration only

#### General

**Q1. To what extent has the Activity under review been developed with reference to existing CEC energy policy and carbon management strategy? :**

Detailed consideration, with evidence

**Q2. To what extent has the Activity been considered in terms of the responsibilities of CEC as a 'Major Player' within the meaning of the guidance of the Climate Change (Scotland) Act? :**

Detailed consideration, with evidence

**Q3. To what extent is the NET impact associated with this activity a change to current greenhouse gas emissions (energy use, transport demands, waste volumes)? :**

Detailed consideration, with evidence

### ADAPTATION

#### Vulnerability

**Q1. To what extent has the current vulnerability of people (residents, workers, visitors) to severe weather such as high/low temperatures, winter storms, intensive rainfall or flooding been considered? :**

High level consideration only

**Q2. To what extent has the future impact of climate change and extreme weather (e.g. high/low temperatures, winter storms, intensive rainfall or flooding) on people (residents, workers, visitors) been considered? :**

High level consideration only

**Q3. To what extent has action to increase resilience to climate change and extreme weather (e.g. high/low temperatures, winter storms, intensive rainfall or flooding) of people (residents, workers, visitors) been considered? :**

High level consideration only

#### **Impact**

**Q1. To what extent has the current vulnerability to severe weather such as high/low temperatures, winter storms, intensive rainfall or flooding of infrastructure and its interconnections been considered? :**

High level consideration only

**Q2. To what extent has the future impact of climate change and extreme weather (e.g. high/low temperatures, winter storms, intensive rainfall or flooding) on infrastructure and its interconnections been considered? :**

High level consideration only

**Q3. To what extent has action to increase resilience to climate change and extreme weather (e.g. high/low temperatures, winter storms, intensive rainfall or flooding) of infrastructure been considered? :**

High level consideration only

#### **Action**

**Q1. To what extent has the current vulnerability of biodiversity, the natural environment and green spaces to severe weather such as high/low temperatures, winter storms, intensive rainfall or flooding been considered? :**

High level consideration only

**Q2. To what extent has the future impact of climate change and extreme weather (e.g. high/low temperatures, winter storms, intensive rainfall or flooding) on biodiversity been considered? :**

High level consideration only

**Q3. To what extent has action to address the resilience of habitats and species to climate change and extreme weather (e.g. high/low temperatures, winter storms, intensive rainfall or flooding) been considered?**

High level consideration only

#### **General**

**Q1. To what extent has the Activity under review been developed with reference to Scotland's and existing CEC Climate Change Adaptation Frameworks? :**

High level consideration only

**Q2. To what extent has the Activity been considered in terms of the responsibilities of CEC as a 'Major Player' within the meaning of the guidance of the Climate Change (Scotland) Act? :**

High level consideration only

**Q3. On balance, what is the NET effect of this Activity in terms of managing vulnerability to extreme weather events and delivering resilience to future climate change? :**

High level consideration only

#### **SUSTAINABILITY**

##### **Environment**

**Q1. To what extent have the impacts of this activity on air quality been considered? :**

High level consideration only

**Q2. To what extent have the impacts of this activity on water quality been considered? :**

High level consideration only

**Q3. To what extent have the impacts of this activity on land use, land contamination and soil quality been considered? :**

High level consideration only

**Q4. To what extent has this activity been considered in relation to environmental noise impacts? :**

High level consideration only

**Q5. To what extent has this activity been considered in terms of its impacts on the natural environment and natural resources? :**

High level consideration only

**Q6. To what extent has this activity been considered in terms of opportunities to minimise materials use and promote the use of sustainable materials? :**

High level consideration only

##### **Economy**

**Q1. To what extent has this activity been considered in terms of its economic benefits and how it might support Edinburgh's prosperity? :**

High level consideration only

**Q2. To what extent has this activity been considered in terms of supporting investment in the city's development and regeneration? :**

High level consideration only

**Q3. To what extent has this activity been considered in terms of supporting unemployed people into employment? :**

High level consideration only

**Q4. To what extent have you considered how this activity will provide opportunities for training and skills development? :**

High level consideration only

**Q5. To what extent have you considered how this activity will provide opportunities for promoting low carbon and green technologies? :**

High level consideration only

**Q6. To what extent have you considered how this activity supports innovation in the private and the public sector? :**

High level consideration only

### **Society**

**Q1. To what extent has this activity been considered in terms of its contribution to social inclusion through reducing poverty, inequality and deprivation? :**

High level consideration only

**Q2. To what extent has this activity been considered in terms of how it might strengthen and support communities and keep them safe? :**

High level consideration only

**Q3. To what extent has this activity been considered in terms of ensuring every child in Edinburgh has the best start in life? :**

High level consideration only

**Q4. To what extent has this activity been considered in terms of addressing health inequalities? :**

High level consideration only

**Q5. To what extent has this activity been considered in terms of opportunities to support education and lifelong learning? :**

High level consideration only

**Q6. To what extent has this activity been considered in terms of supporting community participation? :**

High level consideration only

## Appendix 2: Summary of SAM carbon assessments for Budget 2013-14 Options

### Section 1 – Full Assessments

| BUDGET 2013-14 OPTION                            | COUNCIL CARBON EMISSIONS | CONSIDERATION |      |      | SERVICE AREA COMMENTS  |
|--|--------------------------|---------------|------|------|--|
|  |                          | NONE          | SOME | LOTS |  |
| CF 9<br>Review of Education Support Service      | ENERGY                   | X             |      |      | This savings activity has no impact on energy use.   |
|  | TRANSPORT                | X             |      |      | This has no impact on transport  |
|  | WASTE                    | X             |      |      | There are no waste materials from this budget saving   |
|  | STRATEGIC APPROACH       | X             |      |      | This savings activity will not impact on green house gas emissions   |
| CF 12.3<br>Reduction of places at Dunedin School | ENERGY                   | X             |      |      | The places which are not filled may mean the young people attend their local school. This may mean less energy is used in terms of transport. the amount of energy used by the school is unlikely to change  |
|  | TRANSPORT                | X             |      |      | Two places have been removed - it is impossible to identify where the young people may have travelled from.  |
|  | WASTE                    | X             |      |      | The energy use in the school will remain the same  |
|  | STRATEGIC APPROACH       | X             |      |      | This activity was put in place last session and there was no information at that time to indicate the above needed to be considered.   |
| CG 52<br>Customer Services Improvement Plan      | ENERGY                   |               | X    |      | This project aims to reduce the more expensive transaction types by allowing our customers to self service online at times to suit them, reducing need to travel e.g. for face to face meetings, reducing usage and storage of paper.                                |
|  | TRANSPORT                |               | X    |      | The automation of these services will negate the need in many instances for travel, bills will be able to be paid directly online instead of over the counter. Customers can access at any time of day to suit themselves and not necessarily the busy times of day. |
|  | WASTE                    |               | X    |      | Reduction in paper based systems will reduce volumes of paper required to be used / stored and retrieved. Information will be stored electronically giving instant retrieval minimising large volumes of paper from being stored in warehouses.                      |
|  | STRATEGIC APPROACH       |               | X    |      | The aim of this programme is to make efficiencies in cost, improve customer service  |

|  |                    |  |   |  |   |
|--|--------------------|--|---|--|---|
|  |                    |  |   |  | and reduce waste. Improving efficiency will reduce people movement, improving service will allow customers easier access at times to suit them and reducing paper and levels of white mail will reduce waste.   |
| CG 52b<br>Review of staffing Mix to reduce staff costs.          | ENERGY             |  | X |  | Reviewing workforce plans and reducing staff costs will contribute positively to reducing energy demand, carbon energy and greenhouse gasses.   |
|  | TRANSPORT          |  | X |  | Reviewing workforce plans and reducing staff costs will contribute positively to reducing demands on transport and travel.  |
|  | WASTE              |  | X |  | Reviewing workforce plans and reducing staff costs will contribute positively to reducing paper usage, waste production etc.  |
|  | STRATEGIC APPROACH |  | X |  | Reviewing workforce plans and reducing staff costs will contribute positively to reducing energy demand, carbon energy and greenhouse gasses.   |
| CG 63<br>Assembly Rooms - additional income each year to 2017/18 | ENERGY             |  | X |  | The Assembly Rooms is part of the Culture and Sport Sustainability strategy and is taking various steps to meet and improve on statutory carbon emission and waste requirements e.g. reduce utilities usage and improve waste management  |
|  | TRANSPORT          |  | X |  | The Assembly Rooms staff are all striving to utilise public transport, walking and bikes to come to work. We promote the use of public transport and walking to the venue for clients.  |
|  | WASTE              |  | X |  | The Assembly Rooms has taken a variety of steps to minimise waste and improve recycling rates e.g. switching from plastic to compostable glasses, separating recyclable waste into separate streams at source for staff and customers.  |
|  | STRATEGIC APPROACH |  | X |  | We are proactively managing our Building Management System to ensure that the increased event business has minimal impact on our carbon footprint e.g. Upgrade to the BMS system/ LED lighting upgrade - assessing the feasibility and benefit of the following - Rainwater harvesting/Voltage reduction/HVAC Heat recovery |
| CG 64<br>Usher Hall - additional income each year to 2017/18     | ENERGY             |  | X |  | to generate more income we need to host more events, which will impact on the Usher Hall's energy consumption   |
|  | TRANSPORT          |  | X |  | Increasing the number of events increases to number of people visiting the Usher Hall   |

|  |                    |   |   |  |   |
|--|--------------------|---|---|--|---|
|  | WASTE              |   | X |  | Waste management controls in place, currently looking to improve customer recycling rate  |
|  | STRATEGIC APPROACH |   | X |  | We have an environmental action strategy and plan in place for the venue  |
| CG 65<br>Museums - additional income each year to 2017/18              | ENERGY             |   | X |  | potential for increased energy use and increase carbon emissions. This will be offset by introducing energy efficient lighting, green champions across venues and the venue manager reviewing heating efficiencies based on the reports provided by Resource Efficient Scotland. Copies of audit available on request |
|  | TRANSPORT          |   | X |  | Highlight sustainable ways to access our venues and services is promoted through our marketing material and website   |
|  | WASTE              |   | X |  | Ongoing actions to reduce waste and divert from landfill to recycling are being explored and led by our green champion working group  |
|  | STRATEGIC APPROACH |   | X |  | In setting the income generation target consideration is given to environmental impacts eg. Creative Carbon Scotland. All joint partnership developments are informed by and comply with CEC energy policy  |
| HSC 22<br>Review of staffing levels and mix in Older People's Services | ENERGY             | X |   |  | no impact on energy   |
|  | TRANSPORT          | X |   |  | no impact on transport  |
|  | WASTE              | X |   |  | no impact on waste  |
|  | STRATEGIC APPROACH | X |   |  | no general impact   |
| HSC 23<br>Review of staff skill mix in Disability Services             | ENERGY             | X |   |  | Not relevant to reduction of staff budget   |
|  | TRANSPORT          | X |   |  | Not relevant  |
|  | WASTE              | X |   |  | Not relevant  |
|  | STRATEGIC APPROACH | X |   |  | Not relevant  |
| HSC 43<br>Modernise models of respite in Physical Disability care      | ENERGY             | X |   |  | <i>No comment made</i>  |
|  | TRANSPORT          | X |   |  |   |
|  | WASTE              | X |   |  |   |
|  | STRATEGIC          | X |   |  |   |

|   |                    |   |   |   |  |
|---|--------------------|---|---|---|--|
|   | APPROACH           |   |   |   |  |
| HSC 44<br>Mental health and substance misuse services                           | ENERGY             |   |   |   | <i>Carbon impact (ie mitigation) section in SAM assessment not filled out, though Adaptation and Sustainability sections were completed</i>  |
|   | TRANSPORT          |   |   |   |  |
|   | WASTE              |   |   |   |  |
|   | STRATEGIC APPROACH |   |   |   |  |
| HSC 45<br>Revised criteria for transport from home for people with disabilities | ENERGY             | X |   |   | <i>No comment made</i>   |
|   | TRANSPORT          |   |   | X |  |
|   | WASTE              | X |   |   |  |
|   | STRATEGIC APPROACH | X |   |   |  |
| HSC 46<br>Redesign Care Pathways for Older People                               | ENERGY             | X |   |   | this activity is not relevant to energy  |
|   | TRANSPORT          |   | X |   | increased staff travel in the community to visit more people living at home. A neighbourhood approach is being adopted to encourage more people to walk between clients and reduce car use   |
|   | WASTE              | X |   |   | no relevance to this activity  |
|   | STRATEGIC APPROACH | X |   |   | minimal relevance  |
| SfC 26<br>Changes in Commissioned Services to homeless people                   | ENERGY             | X |   |   | There are different work streams within the Commissioning budget (Advice and Support, Young People, Domestic Abuse, etc.) Advice and Support moved to neighbourhood support, reducing travel, etc. The other work streams are not that far and have not given consideration for emissions yet.   |
|   | TRANSPORT          |   |   | X | As outlined before, the work streams are at different stages. Homeless Advice and Support moved to neighbourhood delivery reducing the use of transport for service users and support staff  |
|   | WASTE              | X |   |   | Within the Commissioning budget there is a service provider providing second-hand furniture which reduces waste, however, this service provider is under review because another company might deliver new items cheaper. Due to budget pressures there might be a decision made to go for the cheaper option even though of the environmental impact. But no final decision has been made yet. |

|   |                    |   |   |  |  |
|---|--------------------|---|---|--|--|
|   | STRATEGIC APPROACH |   | X |  | The budget reductions have an environmental impact but it is not always clear what has priority. In our department the primary focus is on savings and not the environmental impact.   |
| SfC 29<br>Antisocial Behaviour phone line   | ENERGY             |   | X |  | Most of these areas for consideration are not applicable to the operation (now defunct) phone line. With energy demand the project would have taken inconsideration lighting and heating of the building.  |
| NOTE: this project is no longer active      | TRANSPORT          |   | X |  | As the proposal is to end the phone line service there are no need for sustainable transport plans. A N/A option would be helpful. In terms of its impact on travel there would be a positive impact as less staff will be travelling too and from the building to carry out their work. |
|   | WASTE              |   | X |  | Positive impact as less waste.   |
|   | STRATEGIC APPROACH | X |   |  | Not Applicable.  |
| SfC 47<br>Efficient use of council vehicles | ENERGY             |   | X |  | Fuel efficient Euro V or VI engines shall be specified as part of the procurement requirements   |
|   | TRANSPORT          |   | X |  | Part of procurement planning process   |
|   | WASTE              | X |   |  | Not at this stage  |
|   | STRATEGIC APPROACH |   | X |  | Carbon reduction strategy is a main part of procurement plan   |
| SfC 50.2<br>Environment - Workshops         | ENERGY             | X |   |  | Workshops presently under review   |
|   | TRANSPORT          | X |   |  | Any impact to CEC staff or operational additional movements will be part of overall review   |
|   | WASTE              | X |   |  | By reviewing and possibly consolidating the workshops we shall have a positive environmental advantage   |
|   | STRATEGIC APPROACH | X |   |  | All energy and carbon issues shall be addressed as part of the review  |

## Section 2 – Optional Assessments

1. A Proportionality Test is applied to every new record begun in SAM. This section asks six “Yes/No” questions to determine if the Activity under review must receive a full assessment using the online tool. It is still possible to complete an assessment for an Activity that does not require one, for learning or developmental purposes, but users are expected to exercise their judgement regarding the benefit of conducting such an assessment each time for any minor Activity. The six questions are listed below.

Do you consider this activity to be politically sensitive?

Do you consider this activity to be a major change to, or major extension of, current council activity?

Does the overall cost of this activity exceed £5,000 in revenue, or £25,000 in capital investment?

Does this activity have the potential to be repeated (within the council, with partners, in a locality, across the city)?

Does this activity have the potential to affect more than 10,000 people (residents, workers, visitors) or more than one ward across the city?

Does this activity affect (singly or cumulatively) a building area of more than 500m<sup>2</sup>; a land area of more than 1 hectare; or a linear road distance of more than 1km?

2. The Proportionality Test for the following Budget 2013-14 Options records begun in SAM produced a “Full Assessment optional at this stage” result, and the users decided not to carry on with a full assessment.

CF 7.4 Savings in Commissioned Services

CF 38.2 Savings in Planning and Performance area: staffing

SfC 28.1 Smarter working resulting in staffing efficiencies

SfC 49 Alternative uses for Bowling Greens

## **Appendix 3: Initiatives to increase carbon impacts awareness**

### **Roll out use of SAM e-tool**

The following actions are all either completed or underway. The Corporate Policy & Strategy Team has “super-user” access to SAM so that it can identify good practice case studies and offer targeted support and training.

- 2013-14 Budget options retrospective carbon assessments exercise
- Embed in Corporate Programmes Office’s standard templates and good practice guidance
- Introduce to Corporate Programmes Office’s Project, Programme and Change Management Community
- Deliver training, briefing and support sessions to staff
- Provide information on the Orb
- Include in report-writing guidance and resources
- Embed use of SAM in 2015-16 Budget options development process

### **Implement the Carbon Management Plan (CMP2)**

CMP2 is a high level action plan setting out the framework for actions and activities that have the potential to reduce the council’s corporate carbon footprint. These activities will be developed in detail and actioned at service delivery level. Because CMP2 focuses on the key carbon emitters - energy use, transport and waste - it relies on development and delivery activity by policy and operational officers who already have a deep understanding of carbon impacts issues in their professional roles. Feeding the 2014-15 Budget carbon impact assessment back to CMP2 (see 3.8 above) offers the potential to widen capacity through mentoring and case studies.

### **Member Officer Working Group on Carbon Climate & Sustainability**

This Member Officer Working Group, chaired by Councillor Hinds, meets quarterly. Carbon impacts and actions to mitigate them are a key part of the Group’s discussions.

### **Corporate Sustainability Group**

This Group, established by decision of the Corporate Policy and Strategy Committee on 10 June 2014, is an internal City of Edinburgh Council Heads of Service group, chaired by the Director of Economic Development and supported by the Corporate Policy and Strategy Team. Terms of Reference, which are in development, will recognise the Group’s potential for promoting carbon impacts awareness.

### **Edinburgh Partnership and Edinburgh Sustainable Development Partnership**

The ESDP, a recently re-established cross-cutting partnership of the EP and chaired by Councillor Hinds, will be presenting to the EP Board in December 2014. That presentation will include the proposal that the ESDP will lead on greenhouse gas emissions reporting as part of the EP’s new Performance Framework.