

ENERGY AND EMISSIONS REPORTING PROCEDURE



**THIS DOCUMENT SUPPORTS THE
COUNCIL'S ENERGY POLICY
(ENPOL2013)**

Contents

VERSION CONTROL

This document is reviewed annually to ensure it is accurate and up to date.

No.	Version	Date	Initials	Description
1	1.0	27 August 2013	JF	Approved by Transport & Environment Committee

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1 APPLICATION

This procedure applies to all elected members, employees and contractors of the City of Edinburgh Council (CEC).

2 BACKGROUND

The City of Edinburgh Council has put in place this procedure to outline the internal, mandated and external reporting requirements relating to energy and emissions within the Council. This procedure provides a clear outline of the reporting requirement and actions taken to meet these. This document has been created to support the Council's energy policy (**ENPOL2013**).

3 INTERNAL REPORTING

All reports relating to energy and carbon management performance are submitted for approval to Committee. Reports are approved by the Council's Corporate Management Team (CMT) prior to going to Committee. Committee reports are available on the Council's web pages for staff and the public to view.

Progress reports on consumption, emissions and reduction performance are also prepared for senior management to provide an ongoing overview of progress to date. Reports are provided to:

- Internal Boards and Working Groups. This includes the CRC Project Board and the Member Officer working group on Sustainability. The Technical Support Services team provides update reports for Corporate Asset Management Group meetings and for finance.
- The Carbon Climate and Sustainability team and the Technical Support Services team work closely with colleagues from the Council's Internal Audit Team on joint reports to CMT e.g. on CRC compliance and Value for Money (e.g. water management). These reports highlight areas for the attention of senior management and make recommendations.
- The Technical Support Services team has identified the need to produce monthly reporting across electricity, gas and oil consumption and league table reporting to reward high achievers. These reports will be provided for management.
- A diagram of the reporting structure can be seen within appendix A.

4 MANDATED EXTERNAL REPORTING

A number of reporting obligations cover wider areas than just energy but have been included demonstrating how energy is sourced and reported within these requirements.

Scottish Climate Change Declaration

The Scottish Climate Change Declaration report is prepared annually by the CCS team on behalf of the Council. Collated estimated [Scottish data](#) is available from the Department for Energy and Climate Change (DECC) for the city as a whole and it is this data which is used for the production based footprint. This footprint includes the following areas

- Industry and commercial;
- Domestic;
- Road Transport;
- Land Use/ Land Use Change; and
- Forestry

CEC also provides a consumption based footprint report for the city using the Stockholm Environment Institute's REAP software.

The current report (2011) was approved by Policy and Strategy Committee on 27 March 2012. It is available on the Council's web and also on the [Sustainable Scotland Network](#) web pages.

Carbon Management Plan

The Council's Carbon Management Plan (CMP) is a 5 year plan with a rolling annual action plan that sets out the Council's commitment to meeting national carbon reduction targets (i.e. 42% by 2020 and 80% by 2050). The Plan is prepared by the CCS team and is reviewed annually. The CMP covers:

- Council buildings (energy data sourced from the Technical Support Services Team)
- Edinburgh leisure (energy data sourced from Edinburgh Leisure)
- Street lighting and stair lighting (energy data sourced from street lighting team and Engineering Services respectively)
- Transport; and
- Waste (municipal).

CRC Energy Efficiency Scheme (CRC)

The Carbon Reduction Commitment Energy Efficiency Scheme (CRC) is a mandatory scheme which requires full participants within the scheme to report annually and hold evidence which supports their reporting submissions.

CRC footprint and annual reports are prepared in compliance with [CRC Scheme guidance](#) as produced by the Environment Agency. The CCS team manages the reporting requirements and the Technical Support Services team collate and provide the data to be reported based on the scheme guidelines.

CRC requires all participants to produce an annual report in every year of a phase (Regulator's Guidance for participants in Phase 1 (2010/11–2013/14)). The annual report is due on the last working day of July.

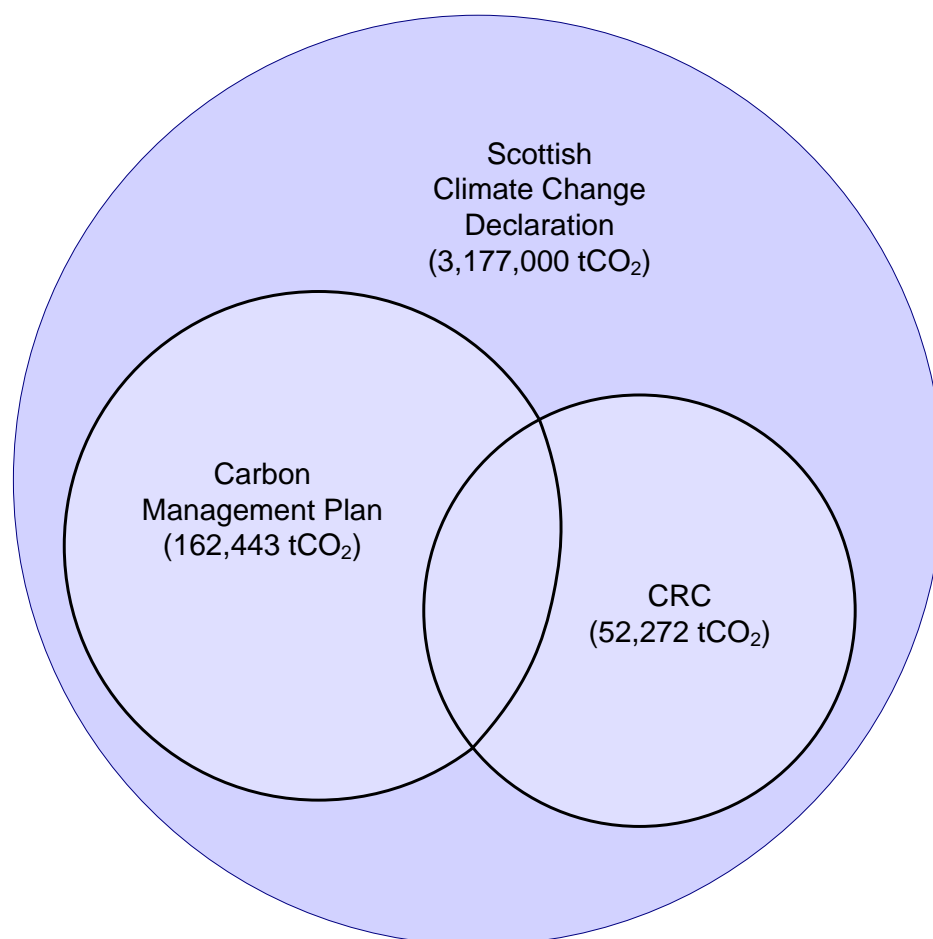
Participants must purchase enough allowances¹ to cover the CO₂ emissions reported within the annual report by the last working day in July in the scheme year. The allowances must then be surrendered on or before the last working day of September each year.

In addition to the yearly reporting and allowance purchase requirements, participants are also required to maintain an evidence pack. The CCS team hold and update the evidence pack for the Council. This includes supporting documentation regarding their qualification and reporting requirements. Reporting is provided in energy terms and converted into CO₂ via an online reporting system.

COUNCIL CARBON FOOTPRINTS

Due to the above range of reporting requirements, the Council has a number of carbon footprints, those which are reported regularly (as described above) are shown in the diagram below (quoting 2011/12 figures).

¹ £12/tonne of CO₂ in 2012/13 and will rise to £16/tonne of CO₂ in 2014/15 as per Chancellor's Autumn statement 2012



It should be noted that this diagram is for illustrative purposes only and the accompanying text above should be referred to as it outlines the scope and methodology for each footprint.

Separate to this, is the Council housing footprint. This is not reported as part of the CMP as it distorts the footprint dramatically and influence over it is out with the operational control of the authority. This footprint was first reported in 2012 and was calculated using figures available from DECC and pro-rata techniques based on the Council housing stock. The Council acknowledges that as it has no operational control over the energy use in these premises it is difficult to report more accurately as the data is not available to the Council.

The Council also stores information on all Council properties for which it holds the energy contract, through the Systems Link energy management system. This information feeds into the reporting structures above as appropriate based on the reporting requirements.

5 CONTINUAL IMPROVEMENT

It should be noted that the majority of reporting described within this procedure is in terms of CO₂ or CO_{2e} depending on the reporting requirement. Although not purely energy the reporting of these emissions highlights the amount of energy being used

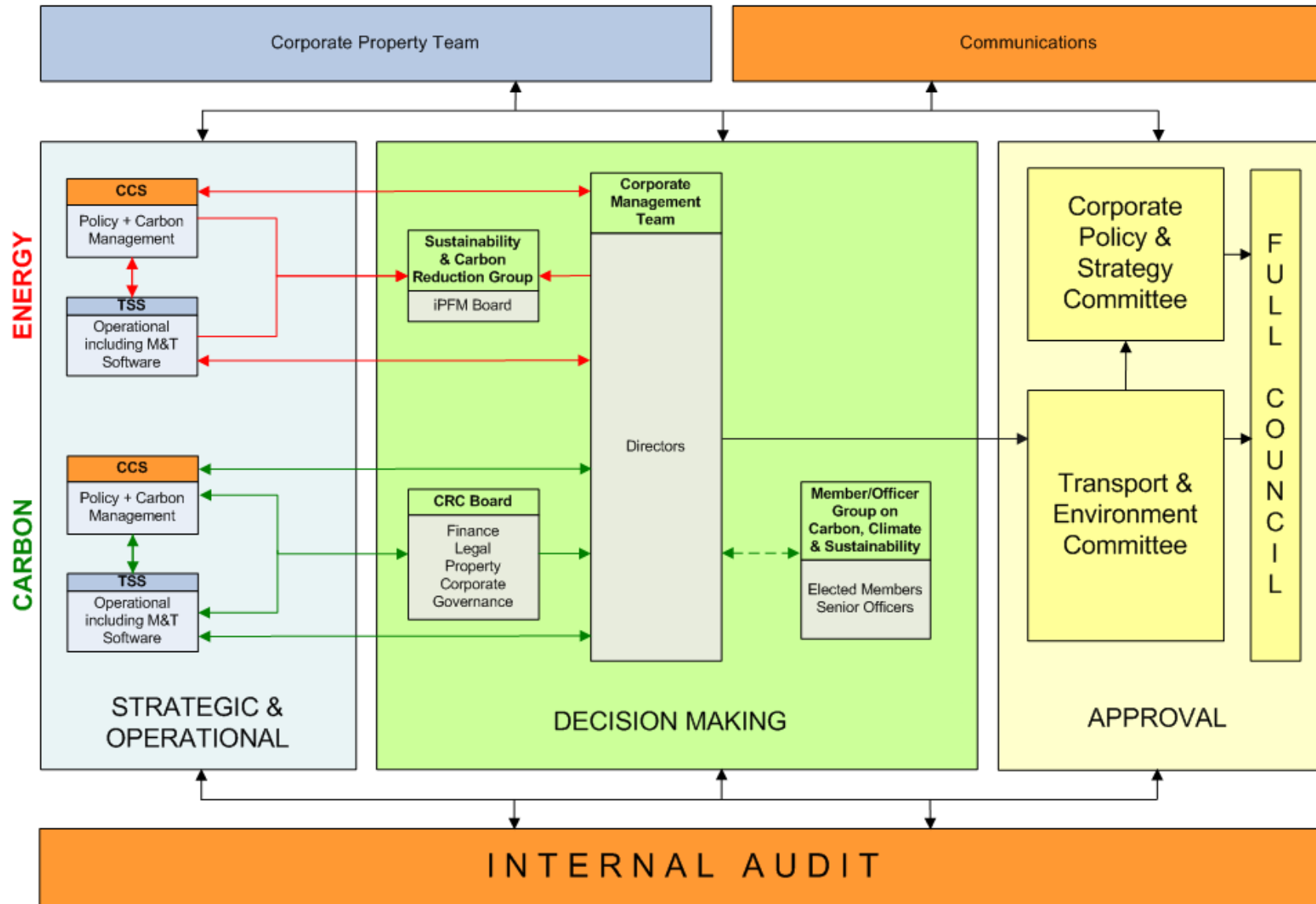
and helps to encourage reduction/more efficient use along with changes in energy source. CEC recognises the importance of reporting energy used along with conversion in to CO₂ or other GHG emissions and aims to improve this reporting both internally and externally.

As part of a Divisional restructuring proposal (January 2013), the mid-term objectives for the Technical Support Services team include detailed target setting for properties, monthly reporting to senior management across all electricity, gas and oil consumption and league table reporting to reward high achievers. This improvement in internal reporting will strengthen the profile of energy management within the Council and highlight the significant gains that can be made across the building portfolio.

The Council has developed a register of all of the legislation relating to energy that it has to comply with and that which is of interest. This will be reviewed regularly and amended as necessary. The register can be found in Appendix B of this document and applies mainly to non-domestic energy use.

APPENDIX A – REPORTING STRUCTURE

Reporting Structures for Energy and Carbon



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APPENDIX B - LEGAL REGISTER (Primarily for Non-Domestic)

Reference	
Mandatory	M
Of Interest	I

Ref	Topic	Legislation	Brief description of how it affects CEC	Affected Aspect or Activity	Method of Control	Responsible Individuals	Enforcement Date
M	Carbon Reduction Commitment Energy Efficiency Scheme	CRC Energy Efficiency Scheme Order 2010 SI 768, CRC Energy Efficiency Scheme (Amendment) Order 2011 SI 234	The scheme is a mandatory emissions trading scheme in which the council must report of a set boundary of emissions annually and purchase allowances to cover these emissions annually. Further information available from: http://www.environment-agency.gov.uk/business/topics/pollution/126698.aspx	All energy supplies defined within the CRC boundary and including in the organisation's annual report.	Program of actions to increase energy efficiency, reducing emissions and hence reduce allowance purchase.	Senior contact: Project sponsor: CEO Operational responsibility: Energy & Water Management Team and Climate, Carbon & sustainability team.	Since October 2008

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Ref	Topic	Legislation	Brief description of how it affects CEC	Affected Aspect or Activity	Method of Control	Responsible Individuals	Enforcement Date
M	Energy Performance of Buildings Directive	<p>Energy Performance of Buildings (Scotland) Regulations 2008 SSI 309</p> <p>The Energy performance of buildings (Scotland) Amendment Regulations 2012 No. 190, The Energy performance of buildings (Scotland) Amendment (No.2) Regulations 2012 No.208,</p> <p>Energy performance of buildings</p>	<p>Requirement to have energy performance certificates (EPCs). Initially for public buildings over 1000m², this has now been revised to over 500m². EPCs required for all sale or let properties domestic and non-domestic.</p> <p>http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/profinfo/epcintro (Directive 2010/31/EU on the Energy Performance of Buildings (recast))</p>	<p>All public buildings above 500m², all sale or let properties domestic and non-domestic.</p> <p>Article 9 Nearly Zero Buildings. All new buildings are to be ‘nearly zero-energy’ by 31 December 2020. Public sector role as an exemplar is identified – from 31 December 2018, new buildings occupied and owned by public authorities to be nearly zero-energy buildings.</p>	<p>Instruction of consultants to conduct EPC program for public non domestic sites down to 500 m²</p>	<p>Corporate property</p>	<p>Since Jan 2009</p>

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		(Scotland) Amendment Regulations 2012 No. 209					
M	EPC Register and lodgement fee	As part of Energy Performance of Buildings (Scotland) Regulations 2008 SSI 309	All domestic and non-domestic EPCs in Scotland will be required to be lodged. The lodgement fee is set at £1.38 (£1.15 + VAT) for domestic EPCs and £6.43 (£5.36 +VAT) for non-domestic EPCs. VAT is currently payable at the standard rate of 20%.	All non-domestic and domestic EPCs will have to be lodged and payment made for this lodgement.	Ensure that EPCs are registered within the required time frame after completion either as part of the EPC contract or internally.	Corporate Property	It is likely to be operational from early November 2012.
M	Climate Change (Scotland) Act 2009	Climate Change (Scotland) Act 2009	Statutory targets of 80% emissions reductions by 2050 and an interim target of 42% emissions reductions by 2020.	Whole council operations	Reporting through the Climate Change Declaration.		2009 onwards

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			<p>Annual targets must also be set for each year from 2010 to 2050. For each year until 2019 these should be set at a level that ensures that the interim target is met. From 2020, annual emissions targets must be at least 3% less than the target for the preceding year.</p> <p>A duty for public bodies to act in a way that best contributes to these targets, and powers to allow Scottish Ministers to impose further obligations on public bodies in relation to climate change.</p>				

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I	Green Deal	Energy Act 2011	<p>The Act creates a new financing framework to enable the provision of fixed improvements to the energy efficiency of households and non-domestic properties (The Green Deal), funded by a charge on energy bills that avoids the need for consumers to pay upfront costs.</p> <p>Quick Guides for the Green Deal can found at</p> <p>http://www.decc.gov.uk/en/content/cms/tackling/green_deal/gd_quick_guides/gd_quickguides.aspx</p>	CEC may wish to participate within or act in another capacity such as funding green deal works.	n/a		The domestic version of the scheme is set to be opened in Jan 2013; the non-domestic scheme will be opened at a later date tbc.
I	Feed In Tariff	Introduced in the	Feed in Tariff is a	Renewable	n/a		2008

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		<p>Energy Act 2008</p> <p>The Feed-in Tariffs (several amendments)</p>	<p>payment available to generators of renewable electricity at a smaller scale (<5MW) than those claiming renewable obligation certificates. The council may claim FIT for installations of renewable electricity. The tariffs have been altered to include a degression mechanism and energy performance mechanism (for solar PV only) which also affects the amount received by the generator.</p> <p>Further information can be found from http://www.decc.gov.uk/en/content/cms/meeting_energy/renewable</p>	<p>electricity installations.</p>			

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			ener/feedin_tariff/feedin_tariff.aspx				
I	Renewable Heat Incentive (Non domestic only)	The Renewable Heat Incentive Scheme (several amendments)	<p>Similar to the FIT, RHI is a payment mechanism (though excludes an export payment) for those generators of renewable or low carbon heat.</p> <p>Further information can be found from</p> <p>http://www.decc.gov.uk/en/content/cms/meeting_energy/renewable_ener/incentive/incentive.aspx</p>	Renewable/ low carbon heat installations	n/a		November 2011