

## REPORT TO ABERDEENSHIRE COUNCIL – 8 FEBRUARY 2018

### CARBON BUDGET 2018/19

#### 1 Recommendations

It is recommended that Council:

- 1.1 **Agrees a total Carbon Budget of 69,587 tonnes CO<sub>2</sub>e for 2018/19, as set out in paragraph 2.7;**
- 1.2 **Delegates the power to each Director to secure their reduction targets, as set out in paragraph 2.7, including currently unidentified savings, and to report to the Sustainability Committee to outline in-year progress;**

#### 2 Background/Discussion

- 2.1 The Conference of Parties (COP21) Agreement, to which the UK and Scotland subscribe, came into effect on 4 November, 2016, and binds nations to hold global temperature rise to under 2 degrees Celsius. The UK and Scottish Governments both have legislation addressing the objectives of reducing carbon emissions and have signed up to the COP21 Paris Agreement.
- 2.2 Part 4 of the Climate Change (Scotland) Act 2009 places duties on public bodies relating to climate change. The duties of the Act (section 44) require that a public body must, in exercising its functions, act:
  - in the way best calculated to contribute to delivery of the Act's emissions reduction targets;
  - in the way best calculated to deliver any statutory adaptation programme; and
  - in a way that it considers most sustainable.
- 2.3 All councils have a role in supporting the Scottish Government in meeting its targets. Aberdeenshire Council reports annual emissions to the Scottish Government as part of its Climate Change Duties. The Carbon Budget process further assists Aberdeenshire Council in supporting the Scottish Government's targets, as well as supporting the work required by the Council to meet its own reduction commitments.
- 2.4 The purpose of this report is to set out Aberdeenshire Council's Carbon Budget for 2018/19. The budget concept has been to allocate an allowance of tonnes Carbon Dioxide Equivalent (tCO<sub>2</sub>e) emissions for 2018/19. Directorates will be required to keep within this allowance over the financial year allowing the Council to better manage how it works towards meeting its emission reduction targets. Rethinking how the Council maintains an excellent service while lowering its emissions is an opportunity for positive change and innovation that can also reduce costs.

- 2.5 The CO<sub>2</sub>e allowance will be reduced each year in order to achieve the Council's own policy and target to reduce its climate change emissions by 44% by 2025 from the 2010/11 baseline of 86,155 tCO<sub>2</sub>e.
- 2.6 The Carbon Budget for 2017/18 was set at 74,007 tCO<sub>2</sub>e, based on a 5% reduction from the 2014/15 data we had available at that time. On 30 November, 2017, Aberdeenshire Council submitted its annual Climate Change Duties Report for financial year 2016/17. The emissions totalled 73,587 tCO<sub>2</sub>e, meaning we surpassed the 2017/18 target in 2016/17. This was due both to projects and a reduction to electricity emission factors.
- 2.7 An allocation of CO<sub>2</sub>e for 2018/19 has been established as 69,587 tCO<sub>2</sub>e, which reflects a 4000 tCO<sub>2</sub>e reduction from the 73,587 tCO<sub>2</sub>e total of 2016/17. A Power of Influence Index was utilised to determine how the allocation should be distributed across the Directorates, with services putting forward actions to meet these targets:

<b>Directorate</b>	<b>Reduction Target</b>
Business Services	650 tCO <sub>2</sub> e
Infrastructure Services	2500 tCO <sub>2</sub> e
Education and Children Services	750 tCO <sub>2</sub> e
Health and Social Care Partnership	100 tCO <sub>2</sub> e

- 2.8 Actions have already been identified in Appendix 1 for each Directorate totalling an overall 3859 tCO<sub>2</sub>e reduction at this time. During 2018/19, further CO<sub>2</sub>e savings will be developed to meet the agreed reduction of 4000 tCO<sub>2</sub>e.
- 2.9 Actions to reduce the CO<sub>2</sub>e will be led by the relevant service and reported to the relevant Committees. In order to monitor the Carbon Budget, figures can generally only be collected annually, therefore CO<sub>2</sub>e emissions will be reported annually through the Climate Change Duties report and updated Carbon Budget spreadsheet. Visible changes in behaviour will be expected as well as financial savings within some budget lines. In some cases, full CO<sub>2</sub>e savings of actions listed cannot be fully accounted for until 2019/20.
- 2.10 Over time, the Carbon Budget will become better integrated with the Financial Budgets. This will provide members with a clearer link in demonstrating the costs and savings being made through carbon saving initiatives. This will be an important step in assisting the Council to make decisions that allow it to meet its emission reduction targets as cheaply as possible.
- 2.11 The Carbon Budget relates to Aberdeenshire Council's own emissions and not to the wider community or business emissions that relate to the area of Aberdeenshire. Work being done on the North East Scotland Sustainable Energy Action Plan (NESSEAP) will capture this separately.
- 2.12 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report, their comments are incorporated within the report and they are satisfied that the report complies with the Scheme of Governance and relevant legislation.

### **3 Scheme of Governance**

- 3.1 The Committee is able to consider this item in terms of Section A8.1 of the List of Committee Powers in Part 2A of the Scheme of Governance, as it relates to approval of the annual estimates and setting the council budgets.

### **4 Implications and Risk**

- 4.1 An Equality Impact Assessment has been carried out as part of the development of the proposals set out above. It is included as Appendix 2 and no detrimental impact has been identified.
- 4.2 The financial implications will be significant in reaching carbon emission reduction targets and will need to be addressed on an individual service and project basis.
- 4.3 The Council's remaining Renewable Energy Fund will continue to be committed to eligible carbon saving initiatives linked to the Carbon Budget. Consideration will also be given to the possibility of financial savings made being recycled back into the Fund to be reinvested into further carbon saving initiatives.
- 4.4 Looking forward, the Carbon Budget process will need to be considered alongside the Medium Term Financial Strategy of the Council to ensure affordability and also across Aberdeenshire Council's corporate and informed approach.
- 4.5 Aberdeenshire Council is a part of the Carbon Reduction Commitment (CRC), which is a mandatory carbon emissions reporting and pricing scheme. The cost to Aberdeenshire Council of allowances for 2017/18 is estimated to be £615,303. The scheme currently has a price of £16.60 per tCO<sub>2</sub>e.
- 4.6 There are no immediate direct staffing implications arising from this report, however there will be additional staffing requirements to implement significant emission reduction projects.
- 4.7 The following Risks have been identified as relevant to this matter on a Corporate Level – Risk ID ACORP010 as it relates to environmental challenges and Risk ID ACORP006 as it relates to reputation management within the Corporate Risk Register. The following Risks have been identified as relevant to this matter on a Strategic Level – Risk ID ISSR004 as it relates to Climate Change in the Directorate Strategic Risk Register.
- 4.8 A Town Centre Impact Assessment was not completed because there are no direct material outcomes of this report that would have an impact on Town Centres.

**Stephen Archer**

**Director of Infrastructure Services**

Report prepared by: Claudia Cowie, Sustainability & Climate Change Coordinator  
11 January 2018



**1. BUSINESS SERVICES CARBON BUDGET REPORT**

Directorate	Business Services		Service Director					
	Annual Council Carbon Reduction Target	4000 tCO <sub>2</sub> e	Year	Ritchie Johnson				
	Annual Director Carbon Reduction Target	650 tCO <sub>2</sub> e	Remaining Amount	2018/19				
				226 tCO <sub>2</sub> e				
Action	Estimated Funding /Cost (£)	Budget Page/Line	Estimated Financial Savings (£)	Budget Page/Line	Estimated Reduction of Emissions (tCO <sub>2</sub> e)	Cost per tCO <sub>2</sub> e	Climate Change Action Plan Number	Additional Information
1.1 Energy Efficiency Measures	£400,000		£60,000	Revenue (Energy Costs)	200	£2000	2.8	
1.2 Upgrade of Lighting at Fraserburgh Academy.	£100,000	CEEF / EEEB	£13,000	Revenue (Energy Costs)	40 (savings will be accounted for in the E&CS carbon budget – see 3.8)	£2500	2.8	This emissions savings will be accounted for in the E&CS carbon budget – see 3.8.
1.3 Office Rationalisation	Capital Plan			Revenue (Energy Costs)			2.1, 2.2, 2.3	Work to be done by Property and Facilities to determine CO <sub>2</sub> e savings
1.4 Depot Strategy - Rationalisation	Capital Plan			Revenue (Energy Costs)			2.3	Work to be done by Property and Facilities to determine the CO <sub>2</sub> e savings
1.5 Asset Review & Disposal	Capital Plan			Revenue (Energy Costs)			2.2	Work to be done by Property and Facilities to determine the CO <sub>2</sub> e savings
1.6 Behavioural Change – Energy	ISS Energy		£100,000	Revenue	100		2.7, 3.24	Completing energy audits of buildings to determine areas

Appendix 1: Carbon Budget

Management Workshops	Services Contract	(Energy Costs)				where reductions can be made.
1.7 Review Vehicle usage of facilities staff.	Property Budget, Woodhill house / Office Accommodation/halls, on section E, Other transport related expenditure	Property Budget, Woodhill house / Office Accommodation/halls, on section E, Other transport related expenditure Revenue (Energy Costs)			1.9	Facilities as a service will continue to reduce CO2 emissions where practical, and would target the following as being potential savings: reduced runs, alternative routes, are journeys necessary etc.
1.8 Review lock up of offices to ensure all lights are switched off, electric items turned off etc. and opening / closing times.						Work to be done by Property and Facilities to determine the possible CO2e savings.
1.9 Review building opening and closing dates / times including public holidays.						Facilities will continue to reduce CO2 emissions where practical, and would target the areas mentioned as being potential savings.
1.10 Review current fleet to see if additional vehicles could be swapped out to electric.	Property Budget, Woodhill house / Office Accommodation/halls, on section E, Other transport	Property Budget, Woodhill house / Office Accommodation/halls, on section E, Other transport			3.12, 3.13	Work will be done with the Fleet team to determine possible options for changes to the facilities fleet vehicles.

<p>1.11 Continue to promote Warp-it council wide and support where possible in terms of relocation of items.</p>	<p>related expenditure Property Budget, Woodhill house / Office Accommodation/halls, Furniture</p>	<p>related expenditure Property Budget, Woodhill house / Office Accommodation/halls, Furniture</p>	<p>related expenditure Property Budget, Woodhill house / Office Accommodation/halls, Furniture</p>	<p>9 (Savings are being recorded in Infrastructure Services where project is being led)</p>	<p>1.14</p>	<p>Re-use furniture where items are still suitable. Prior to purchasing new items consider what is available from Warp-it. This will be led by the Sustainability team in Infrastructure Services however support from facilities is key for this to work well.</p>
<p>1.12 Review current waste streams across offices to ensure recycling and compostable waste is an option.</p>	<p>Property Budget, Woodhill house / Office Accommodation/halls, on section D, Other Premises Related Expenditure, line 16</p>	<p>Property Budget, Woodhill house / Office Accommodation/halls, on section D, Other Premises Related Expenditure, line 16</p>	<p>Property Budget, Woodhill house / Office Accommodation/halls, on section D, Other Premises Related Expenditure, line 16</p>	<p>5</p>	<p>1.14, 3.19, 3.22</p>	<p>Working with the Waste team and Internal Waste Reduction Officer to audit/review internal waste reduction and facilities for staff to ensure a reduction in waste to landfill from offices.  Waste for BS in 2015/16 = 163tCO<sub>2e</sub>, 3% reduction = 5tCO<sub>2e</sub>.</p>
<p>1.13 Continued expansion of pool vehicle scheme capacity</p>	<p>FDFD</p>	<p>10,000</p>	<p>N/A – savings will be passed back to services through the recharge mechanism</p>	<p>10</p>	<p>1.7, 3.4</p>	<p>Increasing pool vehicle mileage undertaken by 100k (+25% increase over 2016-17) would generate emission reductions of approx. 10t (difference between average car/average fuel emissions and 100 g/km pool vehicle) Nb. Linked to carbon budget 2017-18 action 1.9 as the alternative delivery model would be required to support a capacity increase.</p>

Appendix 1: Carbon Budget

1.14 Modal Shift – Reduction in Grey Fleet Usage.	Unknown	FDF	Unknown	N/A – savings will be passed back to services through the recharge mechanism	See 1.13		3.4	A cross-service working group has been established to identify alternative delivery models that would reduce grey fleet mileage.  HR&OD are currently seeking approval from BSLT to introduce a “car club” model as a short-term proof of concept that will provide MI to the working group.
1.15 Integration of EVs into the existing pool vehicle fleet.	N/A – scheme operates on a cost neutral basis	FDF	4,500	N/A – cross-service recharge mechanism in place	10		1.9, 3.14	3 EVs + 45k miles per annum vs. <100g/Km pool vehicle. No allowance made for carbon creation from electricity production. Nb. Linked to carbon budget 2017-18 action 1.9 as the alternative delivery model would be required to support the introduction of EVs. Also linked to 2.9 as EV charging infrastructure is required to support additional EVs.
1.16 Xerox Contract.								Work to be done by the Xerox team to determine the CO2e savings from the new printing contract – new more efficient machines.
1.17 ICT – More efficient equipment, O365, Migration of data centre off site.							2.14, 2.15, 2.16, 2.17	Work to be done by ICT with support from the energy team to determine the CO2e savings – specifically a reduction in the energy usage with Woodhill House and Stonehaven related to the data centre migrations.

Appendix 1: Carbon Budget

1.18 Energy efficiency Behaviour Change actions throughout all services.	Renewable Energy Reserve		92(electric) 7 (heat)		3.24	In terms of the better use of technology we should be seeing a reduction in the miles travelled / being claimed due to skype meetings and technology being utilised but this is too challenging to quantify accurately. Electricity emissions from 2015/16 for BS = 2825 with TD losses at an additional 233 tCO2e. A reduction of approx. 3% through simple behaviour change actions for all of Business Services = 92 tCO2e Heat = 737tCO2e. A reduction of 1% would total 7 tCO2e reduction. A new Sustainability and Climate Change officer in place to support this across the Council.
1.19 Reduction in Business miles – utilising Skype for business, pool vehicles etc.			Need budget reduction percentage in business miles for Business Services to calculate.		1.6, 2.14, 2.16, 3.4	To be considered from financial budget savings being made in this area for 2018/19.
<b>Total</b>			<b>424 tCO2e</b>			<b>Total for savings currently identified only.</b>

**2. INFRASTRUCTURE SERVICES CARBON BUDGET REPORT**

<b>Directorate</b>	<i>Infrastructure Services</i>		<b>Service Director</b>	Stephen Archer
<b>Annual Council Carbon Reduction Target</b>	4000 tCO <sub>2</sub> e		<b>Year</b>	2018/19
<b>Annual Director Carbon Reduction Target</b>	2500 tCO <sub>2</sub> e		<b>Remaining Amount</b>	0 (+69.5) tCO <sub>2</sub> e

<b>Action</b>	<b>Estimated Funding /Cost (£)</b>	<b>Budget Page/Line</b>	<b>Estimated Financial Savings (£)</b>	<b>Budget Page/Line</b>	<b>Estimated Reduction of Emissions (tCO<sub>2</sub>e)</b>	<b>Cost per tCO<sub>2</sub>e</b>	<b>Climate Change Action Plan Number</b>	<b>Additional Information</b>
2.1 Hybrid pool car for planning.	£21,000		Reduction in mileage claims for private car use.		4	£5250	3.12, 3.13	4 wheel drive car required, diesel options put forward to service but keeping Fleet's Hybrid Outlander following a trial. Fleets to be replaced. Average 12,000miles year. This should see a saving of 12,000 miles from business mile claims at 0.30088 kgCO <sub>2</sub> e/mile = 4tCO <sub>2</sub> e
2.2 Introduction of Telematics – Reduction in vehicle idling, improved driver behaviour leading to better fuel efficiency.	£285,000	Renewable Energy Reserve	Estimating 5% saving in first year.	Fleet fuel savings	422	£675	3.12	Introduction into approximately 750 vehicles will take place Feb – Aug 2018. Information obtained will direct services to where savings can be made and influence vehicle replacement. All LGV's installed by April 18 with the remaining fleet done during the 2018. A fair estimate for year one would be 5-8%. Savings calculated at

Appendix 1: Carbon Budget

2.3 Replacement of diesel forklift truck with Electric version.	£32,000	Transport		Fuel savings (Red Diesel)	1.5	£21,333	8432tCO2e fleet fuel for 2016/17. 5% of this is a saving of 422tCO2e.
2.4 To trial 2 larger battery powered mowers.	£8895 £14,290	Revenue (small plant) budget AND (£10,000 Renewable Energy Reserve)		Fuel savings (Petrol)	12	£1932	Average 45lit a month in red diesel = 540lit a year @ 2.61163kgCO2e/ltr = 1.5tCO2e Walk behind machine with a 33" cut and a stand on machine with a 48" cut. Each machine will save approx. 2800 litres of petrol at 2.19697kgCO2e/litres.
2.5 (x1) V5 Seabin unit for Banff Marina. (x1) V5 Seabin unit for Macduff Harbour.	£5808 (€3,300 per unit, ex. VAT)	Renewable Energy Reserve		Banff: MA 04 6'115 Macduff: MA 06 6'162	1	£5808	Harbour areas act as catchments for litter and debris. While tidal action ensures the harbour basins are predominantly self-cleaning, there are still dead zones where rubbish can accumulate. Harbour staff then need to clear these areas manually, which requires traversing the harbour basins in boats weekly. The estimated financial savings are based on fuel costs - Banff: requires approx 3.0 litres of petrol a week. Macduff: requires approx 5.0 litres of diesel a week.
2.6 Injection Patching Machine.	£256,000	Renewable Energy Reserve			61	£4197	Purchase of an Injection Patching Machine for more efficient pothole repair.

## Appendix 1: Carbon Budget

												Savings used are industry supplied figures for costs which may vary from our own actual costs. We have had to estimate injection patching durability (compared with traditional patching) as no definitive figures exists.
2.7 Change from Kerosene to LPG at 3 Quarry sites.	£180,000	Renewable Energy Reserve	7,300pa	239				£753				Kerosene has a higher emission factor than LPG.
2.8 Transportation – Eco Driving Training.		Staff time							1.8			Work to be done by transportation team to determine the CO2e savings. An ALDO module is being created with eco driving tips for staff and in-house training is also being developed for high fleet user staff. Action 2.2 will also support this action. Should encourage a reduction in fleet fuel.
2.9 Transportation – Installation of EV Chargers in Council Offices and Depots.	£100,000	Renewable Energy Reserve		0					3.9			Although this action will not see a direct CO2e saving, building the charging infrastructure for our fleet is essential. This is following on from 2017/18 work.
2.10 Energy Reduction Measures: Replacement of old HID street lighting with LED units. Approx. 9000 units to be converted/changed.	£1,600,000 for year 2018-19, this being year 3 of our 5 year programme.	Capital Programme	£180,000 from year 2017-18 but recorded in 2018-19. £360,000 will be recorded in	1530				£785 (Using 2017/18 spend of £1,200,000)	3.1			Please note savings of for 2018-19 of £360,000 will not be realised until year 2019-20. Energy consumption has reduced as per latest SSE return. Full savings for 2017-18 will be known early April once programme data has





**3. EDUCATION AND CHILDREN'S SERVICES CARBON BUDGET REPORT**

<b>Directorate</b>	<i>Education and Children's Services</i>	<b>Service Director</b>	<i>Maria Walker</i>
<b>Annual Council Carbon Reduction Target</b>	4000 tCO <sub>2</sub> e	<b>Year</b>	2018/19
<b>Annual Director Carbon Reduction Target</b>	750 tCO <sub>2</sub> e	<b>Remaining Amount</b>	0 (+26.5) tCO <sub>2</sub> e

Action	Estimated Funding /Cost (£)	Budget Page/Line	Estimated Financial Savings (£)	Budget Page/Line	Estimated Reduction of Emissions (tCO <sub>2</sub> e)	Cost per tCO <sub>2</sub> e	Climate Change Action Plan Number	Additional Information
3.1 Macduff Aquarium – LED Lighting and PIR Movement detectors					3.5		2.8	All aquarium display lighting throughout changed to energy efficient LED bulbs and are on timers to come on only when needed. The Energy saving of the new LED lights is approx 22kw /day. Hopefully reducing the daily running from 30.8kw to 8.8kw. This is based on running the LEDs at a reduced rate and for less time. As part of the electrical rewire, lighting in several areas around the aquarium is now on PIR movement detectors. Based on 4 rooms using two old fluorescent tubes each and the lights being on for 8hrs /day. The saving is approx. 1.64Kw / day.
3.2 Macduff Aquarium - Replace Seawater chiller.		Renewable Energy Reserve					2.8	Insulated main (external) seawater circulation pipes to try and insulate them to keep

					<p>water cool. Seawater chiller is a major user of electricity and has been flagged up as needing replaced with more efficient model. Current chiller uses approx. 36kw of electricity, is a Tao Evo 602 and is 10 years old. Need to get someone out to give a full quote on a new unit, to get an idea of the energy saving (if there is any). May also be able to suggest another method of chilling (ie. Air chilled vs. water chilled). Work to be done in 2018/19 on this.</p>
<p>3.3 Libraries - New heating system at Banff Library which is more energy efficient. Refurbishment has now ensured that no heat is lost through the ceiling, making the whole building more energy efficient.</p>				<p>2.8</p>	<p>Work to be done by libraries and the energy team to determine CO2e savings.</p>
<p>3.4 Libraries - Looking to reduce the mobile fleet which has a high impact on our carbon footprint.</p>				<p>1.9</p>	<p>Work to be done by libraries and the fleet team to determine best options and possible CO2e savings.</p>

Appendix 1: Carbon Budget

<p>3.5 Education Green Champion Programme – to be rolled out across all 17 academies.</p> <p>In addition - Energy efficiency Behaviours Change actions will be rolled out throughout all services.</p>	<p>£5000</p>	<p>Renewable Energy Reserve</p>		<p>558 (electric) 150(heat)</p>		<p>3.24</p>	<p>Electricity emissions from 2015/16 = 17169 with TD loses at an additional 1418 tCO2e. A reduction of approx. 3% through simple behaviour change actions for all of Business Services = 558 tCO2e Heat = 14918tCO2e. A reduction of 1% would total 150 tCO2e reduction. Sustainability team developing programme. Once running it will be led by Education Support Officers.</p>
<p>3.6 Waste to Landfill Reduction.</p>		<p>Renewable Energy Reserve.</p>		<p>25</p>		<p>3.19, 3.22</p>	<p>Internal Waste Reduction Officer is examining waste contracts, issues with waste in schools, developing ALDO training modules and webinars. 25tCO2e is a 3% reduction of the Service's 2015/16 waste emissions 838tCO2e.</p>
<p>3.7 Reduction in Business miles – utilising Skype for business, pool vehicles etc.</p>				<p>Need budget reduction percentage in business miles for Services to calculate.</p>		<p>1.6, 2.14, 2.16, 3.4</p>	<p>To be considered from financial budget savings being made in this area for 2017/18.</p>
<p>3.8 Fraserburgh Academy LED Lighting.</p>	<p>See 1.2</p>			<p>40</p>	<p>See 1.2</p>	<p>2.8</p>	<p>Project being led by Energy Team in Property and Facilities (1.2).</p>
<p><b>Total</b></p>				<p><b>776.5 tCO2e</b></p>			<p><b>Total for savings currently identified only.</b></p>

**4. HEALTH AND SOCIAL CARE PARTNERSHIP SERVICE CARBON BUDGET REPORT**

<b>Directorate</b>	<i>Health and Social Care Partnership</i>	<b>Service Director</b>	<i>Adam Coldwells</i>
<b>Annual Council Carbon Reduction Target</b>	4000 tCO <sub>2</sub> e	<b>Year</b>	2018/19
<b>Annual Director Carbon Reduction Target</b>	100 tCO <sub>2</sub> e	<b>Remaining Amount</b>	11 tCO <sub>2</sub> e

<b>Action</b>	<b>Estimated Funding /Cost (£)</b>	<b>Budget Page/Line</b>	<b>Estimated Financial Savings (£)</b>	<b>Budget Page/Line</b>	<b>Estimated Reduction of Emissions (tCO<sub>2</sub>e)</b>	<b>Cost per tCO<sub>2</sub>e</b>	<b>Climate Change Action Plan Number</b>	<b>Additional Information</b>
4.1 Reduction in Business miles and pool car use through use of IT/Skype/Video conferencing	NA	NA			Need financial budget reduction percentage in business miles for H&SCP to calculate.		1.6, 2.14, 2.16, 3.4	To be considered from financial budget savings being made in this area for 2017/18.
4.2 Reduction in business miles by improved planning of journeys for home care staff, health visitors, district nurses and AHPs.			To be determined				1.6, 2.14, 2.16, 3.4	Work to be done by the Service to determine the CO <sub>2</sub> e savings.
4.3 Reduction in waste by increased recycling of waste products and by re-use of e.g furniture/IT equipment/supplies		Renewable Energy Reserve.			4		1.14, 2.2, 3.19, 3.21, 3.22	4tCO <sub>2</sub> e is a 3% reduction of the Service's 2015/16 waste emissions of 111tCO <sub>2</sub> e.

Appendix 1: Carbon Budget

from closed buildings utilising Warplit.										
4.4 Energy efficiency Behaviour Change actions throughout all services.	Renewable Energy Reserve				66(electric) 19(heat)		3.24		Electricity emissions from 2015/16 = 2042 with TD losses at an additional 169tCO <sub>2</sub> e. A reduction of approx. 3% through simple behaviour change actions for all of Infrastructure Services = 66 tCO <sub>2</sub> e Heat = 1183tCO <sub>2</sub> e. A reduction of 1% would total 19 tCO <sub>2</sub> e reduction. A new Sustainability and Climate Change officer in place to support this across the Council.	
<b>Total</b>					<b>89tCO<sub>2</sub>e</b>				<b>Total for savings currently identified only.</b>	

EQUALITY IMPACT ASSESSMENT

APPENDIX 2

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Economic Development and Protective Services
Title of the activity etc.	Carbon Budget 2018/19
Aims of the activity	The Carbon Budget is a tool which can be utilised to ensure that each service is made accountable for reducing its own carbon emissions and allows the Council to better manage how it works towards meeting its emission reduction targets. The budget concept has been to allocate an allowance of Carbon Dioxide Equivalent (CO2e) emissions for 2018/19, with Directorates required to keep within this allowance over the financial year. As this concept develops each year, the CO2e allowance will be reduced in order to achieve the Council’s own policy to reduce climate change emissions and to save the council money on avoidable and wasted energy use.
Author(s) & Title(s)	Claudia Cowie, Sustainability and Climate Change Coordinator

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Internal energy, transport and waste consumption data has been used to determine the carbon emissions of the Council. Data has come from Property and Facilities, Transportation, Roads, Landscape and Waste Services.
Internal consultation with staff and other services affected.	Yes – A number of different services within Business, Infrastructure, Education and Children, and the Health and Social Care Partnership have provided data and information for this report.
External consultation (partner organisations, community groups, and councils).	Analysis and breakdown of emissions data to services in each directorate was completed by Aether Consultancy (using Aberdeenshire Council data provided by the services mentioned above). This was utilised to determine emission reduction targets through behaviour change initiative within the report.

External data (census, available statistics).	NA
Other (general information as appropriate).	NA

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	NA

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older	Yes			
Disability	Yes			
Race – (includes Gypsy Travellers)	Yes			

Religion or Belief	Yes			
Gender – male/female	Yes			
Pregnancy and maternity	Yes			
Sexual orientation – (includes Lesbian/ Gay/Bisexual)	Yes			
Gender reassignment – (includes Transgender)	Yes			
Marriage and Civil Partnership	Yes			

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Improvements in environmental and climate change mitigation performance will benefit all staff and residents of Aberdeenshire Council.	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	NA at this stage.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
	Mitigating Steps	Timescale
These should be included in any action plan at the back of this form.		

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	Improvements in environmental and climate change mitigation performance will benefit all staff and residents of Aberdeenshire Council.	
	2	Negative Impacts have been identified, these can be mitigated - please explain.  * Please fill in Stage 13 if this option is chosen.

	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.			
Sign off and authorisation.	1) Service and Team	Infrastructure Services - Economic Development and Protective Services	
	2) Title of Policy/Activity	Carbon Budget 2018/19	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Claudia Cowie Position: Sustainability and Climate Change Coordinator Date: 11/01/2018 Signature:	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
4) Consultation with Service Manager	Name: Belinda Miller Date: 12/01/2018		

	5) Authorisation by Director or Head of Service	Name: Position: Date:	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.		Date: 12/01/2018
	7) EIA author sends a copy of the finalised form to: eia@abdnshire		Date: 12/01/2018
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

