EDINBURGH
NET-ZERO
2030

CITY OF EDINBURGH COUNCIL EMISSIONS REDUCTION PLAN

ANNUAL PROGRESS REPORT AND THREE-YEAR REVIEW DECEMBER 2024

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Contents

Introduction

The first Council Emissions Reduction Plan (CERP) was approved in 2021 and set out a pathway to net zero through focussing on key areas of operation within the organisation (energy consumption, waste, fleet, and travel). With an aim to reduce corporate emissions to net zero by 2030, it covers the period from 2021 to 2030. Key actions and interventions were identified for implementation in each of these organisational areas.

When the CERP was approved we committed to reviewing the document every three years to refresh actions, review timescales and ensure the plan continues to drive reduction whilst aligning with other organisational objectives.

Quickly actionable areas of improvement were identified early in the plan to begin embedding the principles of carbon reduction throughout the organisation's DNA. Every action matters. As the landscape and Council itself changes, so must our approach to interventions in order to address the climate and nature emergencies.

Structure of the report

This report and first review of the CERP follows the same structure as the CERP itself. Each chapter focusses on the emissions within a key Council area and includes:

- An analysis of the latest emissions figures (financial year 2023/24)
- A summary of the key performance indicators
- A table summarizing the actions agreed in 2021 and their progress
- Progress against each action using a RAG rating

- A summary of actions that have been updated, removed or replaced as a result of the review

Governance

A dedicated CERP Programme Board was set up in April 2022. The Sustainable Development Service Director is Senior Responsible Officer (SRO) for the plan and chair of the board. The board is attended by all service area leads covering the different areas of the CERP, which ensures ownership and oversight of actions. The board meets quarterly and ensures that all potential risks are identified and mitigation measures considered and agreed.

In 2023, the Sustainability, Climate & Nature Emergencies All Party Oversight Group (APOG) was reinstated and is chaired by the Convener of the Policy & Sustainability Committee. A summary of the internal climate governance structure is shown in Figure 1.

Amendment to 2022/23 Reported Emissions

It should be noted that emissions from 2022/23 have been recalculated as 61,056 tonnes of CO_2e due to errors in air travel data. This is 5 tonnes more than the previously reported total of 61,051 tonnes of CO_2e, a change of less than 1%.

Figure 1: Council's internal sustainability governance structure (Purple: political oversight, Green: Strategic oversight, Orange: Delivery)

Summary dashboard

Progress on emissions reduction:

Figure 2 shows the evolution of historic emissions. Total Council emissions amounted to 62,189 tCO_2e in 2023/24 (equivalent to 17,500 return flights from London to Hong Kong). This total is an increase of 1.86% from last year and for context, contributes approximately 3% of total City of Edinburgh emissions. Since 2019/20, a cumulated 254,419 tonnes of CO_2e were emitted, meaning the four-years' cumulated carbon budget for the period 2020/21 to 2023/24 has been overshot by just over 13,000 tonnes. To stay within budget, emissions should have decreased by 20%.

Reducing emissions from our buildings and vehicles continues to be the key priority, together they account for approximately 77% of our emissions. These continue to be the most challenging areas to tackle and require a significant level of investment. We will need to explore options to leverage new forms of innovative financing, including private funds.

The electricity grid emission factor for 2023/24 has increased by 6.5%. This is because the UK used more natural gas to generate electricity in 2023 than in 2022. Many factors come into play, such as fluctuations in renewable energy generation due to weather conditions, or changes in the international energy market which impacts on imports and exports. A downward trend from 2024 is expected.

As the City Council, it is our role to influence, support and enable the greenhouse gas reductions and we will continue to do so. We will continue to address the Climate and Nature emergencies by taking action and driving progress towards making our organisation low carbon and sustainable.
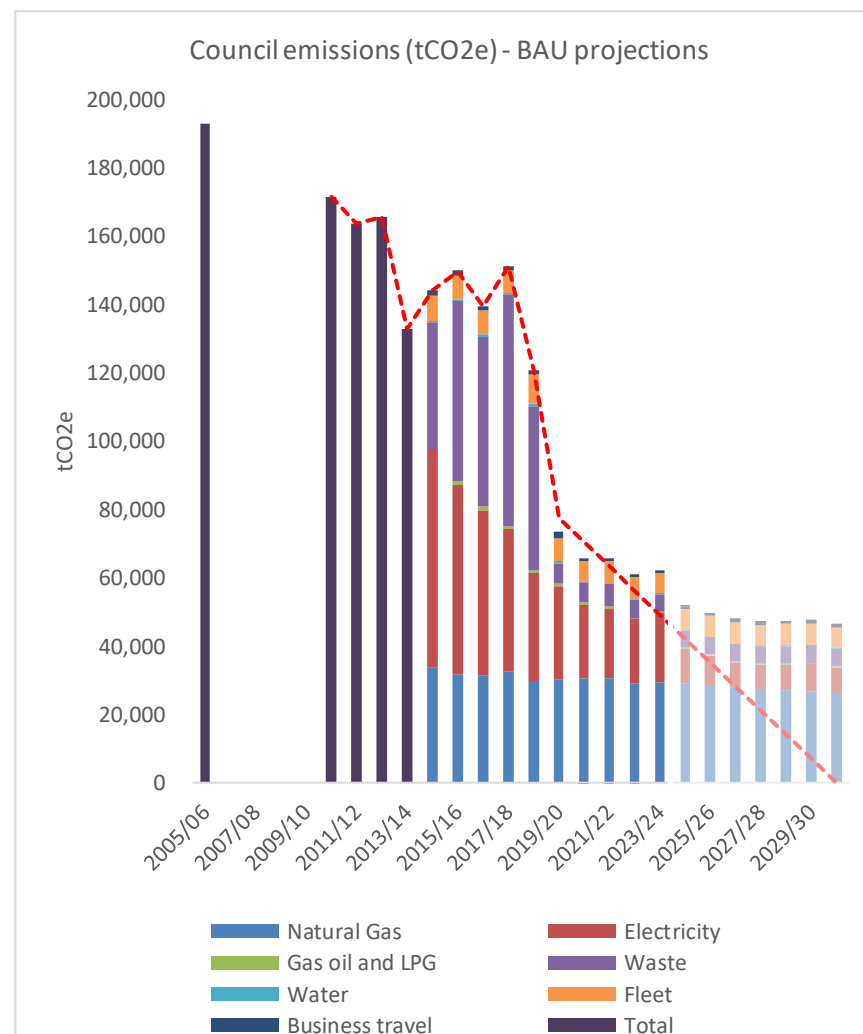

Figure 2: City of Edinburgh Council's carbon footprint: historic emissions and business as usual projections

Reasons for change in emissions:

Total emissions increased by 1.86% in 2023/24, or by 1,133 tonnes of CO_2e.

As shown in Figure 3, the main reason for this change is due to the increase of electricity carbon factor as discussed. This is a nationwide issue and as such, other local authorities are likely to report increases in emissions for 2023/24.

Other significant factors impacting the increase include a 1% rise in natural gas consumption, a 1% rise in electricity consumption across the estate and increases in non-landfill waste tonnages for some waste streams.

New supplies relate to a mix of new electricity and gas supplies from some estate buildings, schools, EV chargers and trams.

The increase in electricity consumption was offset by a larger reduction in residual waste tonnages. There has also been a significant decrease in fleet and grey fleet mileage
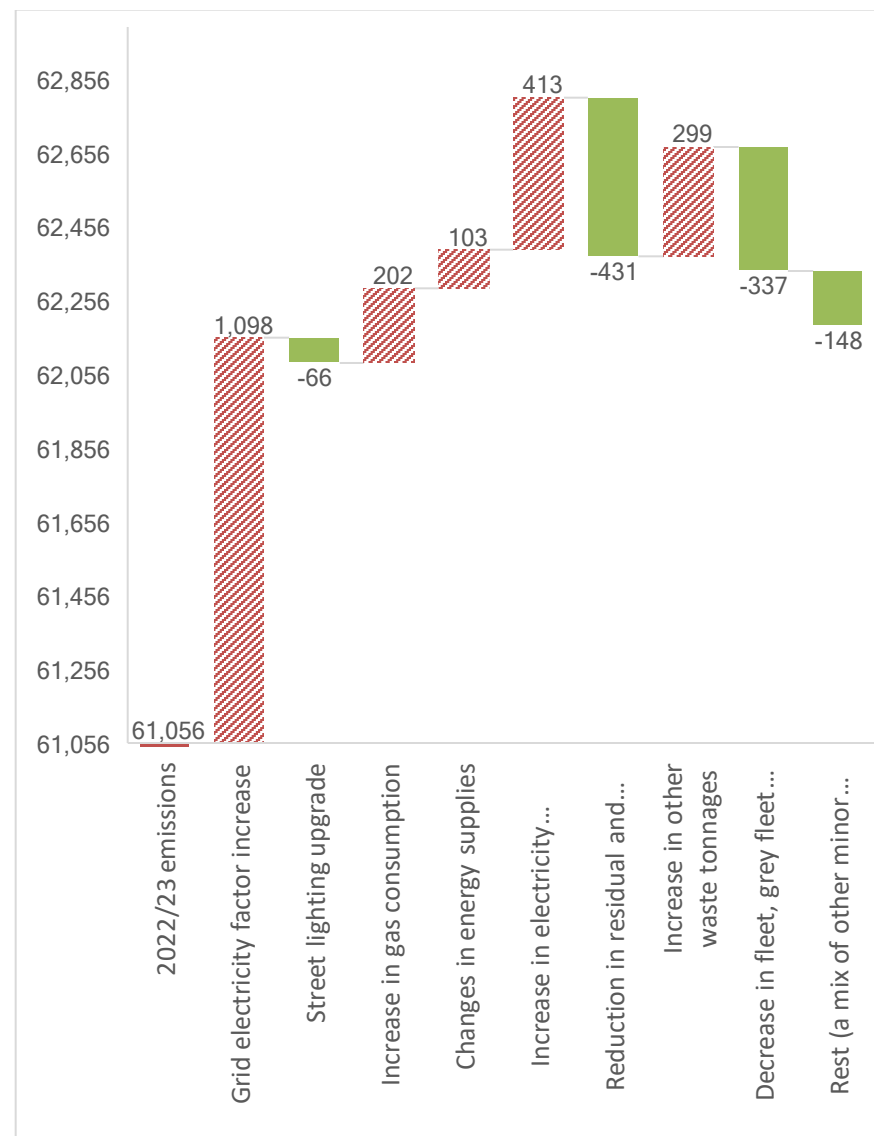

Figure 3: Reasons for change in Council emissions compared to last financial year. Full bars in green represent decreases in emissions, hashed bars in red represent increases in emissions.

Progress on delivery of the actions before review

There were a total of 73 actions in the CERP before the review.

Of this total:

- 19 are completed (Blue)
- 29 are progressing on time (Green)
- 18 are progressing with some delay (Amber)
- 7 have not started or not progressed (Red/white)

53 Key performance indicators (KPI) are also used to measure progress, as shown on the Dashboard in Figure 4.

To ensure consistency and objectivity in the assessment of the KPIs, a quantified threshold was applied:

Green	Target met or exceeded
Amber	Target almost achieved (max 10% gap with the target)
Red	Gap with target is greater than 10%
White	Too early to say (no baseline yet)
Grey	Not applicable – no quantifiable target identified

28 indicators are rated Green or Amber based on this new definition, and 12 KPI are rated red. The majority (81%) are moving in the right direction (with figures either maintaining or improving compared to the previous year). This shows that good progress is being made, but not at the pace required to reach the 2030 net zero target.

Efforts are being made to further improve the contribution of our transitioned fleet to emissions however there have been issues with the resources required for data collection in this area.

Outcome of the review

In the 5 years since the City of Edinburgh Council declared a Climate Emergency, the context in which the CERP sits has changed immensely.

The initial focus was to lay groundwork for success and provide a foundation for embedding sustainability throughout the organisation.

The initial CERP noted that the projects identified in the plan were not going to reduce Council emissions to net zero, and that this was only the start of the journey. During this time a number of strategies and plans have been developed which can focus drive in climate-related areas more appropriately than the CERP. Notably, the Climate Strategy 2030 (2021), the City Mobility Plan (2024) and the Climate Ready Edinburgh Plan (2024).

This review aims to better focus our efforts in carbon reduction by updating or removing actions to align with new and relevant strategies, removing actions that have been completed or are no longer relevant, updating or adding actions based on experience to further progress carbon reduction efforts.

Workshops have been held with internal services to analyse which areas or sources of emissions require priority actions.

The original 73 actions have now been combined, updated or removed now resulting in a total of 53 actions:

- 28 were closed / removed / combined with existing actions
- 23 were updated / combined with removed actions
- 10 are new actions
- 20 have been retained with no change.

All Actions Current Status

Legend:
- Action completed (blue)
- Action progressing on time (green)
- Action progressing with delays (orange)
- Milestone unlikely to be met (red)
- Not started (grey)

Categories: Procurement, Buildings and other energy, Fleet, Waste, Business travel, Colleague engagement

Emission sources by category 2023/24

- Business travel 1.2%
- Water 0.3%
- Fleet 9.8%
- Waste 8.5%
- Other energy consumption 12.4%
- Buildings 67.9%

Key Performance Indicators

- G: 11
- A: 15
- R: 12
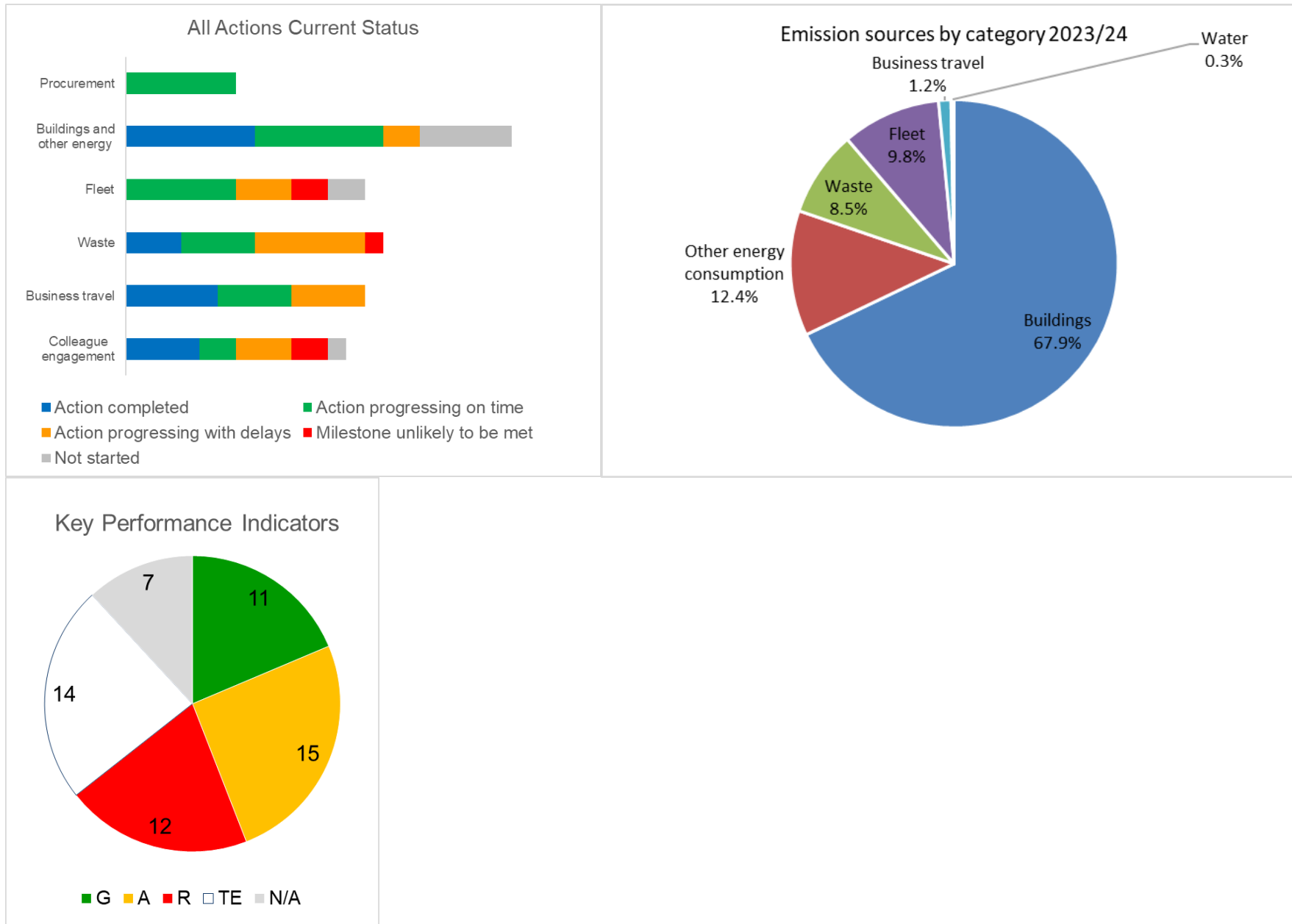- TE: 14
- N/A: 7

Legend: G, A, R, TE, N/A

Figure 4: Dashboard of key CERP figures for 2023/24

Buildings energy consumption

Evolution of emissions from buildings

Energy consumption in buildings is the central component of our decarbonisation plan, accounting for 68% of the Council's corporate carbon footprint in 2023/24. Emissions from Edinburgh Leisure buildings represented 15% of total buildings emissions in 2023/24.

Buildings' emissions have reduced by 29% between 2016/17 and 2023/24, largely due to the decarbonisation of the electricity grid (see Figure 5). Emissions have increased by 1.87% compared to the previous year (2022/23). This is mostly due to an increase in natural gas consumption (1%), which was greater in leisure centres, secondary schools, community homes and PPP sites. Gas oil consumption increased by 31%. Some sites in off-gas locations (e.g. Benmore outdoor centre) still use gas oil for heating and in some locations it was required as a fuel alternative when gas boilers broke.

The Corporate Property Strategy approved in August 2023 sets out the strategic themes that will be followed when implementing changes to the Council's operational property estate, including delivering and maintaining net zero properties.

We have set a default requirement to deliver new build properties to Passivhaus Standard. Work is progressing to deliver our first Passivhaus new build schools at Currie and Maybury with completion expected in 2025. There are currently nine new build projects on the operational estate being delivered to certified Passivhaus standard with zero direct emissions heating plant. The first opened in August 2023 being the new extension at Sciennes Primary School.

Based on the progress of the retrofit projects to date (Brunstane PS, Liberton Nursery and Trinity Academy Block A), the estate wide assessment and Enerphit-Informed Retrofit (EiRP) feasibility studies, a Retrofit Strategy was developed and approved in May 2024. The retrofit programme has adopted an EnerPHit informed methodology however the revised Retrofit Strategy is more accurately classed as

an energy retrofit programme. The Retrofit proposes different solutions for different types of buildings thereby using what remains of the limited retrofit budget most efficiently.

The Council's local heat and energy efficiency strategy (LHEES) and Delivery Plan were approved by the Policy and Sustainability Committee in December 2023. The strategy aims to achieve reductions in greenhouse gas emissions which are a direct result from heating buildings. Through the creation of heat networks and carrying out heat pump pilots, the LHEES aims to support users to install appropriate zero emissions heating systems and encourage energy efficiency improvements. All buildings within the council estate are being considered for their suitability as 'anchor loads' within possible heat networks. At the time of writing, several council estate buildings in South-east Edinburgh and in Granton are being assessed for connections to heat networks. This will support both decarbonisation of the council estate and city-wide decarbonisation.

Working towards a net zero ready estate requires the Council to make challenging decisions on estate rationalisation. Work is progressing through the Corporate Property Strategy to address the new and changing requirements of our buildings. This evolving management of our estate to include mitigation and adaptation measures is necessary in the face of the twin climate and nature emergencies.
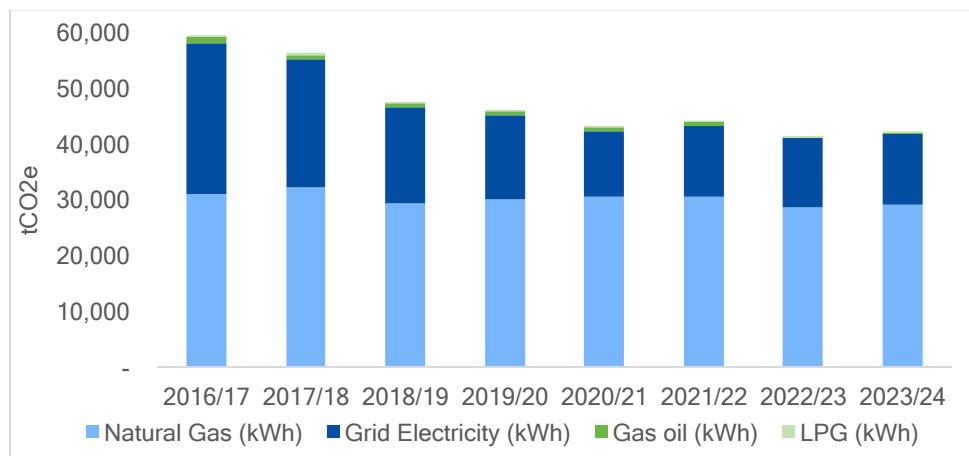
Figure 5: Historic emissions from buildings

Buildings Key Performance Indicators (KPIs)

The points below describe the interventions that were identified as priorities for reducing estate building emissions when the CERP was first published in 2020. They have been monitored annually. As part of this report, we have reported on progress below and either updated or replaced the KPI in relation to new or updated actions.

- Buildings emissions have increased compared to last year and continue to be the most critical challenge in our journey to decarbonisation.
- Total installed solar photovoltaic (PV) capacity (MW) is now 2.7 MW, below the intermediary 23/24 target of 3.221 MW. In September 2024, the Solar Photovoltaic Installation Report was approved at Finance & Resources committee which sought funding approval to accelerate solar PV installation and exceed the 2030 target.
- The default approach for all Council new builds is PassivHaus. There are currently nine projects being delivered to Passivhaus Standard with Low and Zero Carbon (LZC) Primary Plant. At the same time, the number of in-flight projects has decreased from 35 to 27. This figure will improve as in-flight projects, which predated the requirement, are completed. As part of the review, the KPI relating to 'total gross internal floor area agreed to undergo low energy retrofit works' has been updated, details in Table 2, action B14.
- The target for the number of staff receiving Passivhaus designer training has now been exceeded. In-house knowledge maintenance has become business-as-usual and is updated as needed.

Table 1: Buildings Key Performance Indicators

Key for the RAG rating of the Key Performance Indicators (KPIs):

Target achieved/ on track	G	Target almost achieved	A	Gap with target is >10%	R	Too early to say	TE	Not applicable		N/A

KPI	2021/22	2022/23	2023/24	Target	RAG
Total Buildings emissions (tCO$_2$e)	44,103	41,443	42,220	Net 0 by 2030	R
Installed solar PV capacity (MW)	2.446*	2.481	2.7	3.221* MW by 2023/24 6.221* MW by 2030 (+4 MW)	A
% of new builds in delivery to PassivHaus standard with associated Low and Zero Carbon (LZC) Primary Plant or equivalent	18%	25.7%	33.0%	100% of conditioned area where Passivhaus is technically appropriate	N/A
Total gross internal floor area agreed to undergo low energy retrofit works and conversion to LZC plant (or equivalent)	0 m^2	0 m^2	0 m^2	• By 04/25- approx. 4,396m^2 • By 04/26- approx. 8,874m^2 • By 04/27- approx. 17,097m^2 • By 04/28- approx. 22,665m^2 of Council buildings are targeted to be retrofitted	TE
Cumulated no. of staff receiving PassivHaus designer training	4	8	11	4 by 11/21 Target was exceeded and knowledge is being maintained	G

Buildings actions progress and review

Table 2: Buildings actions progress and review (Note: all targets and deliverables are subject to approval and funding).

Actions:	Action progressing on time	G	Action progressing with delays	A	Milestone unlikely to be met	R	Action completed	C	Not started	NS

Closed / Removed Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
B1.	Enerphit pilots: Identification of 2 key properties of differing types taking them to Enerphit Retrofit Plan stage with associated mechanical, electrical and plumbing work to deploy Low and Zero Carbon primary plant. Feasibility will be costed allowing decision to commence full design and delivery subject to funding.	Completion to feasibility stage by mid-October 2021 for investment decision	Reports produced and properties identified by end of 12/24	Feasibility report produced, action completed October 2021	C	£100K (Former CEEF funds)	Closed and removed See B9 for next steps
B2.	Pilot study to include a high-level desk exercise to give an indication of cost across the whole building estate.	Early 2022 report on Tranche 1 feasibilities.	N/A	Action completed Q1 2022	C	Same as B1	Closed and removed See B9 for next steps
B3.	In-house staff Passivhaus House Design training and knowledge transfer (included as part of Pilot exercise).	8 employees certified Passivhaus Designers. 3 staff attended deep retrofit awareness course.	4 staff trained by 11/21	Target met in 2021. Training has become embedded within department	C	Same as B1	Closed and removed

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
				and updated as required. Currently sitting at 11 staff completed training			
B4.	Utilise initial funding to initiate first tranche of Enerphit feasibility studies to EnerPHit informed Retrofit Plan stage for 10-12 additional buildings to provide basis for investment decision.	Completion to EiRP or Feasibility Study stage equivalent to RIBA Stage 2	12 feasibility studies produced	Action completed March 2022	C	£500K (CEC)	Closed and removed See B9 for next steps
B5.	Commission the full detailed design of 1 or 2 of the initial pilot buildings for selected demand reduction measures (insulation, glazing, air tightness etc). Enabling the preparation of detailed designs would mean that if a decision was made to progress, works could be brought forward to start in 2022/23.	Detailed design for Brunstane PS and Liberton Nursery Retrofit works now underway as Pilot exercises. Liberton and Brunstane now at RIBA Stage 4	2 pilot buildings (full detailed design)	Action completed March 2022	C	£500K (CEC)	Closed and removed See B9 for next steps
B6.	Seek budget for commencing retrofit pilot works	Signature of GGA grant agreement delayed due to significant cost increases for works now being projected in RIBA Stage 2 report. Work ongoing with Scot Gov. to refine	Funding awarded	Action completed July 2022 GGA bid was successful but the funding was then pulled	C	Staff time (CEC)	Closed and removed

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
		details of the programme.					
B8.	Delivery of first Passivhaus new build secondary school (Currie HS) and first Passivhaus primary school (Maybury PS)	Currie HS and Maybury PS at RIBA Stage 5 (construction on site). Sciennes PS extension complete and six other buildings are at various stages of delivery to Passivhaus standard	100% of conditioned area where Passivhaus is technically appropriate Currie HS target completion 08/24 Maybury PS target completion 08/23	33% of new builds delivered to PassivHaus standard with associated Low and Zero Carbon (LZC) Primary Plant or equivalent Currie HS is now due for completion in 2025 Mayberry PS due to be handed over 12/24	A	Investment committed. Both projects are in advanced pre-construction stages. Both CIP funded	**Remove** Has been replaced with B14 which is better aligned to Retrofit Strategy

Retained / Updated Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
B7.	Full alignment of retrofit strategy and remaining retrofit budget with the Asset Management Works Programme and other building improvement requirements.	% of remaining retrofit budget committed Expanded programme for 25/26 of AMW	100% retrofit budget committed Completion by 31/03/2026	Projects going through feasibility and design works at present which will fully utilise remaining retrofit investment	G	Circa £10m/annum AMW Funding and circa £34m of Retrofit	Updated to reflect current stage of works

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
	based on building improvement plans.				**G**	funding available Existing AMW funding informed by condition requirements only. Additional Funding required for incorporation of retrofit principles and other improvement requirements over longer term	
B9.	Delivery of deep energy retrofit pathfinder projects at Brunstane Primary School and Liberton Nursery	Design/Contract Award/Works/Hand over	Works completion on both sites by 30/11/2025	Works started on site for Brunstane and Liberton	**G**	£16.9m (Energy Retrofit Programme)	Updated to align with projects
B10.	Work with stakeholders, funders and supply chain to set the groundwork for a step change in approach to asset management works.	On-going. Extensive knowledge sharing with local authorities and other stakeholders	N/A	On-going. Extensive knowledge sharing	**G**	Staff time (CEC)	No change
B11.	Increase installed Solar Photovoltaic capacity	2021: 1MW over next 3 years (approx. split year	3.221 MW by 2023/24	2.7MW currently installed, 280kW in	**G**	CEC + SALIX funding available	Updated and moved to

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
	across the Council's operational estate	1 - 250kW, year 2 - 300kW, year 3 – 450kW) KPI: no. of MW installed	6.221 MW by 2030 (+4 MW)	pipeline by Summer 2025		(subject to payback)2	Other Energy – see O3

New Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
★B12.	Develop improvement plans for buildings across the Council's estate based on lifecycle condition and other assessments which include emission reduction actions.	Establish template/Priority plans based on upcoming works/Estate wide draft plans based on existing data/Finalisation of plans as part of 5 year condition survey/phased retrofit programme for estate **New KPI:** % of estate with Building improvement Plan	Achieve 100% of estate with building improvement plan Completion by 01/07/2029	High level template in development and work underway to re-frame assessment of building condition to include consideration of lifecycle stage of individual components and other improvements requirements.	G	Staff time (CEC) (opportunity to accelerate with additional (revenue) budget) **Retrofit of whole Council estate unfunded at present**	New action

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
★ B13.	In line with wider Corporate Property Strategy objectives, and supported by the increased utilisation of key Council buildings, support the identification of properties that are surplus to requirements.	Identification of buildings for rationalisation Progress with MTFP £1m property rationalisation savings target	Achieve £1m savings	Place-based property programme	G	Managed through existing SAP resource	New action
★B14	Monitor and report on the percentage of total heated floor area of the Council Estate that is served by zero direct emission heating	Preparation of data/Ongoing Data Validation/Reporting (report from 24/25 KPI to 100% zero direct emission heating) % of estate with zero direct emission heating	30/04/2025 (for validated KPI for ongoing reporting) 100% zero direct emission heating	New action, too early to report.	G	Staff time (CEC)	New action, replacing B8

Other energy consumption

Evolution of emissions

This area of the Council's carbon footprint includes a range of energy uses from street lighting, stair lighting, alarms, park and ride, EV chargers, trams, through to traffic signals, as illustrated in Figure 6. It represented 13% of the total Council emissions inventory in 2023/24.
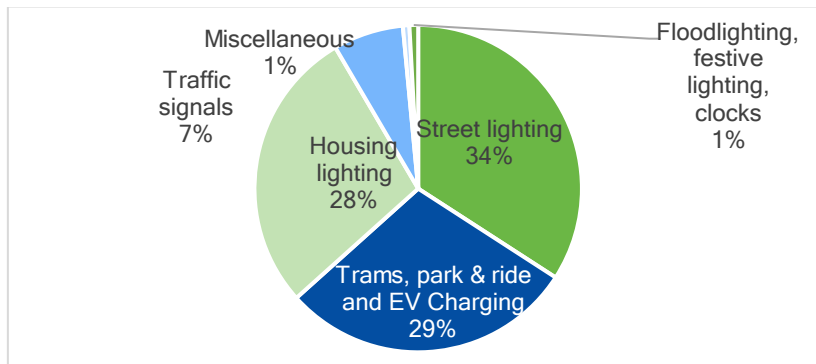

Figure 6: Breakdown of energy consumption, excluding buildings (2023/24)

Despite there being an overall downward trend in consumption and emissions in this area between 2016/17 and 2023/24, both have increased between 2022-24. It should be noted that data for 2023/24 has been affected by the grid electricity as previously discussed, the emissions factor for 2023 has increased by 6.5%.

Electricity consumption has increased by 9% in this area in the last year. Key contributing factors to the rise include a 25% growth in tram associated electricity consumption due to the expansion of the project and a 63% increase in EV charger electricity consumption. The rise in electricity usage as delivery of the tram project continues will be mitigated with the decarbonisation of the electricity grid and the expected decrease in travel emissions from lower numbers of single-user car journeys. The number of EV chargers within the Council's energy estate nearly quadrupled between 2022/23 and 2023/24.

Despite this, during 2023/24 reductions in this consumption in this area have been observed in street lighting, housing lighting and 'floodlighting, festive lighting, clocks'.
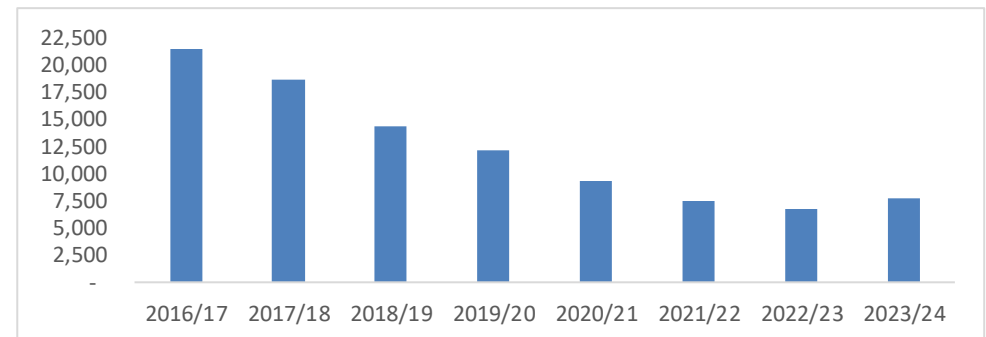
Figure 7: Historic emissions from the "other energy consumption" category

The city-wide street lighting upgrade project has reduced street lighting energy consumption by approximately 61% compared to 2017/18 (more than the anticipated 52% reduction) and has seen CO_2 emissions reduce by 77% (thanks to the greening of the grid). The Council has also avoided energy costs of almost £11m to the end of March 2024 thanks to the more efficient lamps.

Energy consumption from traffic signals has decreased from last year. The KPI associated with the tungsten lamps is still rated as red based on the current trend, which is not decreasing fast enough. Through the Scottish Traffic Signals User Group (TSUG), we are trying to lobby Scottish Government & Transport Scotland for additional funding to allow the Hi to LED upgrade works to be accelerated, as this isn't just an issue affecting Edinburgh.

Other energy consumption actions progress and review

Table 3: Other energy consumption – planned interventions

Actions:	Action progressing on time	G	Action progressing with some delays	A	Milestone behind target	R	Action completed	C	Not started	NS

Closed / Removed Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
O1.	Street lighting LED replacement programme (bollard lights)	KPI: Street lighting electricity consumption (kWh) 2019/20: 23.064 MWh 2020/21: 18.556 MWh 2021/22: 12.624 MWh 2022/23: 10.963 MWh	13.085 MWh by 2022/23	10.67 MWh Target met in 2022/23 Not appropriate to set new target	C	N/A	Closed and removed

Retained / Updated Actions

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
O2.	Replacement of incandescent bulbs (specific) at 254 sites Traffic light installations with LED (all installation and civil works included)	KPI: Number of sites with Tungsten Halogen Lamps Energy consumption (already tracked) 2020/21: 254 2021/22: 221 2022/23: 212	243 sites by 03/22 0 sites by 03/31 Decrease	2023/24: 191 sites	A	No specific budget committed.	No change

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
O3.	Increase installed Solar Photovoltaic capacity across the Council's operational estate	KPI: Total (MW) solar PV installed	4MW installed by 2026 5 MW installed by 2028 6MW installed by 2030	2.7 MW installed (cumulative)	A	Availability of SALIX and Spend to Save	Previously B6. Updated and moved from Buildings

New Actions

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
★O4.	Work with other service areas to achieve energy consumption reduction of CEC estate through internal audit of billing processes	**New KPI**: % Energy consumption on paper billing Full audit of estate consumption to better understand opportunities for carbon and cost-saving through either consumption reduction or recharging to tenants	Full evaluation of consumption sources 5% reduction of energy consumption currently on paper billing	New action set	NS	£10,000 per annum	New action
★O5.	Work with city partners and other service areas to determine feasibility of increasing accuracy of reporting and achieve energy	**New KPI**: % Reduction of unmetered energy consumption	5% reduction of unmetered energy consumption	New action set	NS	£10,000 per annum	New action

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
	reduction in unmetered supplies						
★O6.	Work with city partners and other service areas to determine feasibility of reduction or decarbonisation of low consumption supplies	**New KPI:** % emission reduction on low consuming supplies		New action set	**NS**	£15,000 per annum	New action
★O7.	Create a PowerBI Benchmarking tool for the corporate property energy consumption	Reduction of kWh/M2 in line with the ISO 50,001 targets set out in P&S Committee Paper Jan 2023	Reduction of kWh/m2 in line with the ISO 50,001 target	New action set	**NS**	£10,000 per annum	New action
★O8.	LED Lightingreplacement programme using SALIX funding	**New KPI:** % of properties with LED lighting replacements	5% reduction of electricity consumption 15% energy consumption reduction per property	Strategy approved at September F&R committee	**NS**	£15,000 per annum	New action

🚗 Fleet

Evolution of Fleet emissions

The evolution of historic fleet emissions is shown in Figure 8. Fleet emissions in 2023/4 amounted to 6,066 tonnes of CO_2e, or 10% of the total Council emissions inventory. The trend was fairly stable between 2020/21 – 22/23 but has reduced by 3% in the last financial year and is 9% below 2019/20. Emissions have decreased by 14% compared to 2014/15.

During 2020/21, there was an 8% drop in diesel and gas-oil consumption with most trucks delivering essential service only during lockdowns. Diesel and gas-oil consumption increased between 2020/2021 and 2022/23 with services recovering to normal activity. The UK Government banned gas-oil (red diesel) for most sectors in 2022. Within the last financial year, there has also been a reduction in diesel consumption across the fleet. Diesel and gas-oil emissions have now reduced by 2.7% compared to 2022/23 and remain 4.3% below pre-pandemic levels.

Social distancing requirements led to an increased use of hire cars (mainly petrol cars) in 2020/21. Petrol consumption in 2021/22 was almost three times higher than pre-pandemic levels but is now 6.2% lower than 2019/20 and represents only a fraction of the total fuel consumption (only 1.1%).

Future reductions will come from the continuation of the Fleet Asset Replacement (FAR) programme which is due to replace all CEC owned cars with EVs by the end of calendar year 2024. The main barrier to fully decarbonise our fleet is currently due to an insurance restriction identified through the FAR. All local authorities have an insurance threshold for the proportion of their fleet which be electric vehicles (EV). This threshold is based on the organisation's insurer and risk profile, CEC's has been identified as 28%.

Additional assurances and work is required in order to assess whether or not it is possible to exceed this threshold. A significant amount of resource is being dedicated through the FAR to continuing this process and progress electrification of the fleet.

Other contributing challenges to fleet electrification include:

- The high upfront cost of purchasing or hiring low carbon vehicles. Financial resource has been allocated to the FAR however fluctuating up-front costs still remain a challenge.
- Cost of installing charging infrastructure. We are now in a position to develop a full strategy that will take a multi-disciplinary approach working through logistical and budget constraints. Market availability: although the market has expanded within the last year, there remains a limited number of low-carbon options available on the market for heavy vehicles and specialist equipment. This limited availability has kept prices at a less competitive level
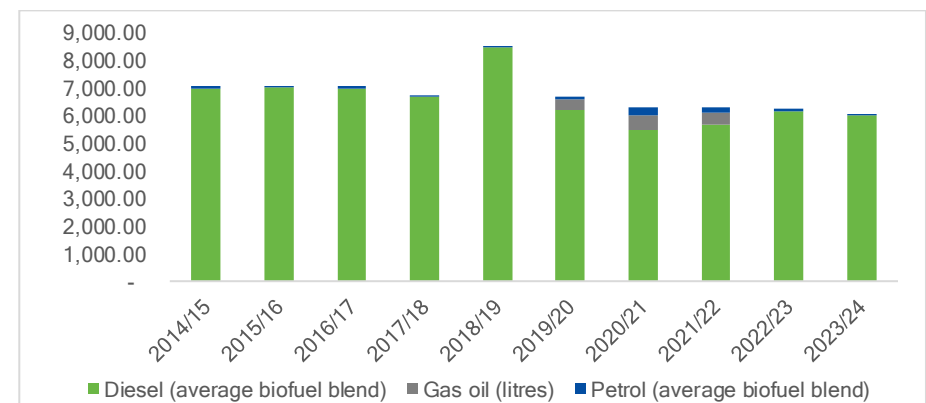

Figure 8: Historic fleet emissions

Fleet Key Performance Indicators (KPIs)

- Fleet emissions have reduced compared to previous year (-3%). The red rating reflects the gap with the required trajectory to reach net zero emissions by 2030.
- In November 2023 the Fleet Asset Replacement (FAR) Plan was approved which commits £56.8m of investment for to replace over 1,000 Council vehicles.
- The aim to electrify 100% of the cars by December 2021 was not achieved. Throughout 2023/24, efforts have been focussed on removing unused vehicles from the fleet and reducing the number of assets on hire. As of October 2024, 94% of owned cars were electric (110). Full electrification of the owned car fleet is expected by end of calendar year 2024.
- Decarbonisation of the vans fleet has progressed however will not be completed by the end of 2024. This is due to CEC's insurance threshold of no more than 28% of the total fleet be electric vehicles.
- The current HGV fleet procurement framework runs until 2029. It is expected that better market availability of low-carbon and electric options will be available for larger vehicles when the next contract is being procured.
- Five new electric bin lorries fully funded by Zero Waste Scotland were added to the fleet in June 2023 and have been in service since November 2023.
- As of June 2024, the Council agreed to withdraw all fossil-fuelled leaf blowers from use within the Council and procure only electric powered zero emission replacements. These replacements are currently underway.
- The percentage of small equipment that is electric was manually calculated, these items are gradually being added to the fleet management system to allow for consistent and accurate reporting in the future.

Table 4: Fleet KPIs

RAG rating key for the Key Performance Indicators (KPIs):

Target achieved/ on track	G	Target almost achieved	A	Gap with target is >10%	R	Too early to say	TE	Not applicable		N/A

KPI	2021/22	2022/23	2023/24	Latest data	Target	RAG
Total fleet emissions (tCO$_2$e)	6,290	6,252	6,066	Annual figure	Net 0 by 2030	R
% of EV in the cars fleet (internal fleet)	71%	61%	94%	94% as of 10/24	100 % by 12/2024	A
% of EV in the total cars fleet (internal + hire fleet)	41%	50%	82%	Annual figure	100 % by 12/2024	R
% of EV in the vans fleet (internal)	20%	21%	37%	Annual figure	100 % by 12/2024	R
% of EV in the total vans fleet (internal + hire fleet)	13%	12%	22%	Annual figure	100 % by 12/2024	R
No. of charging bays installed	203	316	316	Annual figure	132 by 04/2022	G
No. of charging bays which are publicly accessible	109	270	270	Annual figure	50	G
No. of alternatively powered HGV	1	6	6	Annual figure	6 by 04/2023	G
% of electric small equipment	N/A	8%	12%	Annual figure	50 %	A

* 2022-24 figures not directly comparable with 2021 due to new calculation methodology from Sept 22

Fleet actions progress and review

Table 5: Fleet actions progress and review

Actions:	Action progressing on time	G	Action progressing with some delays	A	Milestone behind target	R	Action completed	C	Not started	NS

Removed Actions

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
F7.	Begin the roll out of alternatively powered van fleet	Report to F&R Committee to approve funding – 09/23 *(delayed from 04/23)* Contract award & orders placed – 09/23	100% of van fleet made electric	Vehicles received – 06/24 12/23 – *now aiming for 12/24*	R	£22.7m + Further resources required[1] ** £0.33m (CEC) + £0.22m (SG funding) + £56.8m	Action **removed** and combined with **F2**.

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[1] Fleet Upgrade report F&R Committee – October 2023

Retained / Updated Actions

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
F1.	Complete 100% electrification of car fleet.	Continue efforts to reduce the size of the internal and hire fleets – on-going. Develop a spot hire approval policy to reduce emissions – by 06/24 Work with Procurement to explore options to ensure low-carbon vehicles can be hired where relevant – still on-going Undertake replacement of remaining diesel cars	100% of car fleet electrified by 12/24	All electric cars have been ordered. All will be delivered and in service by the end of calendar year 2024. Through the FAR, fleet is being reviewed to reduce no. of hired / under-utilised vehicles before replacing with EVs or hire EVs.	G	£0.33m (CEC) + £0.22m (SG funding) + £56.8m	**No change,** Action expected to be completed by end of 2024
F2.	Upgrade small van fleet to low carbon alternatives in line with the Fleet Asset Replacement (FAR) programme	KPI: No. of EVs in small van fleet	TBC	No target able to be set currently due to insurance and logistical constraints identified through FAR	R	Resources committed Approx. £4m	**Updated** to reflect FAR programme and absorb F7.
F3.	Work with city partners to explore the potential for alternative fuels and scope the feasibility and cost of a joint approach to electric and/or hydrogen solutions for heavy fleet	Lothian Buses electric and hydrogen buses trials – on-going as new technology develops Retrofit bus trial planned 02/24 (diesel bus being repowered to electric). Exploring options for H2 charging infrastructure – on-going	N/A	Lothian Buses currently has 15 electric buses active in fleet, another 40 due by the end of the calendar year.	A	Pilot costs met by Lothian Buses & suppliers	**Updated** to combine with original F5

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
		Application to consortium bid (Scottish Zero Emission Bus Fund) with Lothian Buses to mutualise use of city centre charging infrastructure – outcome 12/23 and in place by Q2/25 if successful			A		
F4.	EV efficiency training to be delivered to all potential users	Feedback from initial pilot programme (Q4 23) suggested a need for a different approach KPI: No. of users trained	TBC	Too early to report	A	Staff time (CEC) for research, costs TBC	**Updated** to focus on EV users
F5.	Explore alternative opportunities to create a city-wide network of EV charge points creating a defined strategy which may involve working with public sector partners or utilising funding and capital support from third parties with a view to expanding the number of rapid chargers in depot and available to the public.	Installation of charging infrastructure for new electric bin lorries – completed 08/23 Installation of 44 additional charging bays funded by the Office for Zero Emission Vehicle and Energy Saving Trust – live in Autumn 2023 KPI: No. of EV Chargers	Fully developed EV Charging Infrastructure strategy	New internal Charging Infrastructure Steering Group set up to develop plan and coordinate efforts across the estate	G	Staff time (CEC) Costs TBC pending strategy progress	**Updated** to reflect ongoing work Original action has been absorbed into F3

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
F6.	Develop a sustainable travel policy aiming to optimise the number of fleet assets we have and provide options on sustainable travel for staff around the city including making use of public transport, Cargo bikes, city car club.	Conversations with key internal stakeholders – by Q1 2025	Have full strategy developed by end of 2026	Not started as updated action	NS	Staff Time (CEC)	**Updated**, as original F6 incorporated into Fleet Asset Replacement Programme
F12.	Review the potential electrical impact on depots required to support the transition to an electric Council fleet.	Initial high level costing based on SPEN inputs largely completed. Expected completion FY 25/26	N/A	Current focus on optimising vehicle utilisation to inform more comprehensive options appraisal.	G	Staff time (CEC)	**Updated** timeline based on current progress
F8.	Design route map for HGV replacement to coincide with 28/29 contract renewal / programme	5 e-RCVs fully funded by Zero Waste Scotland (ZWS) received in June 2023 and in service since November 2023 One electric mobile library vehicle currently in service	TBC	Updated action, timeline will be guided by procurement process.	NS	TBC – contract renewal due 2028/29	**Updated** action details and timeline based on current progress
F9.	Commit to replace equipment such as lawnmowers and chainsaws with non-fossil fuel alternatives when appropriate	Successful trials with Parks teams – Q1 2022 £15k order placed for 4 electric blowers and associated equipment – 02/23 £10k order placed for 5 hand tools and	50% of equipment electric by 03/25	CEC ban of fossil-fuel leaf blowers within Edinburgh, approval of fleet leaf blowers to be transitioned to electric	G	50% increase on standard cost	No change

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
		associated equipment – 08/23		12% of small equipment now transitioned to electric			
		Register small equipment on the fleet management system to monitor progress against KPI – by Summer 2023 – *gradual progress - delayed to 2025*					
		KPI: % of electric small equipment					
F10.	Continue to investigate opportunities for external funding to transition the remaining fleet	Working with TS and EST for potential future funding opportunities	N/A	No funding bids currently identified, team continuing to engage with external networks	G	TBC	No change
F11.	Investigate opportunities for utilising fleet as part of broader approaches to Mobility as a Service (MaaS) within place-making approach	Car Club Review report – completed 06/23 Prior Information Notice to market – Q3/23 Contract renewal (delayed to 2025)	N/A	Contract renewal extended and currently in progress (10/24) New contract due to be in place 04/25 and looking to achieve better coverage across city	G	Staff time (CEC) + value of contract	No change

New Action

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
★ F13	Implement the Flexiroute Programme with external providers	Kick off implementation of new IT system – 07/22 Organisational Review – 09/22 to 02/24 Internal Transport Provision onto new platform – 09/23 Implementation of Internal transport scheduling – 09/23	TBC	Roll out Strategic Commissioning Plan – external provision – 05/24 Implementation of External Transport plan – 05/24	A	£153k (SG funding) + £875k (CEC) Staff time (CEC)	New action to implement the programme with external providers

♻ Waste

Evolution of waste emissions

Waste emissions represented 7% of the total Council emissions inventory in 2023/24. For the purposes of this plan, emissions from waste refuse vehicles are included in the fleet category.

The evolution of historic waste emissions is shown in Figure 9. The large drop in 2019/20 corresponds to the Millerhill plant becoming operational, diverting most of residual waste from landfill to the Energy from Waste facility. 2023/24 emissions are 5% lower than last year.

Residual waste tonnages (non-recycled and landfilled waste) in 2023/24 represented 1.3% of total waste tonnages but were responsible for around 26% of total waste emissions. Landfilled tonnages have returned to 2020/21 levels, after an increase in 2021/22 due to a longer annual planned maintenance shutdown.

Food waste tonnages have fallen below pre-pandemic levels again (3%), despite an overall increase 2020/21 – 2022-23 (likely due to increased food consumption at home during lockdowns). This fall could be due to the cost-of-living crisis affecting household food budgets. It should be noted however, that the decrease in food waste tonnages does not necessarily mean residents are wasting less food. The last waste composition analysis revealed that residual waste bins contained an estimated 18% of avoidable food waste. Although a significant reduction from 2015 (around 33-35%), there is scope to further engage with residents and improve food waste recycling.

Garden waste tonnages are 20% higher than the previous year and have returned to 2020/2021 levels. This waste stream fluctuates year on year due to changing weather patterns impacting plant growth. This rise is likely due to summer 2023 being the 8th warmest on record by mean temperature. Climate change will continue to make this waste stream unpredictable.

Paper, metal and plastics recycling tonnages were up 1% on last year, we are seeing less contamination of communal mixed recycling which could be due to better recycling habits being observed by residents (e.g. cleaning and sorting). Paper and cardboard continue to be the two most important types of materials currently recycled in the dry-mixed recycling bins, especially as suppliers continue to move away from plastic packaging. As written content continues to be digitised, we will potentially see further reductions as fewer magazines, letters and circulars are produced.

The **collective total of waste stream tonnages** has risen by 4% in 2023/24 compared to the previous year and has returned to within 0.2% of 2019/20 tonnages.
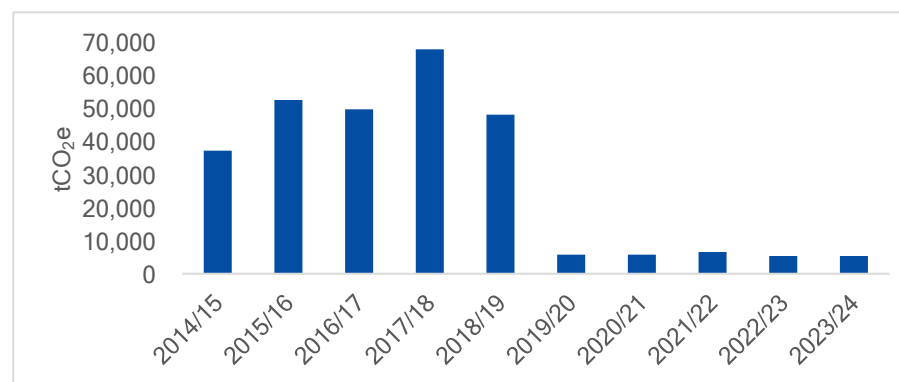

Figure 9: Historic Waste emissions

Waste Key Performance Indicators (KPIs)

- Waste emissions have decreased by 5% compared to last year and 10% compared to 2019/20.
- Total waste tonnages have increased overall and specifically in mixed recycling, refuse to combustion and garden waste.
- The recycling rate has remained relatively stable at 40.9% in 2023/24 (an increase of 0.2% from 2022/23). Total waste tonnage increased compared to the previous year, but with recycling tonnages reducing more than residual tonnages. The 45% target for 23/24 has not been achieved. The on-going roll out of the Communal Bin Review project aims to improve recycling rates further and a campaign to focus on communal recycling services is planned to commence in early 2025.
- Zero Waste Scotland (ZWS) has funded modelling work by Eunomia to help Councils prepare for the implementation of the Deposit Return Scheme (DRS) for drinks containers (delayed until at least October 2027). We continue to work with Eunomia to model different scenarios to ensure our waste collection systems continue to meet the demands of the wider emerging legislative changes being developed by both Scottish and UK Governments such as the extended producer responsibility legislation for packaging (pEPR), the Circular Economy Bill and the development of a co-design process for household waste and recycling collections.
- Eunomia's work focused on kerbside services alone and suggested that those services are recycling around 49% of waste so there is a clear focus required to improve recycling from communal services.

[2] The 45% by 2022/23 target has not been achieved. The new quantified target will be set once the outcome of the kerbside review has been completed

Table 6: Summary of key KPIs for Waste

Key for the RAG rating of the Key Performance Indicators (KPIs):

Target achieved/ on track	G	Target almost achieved	A	Gap with target is >10%	R	Too early to say	TE	Not applicable		N/A

KPI	2020/21	2021/22	2022/23	2023/24	Target	RAG
Total waste emissions (tCO$_{2e}$)	5,949	6,725	5,539	5,271	Net 0 by 2030	R
Total waste tonnages collected	209,944	215,736	196,313	204,505	decrease	A
Percentage of waste recycled	39.60%	42.70%	40.70%	40.9%	45% by 2022/23 Increase[2]	A
Total food waste tonnages collected	10,966	10,489	9,828	9,410	increase	A

Waste actions progress and review

Table 7: Waste actions progress and review

Actions:	Action progressing on time	G	Action progressing with some delays	A	Milestone behind target	R	Action completed	C	Not started	NS

Closed / Removed Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
W2.	Implement routing changes for kerb-side food waste collection to support reduction of the fleet by two vehicles	Project complete KPI: No. of waste collection vehicles	Reduce waste fleet by 2 vehicles	Waste fleet has been reduced by 2.	**C**	Staff time (CEC)	**Closed and removed** See **W12** and **W34** for continuing actions
W7.	Begin the implementation of the City Operations Centre by investing in Internet of Things (IoT) bin sensors to monitor communal waste and recycling and litter bins and a new CCTV system to help us to manage the city on a more proactive basis.	Lab testing of bin sensors – 02/22 In-field testing of bin sensors – 07/22 Roll out of bin sensors – completed 07/23 (10,650 sensors installed + 250 spares + 100 to be replaced) - Transition to Digital Video Management System for the entire CCTV network implemented – 06/23 City Operations Centre and CCTV system now operational	N/A	System now installed Functioning in communal bins Initial focus on sensor outputs of glass bins with a plan to move towards dynamic servicing rather than fixed schedule	**C**	1M for 11,000 bin sensors: £305k (ERDF) + CEC + other funding streams - £1.78M for CCTV (£1.068M CEC + £0.712M ERDF) **	**Closed and removed**
W13.	Undertake a waste composition analysis to inform future waste services priorities	Analysis complete	Full composition analysis	Composition analysis was completed 03/23	**C**	£30k TBC (majority funded by ZWS)	**Closed and removed**

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
W15.	Recruit a food waste officer to improve recycling on the least performing routes	N/A	N/A	Decision was taken to focus on external communications instead of recruitment	**TE**	CEC + waste contractor Budget not confirmed yet	**Removed** to support progress on **W3**.
W9	Finalise proposals for the opening of a fourth HWRC at Braehead to manage increased waste resulting from the significant housing developments in the West of the City.	Re-assessment of estimated capital and on-going operational costs linked with a 4th HWRC- 04/22 Outline business case developed - 03/23 KPI: No. of recycling centres	4 centres	Action by 11/24 to circulate BN on costs of reopening Braehead HWRC Intention to focus on bid submission in FY 25-26 to support improvement of kerbside services	**A**	Staff time (CEC)	**Removed** - resource focussed on kerbside action

Retained / Updated Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
W1.	Provide additional communal re-cycling bins for high-density properties over the next two years to deliver an increase in communal re-cycling bins across the city	Project likely to be completed within next 12months KPIs: % of waste recycled Recycling, glass and food waste capacity per resident per week before and after the project is delivered (Liter)	45% by 2022/23 Increase	Recycling rate for FY 23/24 40.9% KPIs will be reviewed upon completion to assess for suitability and required resource for data collection	**A**	£7.4M (total cost): £2.5M (CEC) + £4.9M (ZWS) + remaining (CEC) ***	**No change** - Project due to be completed within next 12 months

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
		Non-recyclable waste capacity per resident per week before and after the project is delivered (Liter)	Decrease				
		Number of locations with fully integrated waste and recycling facilities before and after the project is delivered.	Increase				
		Number of locations with only non-recyclable waste bins before and after the project is delivered.	Decrease				
W12.	On-going route optimisation to ensure routes are efficient and provide extra capacity for kerbside services	Work on kerbside routes completed on West and East of the city. KPI: RCVs annual fuel consumption (thousand litres) 2021: 954 kL 2022: 967 kL	Decrease	Focus on route optimisation is on-going. Current internal focus is on kerbside review. 2023: 1,040 kL	R	Staff time (CEC)	**No change**
W3.	Improve recycling on the least performing routes through focused efforts e.g. awareness campaigns encouraging citizens to reduce, re-use and recycle	Several campaigns delivered (food waste, fly tipping, 8 engagement events, online promotion of Reuse Map etc). Waste campaigns with focus on waste education and reuse now planned for FY23/24.	TBC, will be considered as part of the new climate specific comms strategy (E13)	Climate week (September '24) included social media and internal comms on waste Social media campaign run during recycling week in Oct 2024	G	Staff time (CEC)	**Updated** to reflect changes in W15

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
W4.	Improve the recycling infrastructure in schools and libraries and explore options to enhance facilities management capacity to divert further waste towards recycling	KPIs: % of educational settings with recycling in place **New:** % of library buildings with full recycling in place	100% (circa 150) TBC for libraries	New Stakeholder Engagement and Communications officer has engaged with schools and library groups to understand where support is needed Some issues identified with data collection for KPI metrics	G	Staff time (CEC)	**Updated** to include libraries
W6	Improve the city's domestic recycling infrastructure through expanded household waste recycling facilities and capacity, and the use of smart technology such as QR codes, and smart phone apps, subject to successful bids to the Scottish Government Recycling Infrastructure Fund.	ZWS funding carried forward into 23/24 to allow for transition of providers. QR codes added on all new bin as part of the Communal Bin Review (CBR) project. KPI: % route completion	N/A	All new bins have QR codes At procurement stage for in-cab devices - *due for rollout completion and rollout Q1 25*	G	£106.5k in-cab devices + £55k for other technology (ZWS funding) ***	**No change** Likely to be closed within the next 12 months
W8	Review dry mixed recycling contract specifications at point of expiry to identify opportunities for requiring contractors to extract more value from materials.	Engagement with contractor leading to additional materials (pots, tubs and plastic trays) now included in the recycling contracts KPI: % of waste recycled	45% by 2022/23	Contract updated to include pot tubs and trays Financial year recycling rate: 41%	G	Staff time (CEC)	**No change**

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
W10	Investigate the potential for a joint authority Materials Recovery Facility to extract more value from materials	Pre-treatment has potential to extract significant proportion of materials for recycling – preparing for legislative changes. General waste can't go to EFW plant without pre-treatment (2028)	N/A	Discussions with other LAs are on-going regarding opportunities for pre-treatment and clean recycling facilities at Millerhill	A	Staff time (CEC)	**No change**
W5	Work with the third sector and Scottish Government to explore incentivisation models for increasing re-use and recycling of bulk items.	Bulky waste refurbishment pilot project at Bankhead depot with Edinburgh Furniture Initiative	N/A	Continuing conversations with potential external partners, pilot delayed to 2025	A	Staff time (CEC) External funding, TBC	**Updated** timeline to align with current progress
W11	Review the impact of the Extended Producer Responsibility and Deposit Return Scheme on the city's domestic waste service requirements and bring forward service redesign proposals which ensure that at least 50 % of any savings are re-invested in further actions to reduce emissions	Consultancy support (modelling work) by Eunomia on behalf of ZWS to analyse the impact of the future DRS on waste services– ongoing due to SG delays 10/26: Review impact of DRS (after 1 year of DRS implementation –DRS now delayed to 10/25) 12/26: Review impact of EPR (EPR delayed to late 2025) Q1-27: Bring forward service design proposals (subject to any EPR delays) KPI: % of savings reinvested	50 % of savings reinvested	N/A due to delays	A	Staff time (CEC)	**No change**

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
W14.	Progress with the construction of the Millerhill Energy from Waste plant heat offtake unit to provide heat to the Midlothian Energy Heat Network, in collaboration with Scottish Government, Vattenfall, Midlothian Council, FCC Environment and Shawfair LLP	Sign-off of Heat Offtake Agreement – 10/22 Approval of Contractors Change notice – 02/23 Start of infrastructure construction – end of 2022 (delayed) KPI: MWh of electricity and heat generated through the incineration of waste collected by CEC 2021/22: 74,370 MWh 2022/23: 72,419 MWh 2023/24: 67,607 MWh	N/A (moni-toring only)	101,305 MWh electricity produced in 23/24 Delivery of heat to homes – *contract agreement delayed to Q4 24 / Q1 25*	A	£5.9m (CEC) – subject to Full Council approval and final design & build costs	**Updated** timeline to align with current progress

Business travel

Evolution of business travel emissions

Business travel emissions represented around 1% of total Council emissions in 2023/24. They do not include emissions from employees commuting from home to work.

Business travel includes grey fleet mileage, taxi usage, trains and flights. As shown in Figure 10, emissions in this area have decreased by 13% compared to last financial year and remain well below pre-pandemic levels (-61% compared to 2019/20). For 2023/24 this is largely due to decreased taxi usage (36% reduction). There are a number of contributing factors in this area:

- Increased competition from contractors providing group transport as more emphasis is placed on shared journeys
- Post COVID behavioural changes in transport use at an ASN School has led to the school providing transport by minibus rather than taxis
- A new Framework Agreement has led to wider availability of larger shared transportation with enhanced quality
- Close partnerships with Third Sector Community Transport has led to wider availability close to communities
- Workplace behavioural changes resulting from flexibility of working-from-home and online meetings

Some issues with air travel data quality were identified as a result of the new guidance and have since been corrected through further engagement with the supplier. Internal processes have been implemented to ensure monthly monitoring of air travel and that the guidance is being followed.

Emissions from both train and air travel increased between 22/23 and 23/24 and have nearly quadrupled compared to 2021/22, reaching 61 tCO_2e in 2023/24. This is still less than half of pre-pandemic levels (123 tCO_{2e} in 2019/20), with the largest drop being associated with short-haul flights.

Continuing to introduce and support initiatives such as the increase in bike mileage rate, the cargo bike pilots, e-bike pilots are key to enabling colleagues to choose low carbon alternatives when business travel is required.
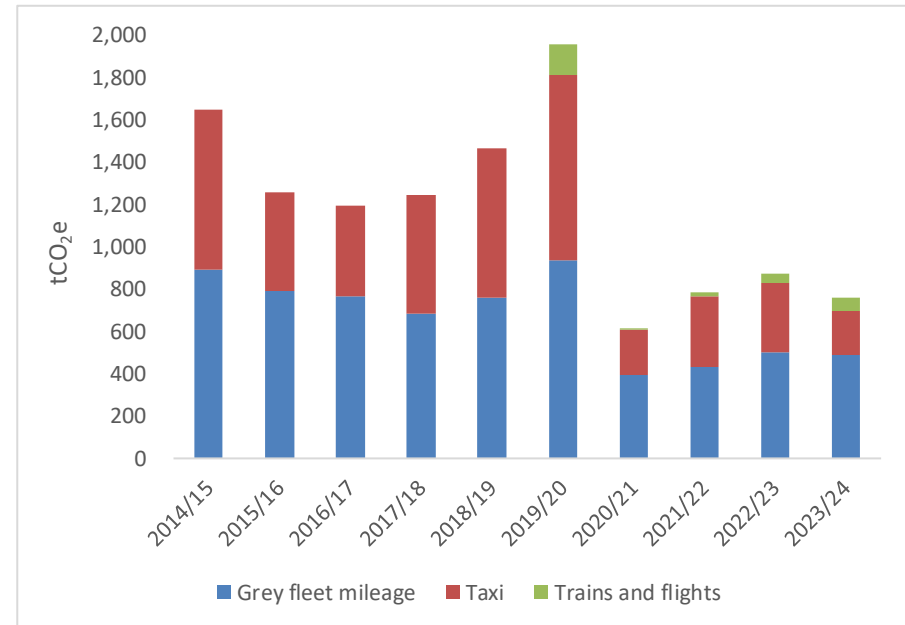

Figure 10: Historic business travel emissions

Business Travel Key Performance Indicators (KPIs)

- Business travel emissions are rated 'Amber' in Table 8, even though emissions levels are well below a projected linear trajectory leading to zero emissions in 2030. This rating reflects the variation in emissions since 2020.
- Emissions from air travel (which are monitored since 2019/20) amounted to 50 tCO$_2$e, down from 123 tCO$_2$e pre-pandemic, but have been rising steadily since 2020/21. The revised Business Travel & Accommodation Guidance, does not allow air travel when a direct rail connection is available.
- Emissions from taxis have decreased by 36%, largely due to increased shared transport use in some schools
- Grey fleet mileage has increased by 1% compared to 2022/23 or 30% compared to 20/21. This remains well below pre-pandemic levels (-37%).
- Bike mileage claims have increased by 20% this year, this could be due to communications regarding the change in bike mileage rate and how to claim.
- The uptake of the cycle to work scheme has increased by 21%, this is possibly due to the recent increase in the total allowance (£5,000) which offers employees a wider choice for the purchase of bikes, including cargo-bikes.
- Despite challenges such as reduced funding and concerns regarding the logistics of charging batteries, 15 colleagues received cargo-bike training during 2023/24

Table 8: Summary of key KPIs for Business Travel

RAG rating key for the Key Performance Indicators (KPIs):

Target achieved/ on track	G	Target almost achieved	A	Gap with target is >10%	R	Too early to say	TE	Not applicable		N/A

KPI	2021/22	2022/23	2023/24	Target	RAG
Total business travel emissions (tCO$_2$e)	781	871	760	Net 0 by 2030	A*
Air travel emissions (tCO$_2$e)	12	29	50	decrease	R
Taxi travel emissions (tCO$_2$e)	335	326	209	decrease	G
Grey fleet mileage claims (million km)	2.5	2.9	2.9	decrease	R
Staff bike mileage claimed	13,556	10,664	12,813	increase	A
Uptake of Cycle to Work scheme	410	273	330	increase	R
Number of colleagues receiving e-cargo bike trainings	0	22	15	5	G

*This indicator would have been rated 'green' if strictly following the methodology explained on page 41. It is rated 'amber' due to the increasing trend since 2020.

Business travel actions progress and review

Table 9: Business travel – action review and updates

Actions:	Action progressing on time	G	Action progressing with some delays	A	Milestone behind target	R	Action completed	C	Not started	NS

Closed / Removed Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
T1.	Review Council business travel policies, procedures & guidance to ensure they are centred around a sustainable travel hierarchy that takes account of employees' operational base location and incentivises to consider the most sustainable mode of transport first.	Review of current content, benchmarking and developed proposals by 03/22 Revised business travel guidance published New guidance approved by CLT – 09/22	Guidance published on the Orb	N/A	**C**	Staff time (CEC)	**Closed and removed** Action completed September 2022
T2.	Re-establish Transport Allocation Panels (TAP) to support citizens' needs and reduce miles travelled by private car and taxi in connection with service delivery	C&F TAP meetings in place KPI: Business travel emissions – taxis 2021/22: 335 tonnes CO_2e 2022/23: 326 tonnes CO_2e	Decrease miles travelled by private car and taxi in connection with service delivery	Action completed as TAP meetings in place Taxi business travel emissions: 2023/24: 209 tonnes CO_2e	**C**	Staff time (CEC)	**Closed and removed** Emissions will continue to be monitored and new action if identified by TAPs
T5.	Develop and implement the 'Our Future Work' strategy which identifies opportunities to support and promote sustainable travel	Strategy approved P&S Cttee – Oct-21	N/A	N/A	**C**	Staff time (CEC) (+ resources to be secured	**Closed and removed** Strategy developed and implemented

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
		Implement Phase 1 new ways of working trials 10/21 to 12/21 Outline business case (for further trials) – Nov-21 Feedback survey incl. changes in staff commuting habits – Dec-21				for further trials)	
T6.	Benchmark mileage claims and rates of payment – explore possibility of changing rates, phasing reductions (e.g. diesel cars) and increasing other e.g. bike	Analysis of datasets, external benchmarking and cost modelling – 03/22	Increase bike mileage claims and uptake of cycle to work schemes	Both bike mileage claimed and cycle-to-work scheme uptake have increased in 23/24. See **E10** for next steps, further develop awareness through colleague engagement	C	£4K[1] (CEC)	**Closed and removed**
T8.	Review the designation and use of Council parking spaces to encourage more sustainable transport choices	Develop general principles for designation of parking spaces – 03/22	TBC	N/A	C	Staff time (CEC)	Closed and removed See T13 for next steps
T7.	Re-design the myTravel booking system to support the new Sustainable Colleague Travel Plan and sustainable travel hierarchy	Project initiation meeting of short-life project team – 11/21	TBC	Continuing to revise portal as suggestions and updates are made	A	Staff time (CEC)	**Removed** and combined with T9
T11.	Ensure the Active Travel Action Plan and Investment Programme delivers an	Ensure CEC work on service redesign and new ways of working	Decrease car mileage claims	N/A	G	£117.6m: £20.5m (CEC to 2025/26	**Removed** City Mobility Action Plan and Climate

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
	active travel infrastructure which contributes to modal shift for business travel	helps to inform future active travel investments Gather data on business travel routes and transport modes to inform future active travel infrastructure investment by 12/23 – tbc subject to resources KPI: Car mileage claims			(Green)	subject to internal allocations) + £84.5m (to 2025/26, Sustrans) + £12.6m (to 2025/26, SG CWSR grant) + £0.1m (SG Place Based Investment Programme in 2022/23)	Strategy addressing these areas in line with a city-wide approach
T12.	Commit to 'EV only' for business travel by taxi	Project initiation meeting of short-life project team (HR/ sustainability team) – 11/21 Review of business travel policy – 06/22	TBC		A	Staff time (CEC)	**Removed** and combined with T9.

Retained / Updated Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
T3.	Finalise a Sustainable Colleague Travel Plan and create a new Travel Plan and Research/Monitoring Officer post, to oversee its implementation and monitoring.	Publication of Sustainable Staff Travel Plan – *delayed to 2025* KPI: Staff bike mileage claimed (miles) 2020/21: 9,984 2021/22: 13,556 2022/23: 10,664	Increase bike mileage claimed	Case studies being gathered for Travel Plan. 2023/24: 12,813 bike miles claimed	A	£50K (P4A SCSP)	**No change**
T4.	Deliver a colleague engagement programme to raise awareness of new travel plan and policies and encourage uptake of staff benefit schemes supporting sustainable transport modes, to events such as Dr Bike sessions, e-bike pools and sustainable transport subsidies.	Autumn Step Count Challenge Staff walking webinar as part of Wellbeing Roadshow – 11/21 Travel Plan survey Oct 2024 KPI: Uptake of Cycle to Work scheme (no. of people per year) 2020/21: 408 2021/22: 410 2022/23: 273	Increase	E-bike and pool bike trials to assess suitability within staff travel 2023/24: 330 people took up cycle to work scheme	G	Path for All – SCSP funding	**No change**
T13.	Engage with service areas, trade unions and CLT to approve the draft parking spaces allocation	Engagement with relevant stakeholders Discussion at Our Future Work Board – Q4 23	N/A		A	Staff time (CEC)	**No change**

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
	principles and ensure they are implemented.						
T9.	Commit to reducing air and taxi travel for business as part of an integrated approach to digital innovation in public sector strategic and operational delivery	Included within scope to review policy guidance – 03/ 22 Guidance review completed in Feb '23, now being administered by Business Support team **Added from T12:** Commit to 'EV only' for business travel by taxi KPIs: Air travel **Added from T12**: taxi emissions	Decrease business travel emissions	**Added from T7:** Revise myTravel booking system to support the sustainable travel hierarchy – ongoing improvements Air travel emissions 23/24: 50 tonnes CO_2e	G	Staff time (CEC)	**Updated** Delivery Lead and to absorb T7 and T12
T10.	Work with third sector partners to pilot the replacement of business journeys by car with e-cargo bikes and roll-out e-cargo bike training to target staff groups	A total of 37 staff have received e-cargo bike training to date. KPI: Number of staff receiving e-cargo bike trainings	Increase no. of colleagues trained	Of the 15 colleagues who received cargo bike training in 2023/24, 11 followed this up with a free loan for a cargo bike from Cargo Bike Movement.	G	Path for All – SCSP funding Training delivered by 3rd sector partner (TBC)	**No change**

Colleague engagement

Colleague engagement progress

Colleague engagement and empowerment is key if we are to achieve our ambitious climate targets. In 2023, Human Resources worked closely with the corporate sustainability team to drive cultural change within the Council, with regular meetings held to progress on actions.

The sustainability team's senior communications officer left the Council in Summer 2022, meaning that internal and external engagement activity reduced. Following budget setting in 2023, a new Stakeholder Engagement and Communications post was created within the sustainability team. With this post now being filled, we expect to see activity in these actions increase again.

The in-house delivery of the climate change training has continued throughout 2023/24, with the number of participants doubling between August 2022 (153) and August 2023 (381), and 20 new facilitators being trained to help with the delivery. Climate change training is at the heart of the culture shift needed to embed sustainability in everything we do. A tailored version of the workshop has been rolled out across the Planning & Building Standards service. As of August 2023, 102 staff had attended the climate training, which represents 66% of the whole service. Two workshops have also been delivered to senior managers and service directors (with a focus on members of the Corporate Leadership Team and Sustainability Board). Despite this progress, more facilitators are required to sustain a high delivery pace and achieve the target. This indicator is rated as red to reflect the gap with the ambitious target of 2,500 colleagues trained by 2025.

The new Behavioural Framework has been launched in May 2023 and includes 'green behaviours' under the "Integrity" pillar. It will underpin the recruitment process as well as the annual performance conversations.

Colleague engagement Key Performance Indicators (KPIs)

Table 10: Summary of Colleague engagement KPIs

Key for the RAG rating of the Key Performance Indicators (KPIs):

Target achieved/ on track	G	Target almost achieved	A	Gap with target is >10%	R	Too early to say	TE	Not applicable	N/A

KPI	2021/22	2022/23	2023/24	Target	RAG
Number of Climate lunch and learns	3	3	0	4 per year	R
Number of staff who have attended climate change training	66	241	524	15% of staff by 2025 (around 2,500)	A
Number of staff trained to deliver climate change training	6	22	35	Minimum 20 by 2025	A
Number of users who have completed the e-learning module	N/A	N/A	82	increase	G
Number of departments with sustainability network members	10	12	14	17 by 2030	A
Number of green car leasing scheme users	38	59	259	increase	G

Colleague engagement actions progress and review

Table 11: Colleague engagement programme

Actions:	Action progressing on time	G	Action progressing with some delays	A	Milestone behind target	R	Action completed	C	Not started	NS

Closed / Removed Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
E7.	The role of our leaders: Ensure sustainability is embedded in decisions about Our Future Work & service/organisational design principles.	Sustainability embedded in Our Future Work pilot workbook Explore how sustainability can feature under one of the behaviours in our purpose and behaviours framework – Q3 22 Sustainability included as a measure of the leadership goals – 03/23 2 dedicated climate training sessions for Sustainability Board members and CLT (02 and 04/23) – 20 participants	N/A	Action was completed March 2023 Has become business-as-usual	C	Staff time (CEC)	**Closed and removed**
E8.	Employee benefits platform: review current offering to improve alignment benefits with net zero ambition	Green car leasing scheme launched – 03/21 Cycle to Work allowance increased to £5000 to enable the purchase of cargo bikes – 08/23 KPI: Number of green car leasing scheme users	Increase no. of scheme users	200 new green car leasing scheme users	C	Staff time (CEC)	**Closed and removed** Completed March 2022

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
E11.	Explore the possibility to develop an Employee Volunteer Policy which would grant 1 paid day per year for colleagues to volunteer locally	Update of the existing Special Leave policy	Publication of Volunteer policy	Special Leave Policy update Q1 2024	C	Staff time (CEC)	**Closed and removed**
E12.	Behaviour based recruitment: ensure our sustainability commitments are embedded in recruitment processes	Council's sustainability commitment embedded in recruitment materials since 2020.	N/A	Recruitment process including refreshed Employer Value Proposition will be reviewed following implementation of Oracle Fusion in October 2024. Sustainability training and resources provided as part of induction process	C	Staff time (CEC)	**Closed and removed**
E3.	Climate lunch and learns: Raising awareness and encouraging action on key issues, such as sustainable staff travel and waste reduction	KPI: No. of lunch and learns	4 per year	Climate café was held in September 2024 as part of Climate Week	R	Staff Time (CEC)	**Removed** and combined with E4.
E6.	On-boarding: Refresh sustainability e-learning	Identification of refreshed content – 12/21 e-learning developed for myLearning Hub – Q3 22 New work module launched Q1 23	Increase no of users who have completed e-learning module	82 users completed online module	G	Staff time (CEC)	**Removed** and combined with E1.

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
		KPI: No. of users completed e-learning module			■		

Retained / Updated Actions:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
E1.	Climate literacy training for elected members and colleagues: Enable colleagues to provide support and scrutiny in decision making processes that will help to reduce CEC's consumption and emissions	External provider contracted – 12/21 Training delivery to phase 1 priority groups – from 03/22 Moved to in-house delivery of Climate Fresk workshops – 11/22 KPIs: No. of colleagues who have attended training No. of colleagues trained to deliver training No. of colleagues completed online training	Complete review of training programme by 2025	Additional 283 no. of CEC staff who have completed Climate Fresk Additional 13 no. of CEC colleagues trained to deliver Climate Fresk Additional 82 colleagues completed online training to date	A	£5K (CEC) - TBC	**Updated** to include original E6 and new delivery lead
E2.	Sustainability Network: Collaborative network to harness existing assets and resources for members to enable teams to become more sustainable. Support promotion of best practice across council workstreams.	Relaunch at October event KPIs: No. of sustainability network members	Increase no. of participants	New Stakeholder Engagement and Communications Officer working with existing members to design programme of engagement	A	Staff Time (CEC)	**No Change**

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
E4.	Supporting colleagues to reduce emissions from energy and waste in the workplace: Promoting and encouraging re-use, repair and recycling	Quarterly themed and focused communications KPIs: No. of Lunch and Learns	4 per year – once a quarter	Specific communications designed for Climate Week (09/24) and Recycling Week (10/24)	**R**	Staff time (CEC) Staff Time (External Partners, TBC)	**Updated** to include E3.
E5.	Awareness and engagement around procurement strategy: Support decision making & scrutiny and enable to make informed choices in line with the net zero ambition	KPIs: Number of events organised per year	10 events	-	**G**	Staff time (CEC)	**Updated** and moved to Procurement section
E9.	Review and develop coherent intranet content (Orb) and policies to ensure alignment with net zero objectives	Review and integrate Orb content by 01/22 New Transport & Travel pages and Sustainability pages launched – Q3 22	N/A	Orb pages content have been updated Sustainability Newsletter launched	**G**	Staff time (CEC)	**Updated** delivery lead
E10.	Encourage staff modal shift from vehicle use to active travel through the delivery of 20-minute neighbourhood hubs	Publication of 20-minute neighbourhood strategy – 06/21 Publication of Sustainable Colleague travel Plan – 03/22 (delayed to 2025)	decrease	Suite of case studies being prepared to support launch of the travel plan	**A**	Staff time (CEC)	**No change**

New Action:

Action	Description	Milestones / KPIs	Targets	23/24 Progress	RAG	Resources	Review Outcome
★E13.	Develop and implement a colleague and members communications strategy that will focus on sustainability and carbon reduction		Develop and publish communications strategy	Too early to measure progress, new action	NS	Staff Time (CEC)	New action

Procurement and circular economy

Although emissions from purchased goods are not included in the city or Council carbon footprint data, we are nonetheless working with city partners to reduce these. The city's 2030 Climate Strategy seeks to address these emissions and includes several actions related to procurement and the circular economy. We are working to reduce emissions from our procurement activity and engaging with providers to support the reduction of emissions across their supply chains.

We have reviewed and updated the Council's five-year Sustainable Procurement Policy in September, the Strategy continues to place sustainability at the heart of the Council's procurement programme, to ensure that our considerable spending power is used to promote those economic, environmental and social outcomes.

The Strategy aims to address the climate and nature crises and support the delivery of the Council's 2030 net zero target by working with Council officers and external partners to deliver opportunities that help address the climate and nature emergencies, adaptation actions and the circular economy principles. This is being achieved as per the Supplier Development Strategy through engaging with suppliers and experts to understand carbon reducing actions that can be delivered in different contract sectors, by building into specifications and ensuring that suppliers are committed and actively engaged in supporting just transition to net zero. The existing Sustainable Procurement Strategy is due to expire in March 2025. At the time of writing, Commercial and

Procurement Services are currently reviewing and engaging on the Strategy.

Key highlights from the last financial year include:

- Since June 2023, Climate Change Plans are now being requested as standard from suppliers where the frameworks or contracts are identified as priority or relevant and bidders are being asked to note sources of emissions to help them consider how they can reduce those.
- A procurement pipeline prioritisation was supported by Zero Waste Scotland to help ensure a focus on the contracts that will have the greatest impact.
- Climate criteria were applied to all construction projects.
- Climate reporting requirements are aligned to the Scottish Government Policy Note SPPN 3/2022 to support public procurement authorities to use procurement in addressing the climate emergency.
-The Council's Procurement Services are promoting Warp It, a re-use platform to reduce waste disposal and purchasing costs, reduce carbon emissions from waste and promote circular economy principles. In 2023-2024, 7,837kg CO_2 were saved, 2,753kg waste was avoided and a total of £16,366 saved by re-distributing goods via Warp It.

Key Performance Indicators:

The Commercial and Procurement Service continued to provide monthly engagement sessions, as well as a quarterly supplier newsletter and delivered 15 training events in the last financial year.

This is the first year we have data for the new indicators; percentage of spend covered by a carbon reduction plan and with reuse/repair requirements. Data in this area will continue to be monitored to establish a baseline.

The Local Government Benchmarking Framework figures for 2022/2023 recorded the Council's 36.5% percentage of procurement spend with local enterprises remaining the third highest of similar sized Councils, well above the Scottish average of 29.6%. The comparative figures for 2023/2024 are not yet available. The 2023/24 figure is slightly lower (36.9%) and below the target of 41% set for this financial year, but the volume of local suppliers has increased again this year from 653 to 722. As the profile of contracts and projects will change from year to year so will the overall profile of the core spend which can impact on the percentage of spend with local enterprises e.g. a number of large capital projects may be awarded to prime contractors who sub-contract part of the work to local trades and specialists but the spend with these SMEs may not be captured by the Council.

Procurement Key Performance Indicators (KPIs)

Table 12: Summary of Procurement KPIs

Key for the RAG rating of the Key Performance Indicators (KPIs):

Target achieved/ on track	G	Target almost achieved	A	Gap with target is >10%	R	Too early to say	TE	Not applicable		N/A

KPI	2021/22	2022/23	2023/24	Target	RAG
Supplier engagement strategy developed	New indicator	Approved 03/23	N/A	Supplier engagement strategy developed by 04/23	G
Number of monthly engagement sessions	12+	14	12	12 per year	G
Number of procurement strategy/delivery related training events per year delivered to Council service areas	10+	25	15	10 per year	G
% of annual influenceable spend covered by a carbon reduction plan	New indicator	Commenced in 06/23 – will be measured from 23/24	63%	TBC once baseline available	TE
% of annual influenceable spend with reuse, repair recycle requirements in tender documents	New indicator	Still to be baselined	41%	TBC once baseline available	TE
Percentage of total core spend with local suppliers	38%	37%	37%	39 % for 20/21 40 % for 21/22 41 % for 22/23 42 % for 23/24	A

Procurement actions progress and review

Table 13: Key procurement actions

Actions:	Action progressing on time	G	Action progressing with delays	A	Milestone unlikely to be met	R	Action completed	C	Too early / not started	TE / NS

Retained / Updated Actions:

Action	Description	Milestones	KPIs	23/24 Progress	RAG	Resources	Review Outcome
P1.	Procurement representation and influence across the Council and with public sector colleagues through knowledge sharing and resources leading to opportunities for carbon reduction.	- Representation on the SGs Climate & Procurement Forum with representative bodies from across the public sector (although currently paused pending consultancy report). - Knowledge sharing with colleagues from English authorities. - Sharing of resources via the National Climate and Procurement Forum, the Knowledge Hub, Scottish Local Government Procurement Forum, and Sustainability Board with examples of collaborative projects reviewed to identify opportunity - on-going - Production and input to national Primary Impact Area for Climate Change guides shared with the internal team and wider public sector organisations – completed Q1 2022 - Completion of carbon literacy training by Procurement colleagues, through the	Number of events organised per year A minimum of 2 per year	Established new KPIs	G	Staff Time (CEC)	**Updated** with new KPIs

		Scottish Government sustainable procurement toolkit and Council internal Climate Fresk training - Promotion of e-learning opportunities through the Procurement Learning & Development Team to wider Council including commissioning colleagues – on-going			**G**		
P2.	Engagement with suppliers and experts to better understand what opportunities for carbon reduction can be delivered through influenceable spend and in particular our key priority sectors such as fleet, waste and construction	- Engagement with Sustainable Procurement Limited on behalf of Zero Waste Scotland to produce prioritisation programme for Council planned procurement expenditure, using the Sustainable Procurement Prioritisation Methodology. - National Meet the Buyer event – 17/05/23 - EICC Conference Centre - Calls for innovation and low-carbon market solutions – from 01/23 - Building of carbon reduction solutions into tender documents such as specifications and through the evaluation process - on-going - Development of supplier engagement strategy- by 04/23 - Expert support sought from organisations such as Zero Waste Scotland to educate and raise awareness in Council staff involved in tendering and managing contracts and to highlight good practice and opportunities for the circular economy outcomes via procurement activity – on-going	No. of supplier engagement sessions No of newsletters with climate specific information Percentage of total core spend with local suppliers Engage with 2 major suppliers per year Include climate specific information in 2 quarterly newsletters	Climate Change Plans are now being requested as standard from suppliers where the frameworks or contracts are identified as priority or relevant Now a standard approach in Council capital projects where there is an element of refurbishment that tender evaluation includes an assessment on how the contractors would reuse, repair and recycle	**G**	CEC Staff Time	**Updated** with new KPIs

				existing material[3]	G		
P3.	Promotion of carbon reduction plans leading in future to a requirement for suppliers in all Council key priority areas	- Requirement that suppliers provide Climate Change Plans/Carbon reduction plans based on Scottish Government SSPD requires as standard for all relevant and priority contracts as from June 23 (to date 19 tenders). - Develop and apply a triage and assessment process for appropriate use of the Scottish Government Sustainable Procurement Toolkit to identify influenceable spend with most significant carbon reduction potential – completed 03/23 - Seek to influence the behaviour of the market and suppliers as to what is expected i.e. carbon reduction plans and future continuous improvement to reduce their climate impact including setting and achieving carbon reduction targets – on-going	% of annual influenceable spend covered by a carbon reduction plan % of annual influenceable spend with reuse, repair recycle requirements in tender documents	63% 41%	G	Staff time (CEC)	No change
P4.	Consider potential for reuse, repair and recycling of goods and materials in scoping requirements on a routine basis to prevent waste	- Use of the Scottish Government Sustainable Procurement Toolkit when considering new procurements – on-going - Assessment of the potential for reuse, repair & recycling in the procurement planning stage – on-going. - Use and promotion of Warp-It to reduce landfill and increase reuse by the Council, Edinburgh based public bodies and the third sector – on-going	No. of kgs diverted from waste via Warp-it No. of active Warp-it users	150,464 (cumulative since 2016)	G	Staff time (CEC) £9,918.00 (2 year platform cost)	Updated with new KPIs

[3] Full details can be found in Sustainable Procurement Strategy Annual Report - September 2024

		- Procurement Strategy template includes reference to use of sustainable tools as well as highlighting consideration of circular economy, reuse/recycle/repair and whole life costing			G		
P5.	Adopt industry standards to ensure consistency in approach with the market and clear measurement tools understood by all	- Ongoing on a procurement-by-procurement basis - Establishment in Council's procurement procedures that suitable standards and certifications sought in tender exercises – on going - New Schools to be built to Passivhaus standard. - Application of Housing Service's net zero design guide for new home developments (refreshed in November 2020). - Environment Management Systems supported by ISO14001 or equivalent are becoming standard with contractors as well as application of the Considerate Contractor Scheme. - Delivery of Community Benefits which support the 'Million Tree City' projects and other Council nature initiatives such as urban gardening projects and working with schools.	Continue to operate in BAU		G		No change
P6.	Awareness and engagement around sustainable procurement strategy: Support decision making & scrutiny and enable to make informed choices in line with the net zero ambition	Organise 10 procurement strategy/delivery related training events per year delivered to Council service areas Deliver training to all contract managers and key decision makers throughout council by the end of FY 25-26.	No. of contract managers and key decision makers trained	New KPI established.	G	Staff time (CEC)	Moved from colleague engagement section, previously **E5.** KPIs updated

Performance monitoring and reporting

We will continue to publicly report organisational emissions annually to the Scottish Government through the Public Bodies Climate Change Duty Reporting (PBCCD).

We also participated in the Carbon Disclosure Project (CDP)[4] for the first time in late 2020. CDP is an international non-profit organisation for companies and cities' environmental reporting. It is the largest climate change-focused data collection and assessment programme in the world.

Edinburgh has been on the **CDP A-List** between 2021-23; meaning it has been recognized by CDP as a city that is taking bold leadership on environmental action and transparency. At the time of writing the results for 2024 have not yet been published.

The reporting arrangements for the monitoring of Council emissions are listed in *Table 14.*

Table 15 presents a summary of all KPIs used to track progress as identified in each action of this plan.

Table 14: Reports that include monitoring of Council corporate emissions

Report	Key dates	Schedule
Carbon Disclosure Project	October 2024	Annual
City of Edinburgh Council Public Performance Scorecard Annual Report	August 2024	Annual
Public Bodies Climate Change Duties report	November 2024	Annual
Council Emissions Reduction Plan Annual Progress Report	December 2024	Annual

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4 https://www.cdp.net/en/cities

Table 15: Summary of key performance indicators across all chapters

Key for the RAG rating of the Key Performance Indicators (KPIs):

Target achieved or exceeded	G	Target almost achieved	A	Target not met	R	Too early to say	TE	Monitoring only	N/A

Sector	KPI	2021/22	2022/23	2023/24	Target	RAG
All	Total Council emissions (tCO2e)	65,527	61,056	62,189	Net 0 by 2030	N/A
All	3-year carbon budget spend (ktCO$_2$e)	131	192	254	239 ktCO2e (cumulated from 2020/21 to 2023/24)	R
Buildings	Total Buildings emissions (tCO2e)	44,103	41,443	42,220	0 by 2030	R
Buildings	Installed solar PV capacity (MW)	2.446	2.481	2.7	3.221 MW by 2023/24 (approx. split year 1 - 250kW, year 2 - 300kW, year 3 – 450kW) 6.221 MW by 2030 (+4 MW)	A
Buildings	Percentage of new builds in delivery to PassivHaus standard with associated Low and Zero Carbon (LZC) Primary Plant or equivalent	18%	25.7%	33.0%	100% of conditioned area where Passivhaus is technically appropriate	N/A
Buildings	Annual total gross internal floor area agreed to undergo low energy retrofit works and conversion to low and zero carbon plant (or equivalent)	0m2	0m2	0m2	• By end 2024/25- approx. 4,396m2 • By end 2025/26- approx. 8,874m2 • By end 2026/27- approx. 17,097m2 • By end 2027/28- approx.	TE

Sector	KPI	2021/22	2022/23	2023/24	Target	RAG
					22,665m2 of Council buildings are targeted to be retrofitted	
Buildings	Cumulated number of staff receiving PassivHaus designer training	4	8	11	4 by 11/21 10 by 12/23	G
Other energy	Total emissions from other energy consumption (tCO2e)	7,449	6,779	7,681	Net 0 by 2030	A
Other energy	Electricity consumption from street lighting (kWh)	12,624,206	10,963,379	10,667,830	13,085,393 kWh by 2022/23	G
Other energy	Number of sites with Tungsten Halogen Lamps	221	212	191	243 sites by 03/22 0 site by 03/31	R
Other energy	Traffic signal electricity consumption (kWh)	2,226,456	2,230,747	2,141,771	decrease	G
Fleet	Total fleet emissions (tCO2e)	6,290	6,252	6,066	Net 0 by 2030	R
Fleet	Percentage of Electric vehicles in the total cars fleet (internal fleet)	71%	61%	94%	100% by 12/2024	A
Fleet	Percentage of Electric vehicles in the total cars fleet (internal + hire fleet)	41%	50%	82%	100% by 12/2024	R
Fleet	Percentage of Electric vehicles in the total vans fleet (internal)	20%	21%	37%	100% by 12/2024	R
Fleet	Percentage of Electric vehicles in the total vans fleet (internal + hire fleet)	13%	12%	22%	100% by 12/2024	R
Fleet	Number of CEC Fleet chargers installed	203	316	316	136 by 04/2022	G
Fleet	Number of CEC Fleet chargers which are publicly accessible	109	270	270		G

Sector	KPI	2021/22	2022/23	2023/24	Target	RAG
Fleet	No. of alternatively powered HGV	1	1	6	6 by 04/2023	G
Fleet	Percentage of electric small equipment	N/A	8%	12%	50% of equipment electric	A
Waste	Total waste emissions (tCO2e)	6,725	5,539	5,271	Net 0 by 2030	R
Waste	Percentage of waste recycled	42.70%	40.7%	40.9%	41% by 2021/22	A
Waste	Total waste tonnages collected	215,736	196,313	204,505	decrease	A
Waste	Total food waste tonnages collected	10,489	9,828	9,410	increase	A
Waste	Recycling, glass and food waste capacity per resident before and after the project is delivered (Liter)	Phase 1: 60 L (before) >150 L (after)	Phase 1: 60 L (before) >150 L (after)	Phase 1: 60 L (before) >150 L (after)	increase	N/A
Waste	Non-recyclable waste capacity per resident before and after the project is delivered (Liter)	Phase 1: 236 L (before) >150 L (after)	Phase 1: 236 L (before) >150 L (after)	Phase 1: 236 L (before) >150 L (after)	decrease	N/A
Waste	Number of locations with fully integrated waste and recycling facilities before and after the project is delivered.	Phase 1: 32 (before) 360 (after)	Phase 1: 32 (before) 360 (after)	Phase 1: 32 (before) 360 (after)	increase	N/A

Sector	KPI	2021/22	2022/23	2023/24	Target	RAG
Waste	Number of locations with only non-recyclable waste bins before and after the project is delivered.	Phase 1: 235 (before) 0 (after)	Phase 1: 235 (before) 0 (after)	Phase 1: 235 (before) 0 (after)	decrease	N/A
Waste	Annual fuel consumption from Refuse Collection Vehicles (thousand litres)	954	967	1,040	decrease	A
Waste	Number of datasets opened for innovation	N/A	N/A	N/A	5 by 2023	TE
Waste	% of full bin alerts responded to within 24-48 hrs	N/A	N/A	N/A	increase	TE
Waste	% of fire alerts responded to within 15 mins.	N/A	N/A	N/A	increase	TE
Waste	% of vandalism alerts (I.e. bins being tipped over) responded to within 24 hrs	N/A	N/A	N/A	increase	TE
Waste	Number of recycling centres	3	3	3	4	A
Waste	MWh of electricity and heat generated through the incineration of waste collected by CEC (TBC subject to data availability)	72,419 MWh (electricity)	67,607 MWh (electricity)	101,305	increase	N/A
Business travel	Total business travel emissions (tCO2e)	781	871	760	Net 0 by 2030	A
Business travel	Air travel emissions (tCO2e)	12	29	50	decrease	R
Business travel	Business travel emissions from taxis (tCo2e)	335	326	209	decrease	G

Sector	KPI	2021/22	2022/23	2023/24	Target	RAG
Business travel	Grey fleet mileage claims (million km)	2.47	2.903	2.939	decrease	R
Business travel	Staff bike mileage claimed (miles)	13,556	10,664	12,813	increase	A
Business travel	Uptake of Cycle to Work scheme	410	273	330	increase	R
Business travel	Number of staff receiving e-cargo bike trainings	0	22	15	5 (now aiming for 8 in 2022)	G
Engagement	Number of Climate lunch and learns	3	3	0	4 per year	R
Engagement	Number of staff who have received climate change training	66	241	524	15% of staff by 2025 (approx 2,500)	A
Engagement	Number of staff who have been trained to deliver climate training	6	22	35	Minimum 20 by 2025 TBC to increase the target	A
Engagement	Number of users who have completed the e-learning module (cumulative)	N/A	N/A	82	increase	G
Engagement	Cumulated number of users who have completed the e-learning module for procurers (cumulative)	18	18	20	Increase	A
Engagement	Number of different departments with sustainability network members	10	12	14	17	G
Engagement	Number of green car leasing scheme users	38	59	259	increase	G

Sector	KPI	2021/22	2022/23	2023/24	Target	RAG
Procurement	Percentage of total core spend with local suppliers	37.80%	37.30%	36.90%	39% for 20/21 40% for 21/22 41% for 22/23 42% for 23/24	A
Procurement	% of annual influenceable spend covered by a carbon reduction plan	New indicator	-	63%	TBC once baseline available	TE
Procurement	% of annual influenceable spend with reuse, repair recycle requirements in tender documents	New indicator	-	41%	TBC once baseline available	TE
Procurement	Number of monthly engagement sessions	12+	14	12	12 per year	
Procurement	Number of procurement strategy/delivery related training events per year delivered to Council service areas	10+	25	15	10 per year	

Glossary

Term	Meaning
Carbon Dioxide (CO_2)	A naturally occurring gas and one of the most abundant greenhouse gases in the atmosphere. Carbon dioxide is also a by-product of industrial processes, burning fossil fuels and land use changes.
Business as usual Scenario	A description of what would most likely occur in the absence of a carbon reduction project, also referred to as the 'baseline scenario'.
Carbon Dioxide Equivalent (CO_2e)	Universal unit of measurement used to compare the relative climate impact of the different greenhouse gases. The CO_2e quantity of any greenhouse gas is the amount of carbon dioxide that would produce the equivalent global warming potential.
Carbon footprint	A carbon footprint is the sum of all emissions (in CO_{2e}), which were produced by an individual or organisation in a given time frame. Usually a carbon footprint is calculated for the time period of a year.
Circular economy	A circular economy is based on the principles of designing out waste and pollution, keeping products and materials in use, and regenerating natural systems. Looking beyond the current take-make-waste extractive industrial model, a circular economy aims to redefine growth, focusing on positive society-wide benefits. *(Source: Ellen MacArthur Foundation)*
Emission factor	An emission factor gives the relationship between the amount of a pollutant produced and the amount of raw material processed or burnt. For example, the electricity grid emissions factor
Electricity grid emissions factor	This Is the CO_2e emissions factor (tCO_2e/MWh) which is associated with each unit of electricity provided by the national grid. This figure is used nationally and depends on the ratio of energy sources used within the relevant year (e.g. wind / hydro / solar / coal).
EnerPhit/Passivhaus	EnerPHit is the established standard for refurbishment of existing buildings using the Passive House basic principles and components. The Passivhaus Standard for new construction is not always achievable for works to existing buildings. For this reason PHI (Passive House Institute) developed the 'EnerPHit – Quality Approved Energy Retrofit with PassivHaus Components' certification process for existing buildings. Significant energy savings of between 75 % and 90 % can be achieved even in existing buildings. The basic 5 principles of the Passivhaus Standard are still used to achieve the EnerPHit Standard; • optimising thermal insulation levels • reduction of thermal bridges

Term	Meaning
	- high thermal performance windows - considerably improved airtightness - good indoor air quality maintained by a ventilation with heat recovery system with highly efficient heat recovery levels
Fabric first	An approach to building design which involves maximising the performance of the components and materials that make up the building fabric itself, before considering the use of mechanical or electrical building services systems. *(Source: Carbon Futures)*
Greenhouse gas (GHG)	The collective term for emissions which contribute to the greenhouse effect by trapping heat from the sun. Carbon dioxide is a greenhouse gas, but other gasses such as methane also contribute to the greenhouse effect.
Grid decarbonisation	Decarbonising the grid means decreasing the emissions per unit of electricity generated. The electricity grid will decarbonise over time due to the UK generating more and more energy from renewables and at the same time closing coal power plants.
Heat network	Heat networks (also known as district heating) supply heat from a central source to consumers, via a network of underground pipes carrying hot water. Heat networks can cover a large area (including even an entire city) or be local (supplying a small cluster of buildings). *(Source: Department for Business, Energy and Industrial Strategy)*
Landfill	Disposal of waste material by burying it under layers of earth.
Net-zero emissions	According to the Scottish Government, a situation in which any greenhouse gas emissions put into the atmosphere are balanced out by the greenhouse gases removed from the atmosphere, so that the "net" effect is zero emissions. Edinburgh has committed to 'net zero' emissions by 2030. To achieve this, we must reduce the emissions we produce to a minimum and capture any greenhouse gases we cannot avoid emitting through initiatives like tree planting.
Residual waste	Waste that is not reused or recycled, including material that is too degraded or contaminated for these purposes. Typically treated by methods other than recycling or reuse such as landfill or combustion.
Offsetting	Designs the process of trying to reduce the damage caused by releasing carbon dioxide into the environment by doing other things that remove carbon dioxide, for example, by planting trees". *(Source: Cambridge Dictionary)*

Term	Meaning
Retrofit	Modifications to existing buildings that improve energy efficiency or decrease energy demand and may include installation of low carbon heating systems.

Appendix 2: Council organisational carbon footprint boundary

Scope 1 emissions (direct emissions)
Fuel consumption (Transport)
Controlled fleet
Edinburgh Leisure vehicles
Edinburgh Roads services
Natural Gas consumption
Bus stations, tram stops, substations, cabinets and Park & Ride
Care homes
Cemetery
Community / Family / day / education centres
Energy centre
Offices
Culture, arts, theatres and sports, libraries
Farmhouses
Hostels
Housing services / Domestic
Parks
Schools
Workshop / Depots
Oil consumption
Workshops/depots
Buildings (community centres, cemetery…)
LPG
Edinburgh Leisure
Scope 2 emissions (indirect emissions)
Electricity consumption
Bus stations, tram stops, substations, cabinets and Park & Ride

	Care homes
	Cemetery
	Community / Family / day / education centres
	Energy centre
	Offices
	Culture, arts, theatres and sports, libraries
	Farmhouses
	Hostels
	Housing services / Domestic
	Parks
	Schools
	Workshop / Depots
	Toilets
	Street lighting
	Christmas lighting
	Traffic signals
	Housing stair lighting
	Lothian Pension Fund properties

Scope 3 emissions (other indirect emissions)

Electricity Transmission and Distribution losses

Water supply and water treatment

	Council estate
	Edinburgh Leisure estate

Waste

	Household waste collected by the Council (Landfill + Recycling + Incineration + Composting)
	Waste collected by the Council from Council buildings (Landfill + Recycling + Incineration + Composting)
	Litter (bins in parks and in the city)
	Waste generated in Edinburgh Leisure buildings

Business travel

	Car mileage by Council employees (grey fleet)

Car mileage by Edinburgh Leisure employees (grey fleet)	
Air and rail travel (Data from Council Travel Provider + Lord Provost Office)	
Taxi (data from Council Travel Hub)	