

Public Bodies Climate Change Duties Compliance Reporting Template 2022/23

Appendix 1

1. Overview

This template is provided for public bodies required to report annually in accordance with the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 which took effect for reporting periods commencing on or after 1 April 2021.

Reports must be submitted to ccreporting@ed.ac.uk by **30th November**. Late submissions will not be accepted for analysis and may be deemed non-compliant with Public Bodies Duties reporting requirements.



2. Guidance

1. The "Profile of Body" tab must be completed before proceeding to add any other data.
2. Question 1f must be completed to ensure the correct emission factors are applied in Q3b.
3. If you need to add more rows in any table please email the file ccreporting@ed.ac.uk
4. More emission factors from the UK Government (DESNZ) release have been included this year. When completing Q3b you can filter by the Emission Type dropdown in column C.
5. Please only use the "Other" emission source rows (130 onwards) when there is no relevant emission source in the dropdown lists or if you have bespoke data/emission factors. Please provide a brief explanation in the comment field.
6. The water supply and sewage emission factors are based on Scottish Water's carbon intensities of service supply, one of the lowest in the UK water industry. If you still wish to use the UK DESNZ (formerly BEIS) factors (which are more than double) you will need to enter consumption data in an "Other" row.
7. Some auto-checks have been added to improve the quality of data entries, e.g. correct emission scopes where only one category ever applies.
8. More detailed reporting guidance is available [on the SSN website.](#)

3. Colour Coding used in the template

	Dropdown box - select from list of options
	Uneditable/fixed entry cell
	Editable cell

PART 1 Profile of Reporting Body

1a Name of reporting body

Provide the name of the listed body (the "body") which prepared this report.

Glasgow Kelvin College

1b Type of body

Select from the options below

Educational Institution

1c Highest number of full-time equivalent staff in the body during the report year

479 THIS MUST BE COMPLETED

1d Metrics used by the body

Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.

Metric	Units	Value	Comments
Floor area	m2	31867	Springburn Campus- 18715m2; Easterhouse Campus - 4771m2; East End Campus - 6459m2; West End Campus - 1922m2
Number of full-time equivalent students	number FTS	4275	The College enrolled 18,000 FT & PT learners in 2022/23 of which 13,000 were fundable. (4275 equates to numbers of FE and HE full-time students).
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			

1e Overall budget of the body

Specify approximate £/annum for the report year.

Budget	Budget Comments
£32,684,000	

1f Report type

Specify the report year type

Report type	Report year comments
Academic	2022-23

THIS MUST BE COMPLETED

1g Context

Provide a summary of the body's nature and functions that are relevant to climate change reporting.

Glasgow Kelvin College is an FE institution based in the North and East of Glasgow. During academic year 2022/23, the College enrolled 18,000 full and part time learners, 64% of whom reside in the Glasgow area.The College seeks to manage its own impact on the environment and a number of its teaching and learning programmes incorporate climate change and environmental sustainability related topics, particularly in the Science, Construction and Engineering departments.The College publishes an Annual Report which describes the full range of activities and also the mission/vision of Glasgow Kelvin College in detail. The College also operates an Estates and Sustainability Working Group who meet at least 3 times over the course of the academic year to review all actions related to Estates and Environmental Sustainability. An Estates and Sustainability Strategy is also prepared by the College, which focuses on key actions to be taken that relate to reducing the environmental impact of the College buildings. Additionally, the College's Finance and Resources Board Committee receives regular reports in relation to both estates and sustainability and reviews the progress being made.

Governance and management

2b How is climate change action managed and embedded in the body?

The VP, Director of Estates and Corporate Services and Head of Facilities and Environmental Sustainability have strategic and operational responsibility for Environmental Sustainability. The VP also has

[Insert Diagram Here or Attach File](#)

2c Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

[illegible]

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

[illegible]

Continue to maintain the College estate;

2g Has the body used the Climate Change Assessment Tool(s) or equivalent tool to self-assess its capability / performance?

The College publishes relevant emissions reports through its Estates and Sustainability webpage which can be found at: <https://www.glasgow.ac.uk/sustainability-estates>.

Projects and changes

Estimated total annual carbon savings from all projects implemented by the body in the report year

If no projects were implemented against an emissions source, enter "0".
If the body does not have any information for an emissions source, enter "Unknown".

If the body does not include the emissions source in its carbon footprint, enter "N/A".

[illegible]

Detail the top 10 carbon reduction projects to be carried out by the body in the report year

Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year:

[illegible]

Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year

If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction

[illegible]

Anticipated annual carbon savings from all projects implemented by the body in the year ahead

If no projects are expected to be implemented against an emissions source, enter "0".
If the reporting firm has no information for an emissions source, enter "NA".

If the organisation does not include the emissions source in its carbon footprint, enter:

Emissions space	Total estimated annual carbon tax
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[illegible]

Estimated decrease or increase in emissions from other sources in the year ahead

If the body's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction

[illegible]

Emission source	Total estimated annual emissions
Estate changes	Unknown

[illegible]

Total carbon reduction project savings since the start of the year which the body used as a baseline for its carbon footprint

If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year")

Total savings	Total estimated emissions savings [tCO₂e]	Comments
Total project savings since baseline year	2,228	Baseline 3,527 in 2016/15

Further information

Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to corporate emissions, targets and projects.

The College has taken a long-term strategic and multi-faceted approach which has enabled it to achieve a gold reduction in carbon emissions in the sector. Since the first submission of College data for academic year 2016/17, the College has achieved a decrease in its carbon emissions of over 62%, a feat which won a UK Green Award in 2018 for sustainability and achieved a highly Commended International Green Award in 2019 for the same. An Education Business Management Award was won in 2018 for our 'Virtuality Cycling ride' on our Springfield Campus. In 2021, the College was a finalist in the Green Award awards with its East End Community Garden project. The College is once again a finalist in the Green Award Awards 2023 with its Fast Fashion project.

PART 4 Adaptation - please do not include information in this part on measures that solely reduce emissions with no implications for climate adaptation. These are climate mitigation measures which should be reported in the Emissions tab.

Assessing and managing risk

4a	Has the body assessed current and future climate-related risks? If yes, provide a reference or link to any such risk assessment(s).
	The College revised its Estates and Sustainability Strategy and our Climate Change Action Plan. It has also produced a Race to Zero Action Plan. The aim of these documents is to map out Glasgow Kelvin College's interim and longer-term strategies to reduce our climate impact and to address the implications of the already changing climate. To achieve this, specific actions, and targets, will need to be realised in the short and long term. The documents can be found via the following links: Climate Change Action Plan and Race to Zero Action Plan: https://www.glasgowkelvin.ac.uk/sustainability-estates/ Estates and Sustainability Strategy: https://www.glasgowkelvin.ac.uk/plans-and-strategies/

4b	What arrangements does the body have in place to manage climate-related risks? Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.
	The College has an Estates and Sustainability Strategy in place. Environmental Sustainability is included in the College Risk Register. The College has targeted resources on dealing with high priority backlog maintenance, but does not specifically model or address the potential impact of severe increased rainfall and groundwater levels as a consequence of climate change. Environment and Sustainability impact is considered at every College Committee meeting.

4	What action has the body taken to adapt to climate change? Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action. The body may wish to make reference to the Scottish Climate Change Adaptation Programme ("the Programme"). The College is committed to minimising the negative impact its activities have on the environment. It is fully compliant with the reporting requirements specified in the Climate Change (Scotland) Act 2009 including the reporting requirements. It is a signatory to Colleges Scotland Race to Zero campaign, the UN SDG Goals Accord and reports on carbon emissions annually through the Scottish Government's Public Sector Climate Change Duties Report (PSCCDR). It now has several years of carbon emissions data. Some of the activities and actions undertaken by the College are detailed below: The College appointed an Environmental and Sustainability Manager in June 2022. The postholder is responsible for developing student and staff engagement with the issue of environmental sustainability through a range of activities including: embedding sustainability within the curriculum, environmental campaigns and events, managing projects aimed at improving active travel and sustainable practices, applying for grant funding and seeking to raise the profile of sustainability at the College through internal and external communications and applications for awards. £2.6m awarded from the Scottish Government Energy Efficiency Grant Scheme to fund a number of capital projects over two years (2023/24 and 2024/25). The five projects are: Air Source Heat Pump at Springburn Campus; Solar Panels on Springburn main building roof atriums and technical blocks; Wind Turbine at Easterhouse campus recommission/refurbishment; Solar PV on roof; installation of LED lighting in Easterhouse campus. Purchase and construction of a necessary second bike shelter at Springburn (due to increased cycle usage) with funding from Cycle Scotland. Staff development sessions across the College including a 'Sustainability Town Hall Event'; a themed month entitled 'Carbon, Climate, and Creating Change', where events and training included a Climate Literacy course, Climate & Food sessions, outdoor exercise & cycle events, a Learning for Sustainability Discussion with SQA, a waste information session with ENVA, 'Climate Fresk' workshops with Glasgow Colleges Regional Board (GCRB), and Sustainability Tours. Glasgow Kelvin College participated in the 2023 'Planet Earth Games' for Colleges, a competition across the UK where institutions create events to encourage students and staff to embrace sustainable behaviours and raise awareness of the climate crisis. Glasgow Kelvin College finished in the top 5 of all participating UK colleges. The College is a finalist in the 2023 Green Gown Awards with its 'Fast Fashion' entry under the category 'Next Generation Learning and Skills'. Continued below. Double click and Scroll down.	
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4d	Where applicable, what contribution has the body made to helping deliver the Programme? Provide any other relevant supporting information
	The College has taken a long-term strategic and multi faceted approach which has enabled it to achieve a good reduction in carbon emissions in the sector. Since the first submission of College data for academic year 2014/15, the College has managed a 61% decrease in its carbon emissions. It has also won a UK Green Gown Award in 2018 for sustainability and achieved a Highly Commended International Green Gown Award in 2019 for the same. An Education Building Management Award was won in 2018 for our Velocity Cycling Hub at our Springburn Campus. In 2021, the College was a finalist in the Green Gown awards with its East End Community Garden project. The College is again a finalist in the Green Gown Awards 2023 with its Fast Fashion project.

Review, monitoring and evaluation

4e	What arrangements does the body have in place to review current and future climate risks? Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b). The Climate Change Action Plan and Estates and Sustainability Strategy have been refreshed and seek to take into account future climate change risk. Link to the documents here: https://www.glasgowkelvin.ac.uk/sustainability-estates/ The College has an Estates and Sustainability Strategy in place. Environmental Sustainability is included in the College Risk Register. The Estates and Sustainability Working Group, which meets three times per year, are tasked with improving the overall environmental performance of the College.	
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4f	What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions? Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).
	With the introduction of a Building Energy Management System, the College's capacity to monitor and report on the impact of any adaptation strategies implemented has greatly increased. The College has an Estates and Sustainability Strategy in place. Environmental Sustainability is included in the College Risk Register. The Estates and Sustainability Working Group, which meets three times per year, are tasked with improving the overall environmental performance of the College. The Director of Estates and Corporate Services, together with the College Estates Team, led by the Head of Facilities and Environmental Sustainability; the Environmental and Sustainability Manager; and the Regulations and Compliance Manager each have a role in monitoring and evaluating the impact of adaptation actions.

Future priorities for adaptation

	•Continue to maintain the College estate; •Progress with the projects planned under the £2.6m grant award to the College under the Scottish Government Energy Efficiency grant; •Complete the implementation of the Green Academy at the College; •Progress the sale or lease of the College's West End campus; •Continue to inspire and encourage staff and students to continue to adopt environmentally sustainable ways of learning, teaching, working and living.
	Further information
4h	Supporting information and best practice Provide any other relevant supporting information and any examples of best practice by the body in relation to adaption. A link to the Estates and Sustainability webpage can be found here: https://www.glasgowkelvin.ac.uk/sustainability-estates/

PART 5 Procurement

5a How have procurement policies contributed to compliance with climate change duties?

Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.

The College has a Procurement Strategy and relevant supporting policies and procedures including Annual Procurement Reports from 2018-19 to date. These now include significant sections which relate to sustainability and are available on the Procurement section of the web site: <http://www.glasgowkelvin.ac.uk/procurement/>

Procurement at the College is managed in partnership with Advanced Procurement for Universities and Colleges (APUC) who use the Sustain Framework to asses and evaluate key suppliers. The College seeks to use APUC negotiated contracts and frameworks wherever possible.

'Sustainable Procurement' is defined as *"a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment "*.

Glasgow Kelvin College is committed to achieving sustainable procurement by:

- having a dedicated sustainability committee responsible for delivering a plan for sustainable procurement for Glasgow Kelvin College linked to the achievement levels as set out in the Flexible Framework,
- committing to the Suppliers’ Charter,
- considering the whole life cost of goods and services procured,
- considering the environmental and social impact of goods and services in the tender process,
- communicating and promoting sustainability to all employees and ensuring that it is included in the tender process where appropriate,
- using the Public Contracts Scotland Advertising Portal for goods and services above £25,000.

The College has adopted the APUC Supply Chain Code of Conduct as part of our commitment to conducting procurement activities in a socially responsible manner, and furthermore supports wider engagement by the supply market with the APUC ‘SUSTAIN’ programme to assess suppliers’ supply chain sustainability credentials.

5b How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.

From Annual Procurement Report 2022-23. Section 3: Community Benefits

Community Benefits – Where possible GKC includes appropriate Community Benefit requirements in relevant contracts.

In the reporting period, the following community benefits were fulfilled from existing contracts:

1. Green Week stand set up by the college’s Catering services provider Baxter Storey. Video of recipe to use up leftovers and avoid food waste released by Baxter Storey with the College’s kitchen staff members for the Green Week.6
2. Health and safety and food safety modules offered to all front of house and back of house students by the college’s Catering services provider Baxter Storey. Ongoing allergen training has also been provided.
3. Sponsorship available for two students deserving hardship funding for 3 courses (Elementary Food and Health REHIS, Elementary Food Hygiene and Personal Licence Holder)
4. ENVA, Waste Management Contractor, continues to support the East End Community Garden Project with free of charge compost. Enva continue to offer compost across the campuses if required. This has also been offered to College staff.
5. Hair & Beauty students have offered the community some beauty therapy treatments
6. ENVA offers visits of their disposal plant at Linwood to staff and students and supported additional “toolbox talks” to highlight the different waste streams in the College.

Further information

5c Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

Extract from Procurement Strategy Statement:

"Take account of climate emergency and circular economy in procurement activity and seek to address."

The Sustainable Procurement Duty - GKC considers the environmental, social and economic issues relating to all regulated procurements. These and other relevant elements are reviewed in every individual procurement strategy per regulated tender to ensure opportunities to improve sustainability in our procurements are not overlooked. The Director of Estates and Corporate Services and the Head of Facilities and Environmental Sustainability work closely with procurement and support APUC in the use of its “Sustain” sustainability assessment web portal, developed to record the social, ethical and economic standards and compliance of suppliers and identify areas of risk and opportunities for influence.

Community Benefits – Where possible GKC includes appropriate Community Benefit requirements in relevant contracts.

Addressing Climate and Circular Economy - The College seeks to take account of the climate and the circular economy in its procurement activity on a contract-by-contract basis. The College will utilise available tools and systems such as Prioritisation, Life Cycle Impact Mapping where relevant and proportionate to the scope of the procurement.

The Procurement of Fairly and Ethically Traded Goods and Services - Glasgow Kelvin College sources goods considering fair and ethical trading and equivalent offerings wherever possible and relevant. The Catering Contractor has included a variety of fair and ethically traded food choices in all outlets.

Public Sector Report on Compliance with Climate Change Duties 2023 Template

PART 5 Validation and Declaration

6a. Internal validation process

Summarise the body's internal validation process, if any, of the data or information contained within this report. Reporting is reviewed by the Estates and Sustainability Working Group members, including the Director of Estates and Corporate Services, Head of Facilities and Environmental Sustainability and the College's Vice Principal – Operations.

6b. Peer validation process

Summarise the body's peer validation process, if any, of the data or information contained within this report. Peer validation process involved sharing of reporting at Environmental Association for Universities and Colleges (EAUC) led institutional meetings.

6c. External validation process

Summarise the body's external validation process, if any, of the data or information contained within this report. A budget does not exist for this process.

6d. No Validation Process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated. The information in this report has been compiled from supplier invoices, reports from suppliers and the College finance and expenses systems. The College believes it has calculated figures correctly within a reasonable margin of error. It has engaged proactively with the Public Sector Climate Change reporting process but has no financial resources to undertake further validation activity.

6e. Declaration

I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Signature: _____

Date: _____

Print Name: _____

Position: _____

Signature: _____

Date: _____

Print Name: _____

Position: _____

Recommended Reporting: Reporting on Wider Influence

Wider impact and influence on GHG Emissions

Q2: Waste emissions (Local Authorities Only)
 Please include emissions *from* and *of* incineration (e.g. WDGs) and pyres. Please provide information on the following components using data from the links provided below. Please use Q2 as the default unless targets and actions relate to Q2.
Please note: *Unfilled emissions of carbon dioxide (CO2), methane (CH4) and nitrous oxide (N2O) are provided, but not fluorinated gases, which are also included in the UK territorial greenhouse gas emissions statistics. Prior to the 2008 to 2020 publication the statistics covered emissions of carbon dioxide only.*

<https://doi.org/10.1002/for.2716> This article is a U.S. Government work and, as such, is in the public domain in the United States of America.

[illegible]

2d Target:
Please detail your wider influence targets.

[illegible]

26) Does the organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

Stargate Kinn College's Strategy document notes the following priorities:

Address our Climate Emergency – Act, Educate & Engage – We will pursue an ambitious agenda on climate

1

Please detail any of the specific policies and actions which are underway to achieve your emission reduction targets:

[illegible]

Please provide any detail on data sources or limitations relating to the information provided in Table 3.

Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

[illegible]

Other Notable Regulator Activity

Q3 Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the last 12 months.

