Public Bodies Climate Change Duties Compliance Reporting Template 2021/22 Pre 2010 Excel version

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 may not be accepted for analysis and may be classed as non-compliant with Public Bodies Duties legislative reporting requirements.



2. Guidance

- 1. Please save-as this workbook with your organisation's name in the title before completing
- 2. Question 1f must be completed
- 3. If you need to add more rows please email the file to ccreporting@ed.ac.uk
- 4. Hybrid/homeworking emissions please include an estimate of emissions associated with hybrid/homeworking in the designated row provided in table 3b In order for this to be calculated correctly the total no. of FTEs must be entered in Q1c
- 5. Local Authorities completeing the recommended tab should select their local authority region at the top of the sheet and their emissions will be provided automatically from BEIS datasets

3. Colour Coding used in the template

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