

<b>Title of Paper</b>	WCS Strategic Risk Register
<b>Presented by:</b>	Nicola Connelly, Director of Finance and Estates
<b>Recommendation:</b>	To Discuss & Agree
<b>Status:</b>	PUBLIC
<b>Linked To:</b>	
<b>KPI(s)</b>	All KPIs will be closely monitored, any causing major concern will be covered within the Register
<b>Strategic Objective</b>	All - Students, Sustainability, Partnerships, People and Future
<b>Strategic Risk</b>	All strategic risks to be identified and monitored

**Purpose / Executive Summary:**

At the Board Strategy Day on 27<sup>th</sup> January, there was a review of the current Strategic Risk Register and agreement that Committees should review the Register to determine the key risks associated with the Committee, along with consideration as to whether all key strategic risks are identified.

The Committee should also consider the mitigations for the associated Committee key strategic risks, in line with the agenda discussions at the Committee and recommend any amendments to be submitted for the next Risk Register update.

Any changes to the register from the previous meeting will be highlighted on the document.

**Recommendations:**

The Corporate Development Committee is asked to review the Strategic Risk Register to:

- Agree the key risks associated with the CDC Committee
- Recommend any amendments to the key strategic risks
- Recommend any amendments to the mitigations

**Implications:**

<b>Financial</b>	All implications have been considered across all risks on the register.
<b>Student Experience</b>	All implications have been considered across all risks on the register.
<b>People</b>	All implications have been considered across all risks on the register.
<b>Legal</b>	All implications have been considered across all risks on the register.

<b>Reputational</b>	All implications have been considered across all risks on the register.
<b>Community/ Partnership impact</b>	All implications have been considered across all risks on the register.
<b>Environment</b>	All implications have been considered across all risks on the register.
<b>Equalities</b>	All implications have been considered across all risks on the register.

<b>Title of Paper</b>	<b>Annual Return – Carbon Management</b>
<b>Presented by:</b>	Nicola Connelly, Director of Finance & Estates
<b>Recommendation:</b>	<b>To Note</b>
<b>Status:</b>	<b>PUBLIC</b>
<b>Linked To:</b>	
<b>KPI(s)</b>	
<b>Strategic Objective</b>	Sustainability
<b>Strategic Risk</b>	Financial Sustainability, Reputational Risk

**Purpose / Executive Summary:**

The attached paper provides the details of the Colleges carbon emissions for the last academic year. This report was submitted to Government at the end of November 2024.

**Recommendations:**

The Committee is asked to **note** the content of this report.

<b>Implications:</b>	
<b>Financial</b>	There are no direct financial implications however to reach net zero there will require to be investment in “green technology”. Still to be fully costed.
<b>Student Experience</b>	There are no direct implications.
<b>People</b>	There are no direct implications.
<b>Legal</b>	There are no direct implications.
<b>Reputational</b>	If the College was not to pursue sustainability initiatives and not develop a plan to net zero there would be reputational issues relating to failing to comply with government legislation and meeting the net zero challenge.
<b>Community/ Partnership impact</b>	There are no direct implications.
<b>Environment</b>	There are direct implications for the environment in not taking better care of the value of the environment we rely on for our health and wellbeing and that of future generations.

<b>Equalities</b>	There are no direct implications.
-------------------	-----------------------------------

## Public Bodies Climate Change Duties Compliance Reporting Academic Year Template 2023/24

### 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](mailto: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. Please **do not delete any cells, rows or columns**. This may corrupt the template/data and compromise analysis. You can hide any extra rows within tables.
2. Please complete the new "Boundary info" tab. This will enable improved assessment of data coverage and inform SSN analysis.
3. The "Profile of Body" tab must be completed before proceeding to add any other data.
4. To ensure that the correct emission factors are applied please ensure that you are using the correct template for the reporting year type under Q1f. If your organisation reports according to the academic year, usually August to July, you must use the Academic Year template.
5. If you need to add more rows in any table please email the file to [ccreporting@ed.ac.uk](mailto:ccreporting@ed.ac.uk)
6. In Q3b emissions sources can be filtered by type in Column C. The list of available factors is visible on the Emission Factors tab. Please do not edit this list, use "other" if an EF is not available.
7. Only use the "other" rows when there is no relevant emission source available in the dropdown list or if you have bespoke data/emission factors. Please provide a brief explanation in the comment.
8. Water supply and treatment (sewage) emission factors are based on Scottish Water's carbon intensities for service supply. If you wish to use UK factors you need to enter manually in an "Other" row.
9. More detailed 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



## Public Bodies Climate Change Duties Compliance Reporting Template 2023/24 AY

Please answer all questions below with respect to the public body's reporting boundary for the reporting period.  
The information is intended to improve data coverage and inform analysis, in particular, to help identify data gaps.  
There are 3 response options:

- YES - where data is available and is reported
- NA - where a category is relevant but no data is available
- NO - the category is not relevant

Any points of clarification can be added in the comments field for the corresponding emission source(s) in Table 3b on the Emissions tab.

Category		Select from dropdown list
Owned estate	Are any buildings owned by the public body?	
Managed services	Are building services managed on behalf of another public body that shares or leases space?	
Leased premises - public	Are building services managed and provided by another public body?	
Leased premises - private	Are building services managed and provided by a private landlord?	
Streetlighting	Are streetlights owned or operated?	
Fleet and equipment	Are any vehicles or fossil-fueled machinery or equipment owned or leased, excludes short-term or infrequent hires?	Yes
Refrigerants/F-gases	Are there any air conditioning or refrigeration systems that require refrigerant gas top-ups?	Yes
Medical gases	Are medical gases used?	No
Business travel - private	Do staff undertake business travel by private car?	Yes
Business travel - flights	Do staff undertake any business travel by plane?	
Homeworking	Do staff work from home - including hybrid?	Yes
Supply chain	Are any goods or services purchased?	Yes
Land use	Are more than 10 hectares of land owned or managed for public services provision, including for research or recreation?	
Waste services	Is the public body responsible for collecting household or municipal waste?	Yes

Public Sector Report on Compliance with Climate Change Duties 2024 Template AY

**PART 1 Profile of Reporting Body**

**1a Name of reporting body**

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

West College Scotland

**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**

739

**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	74552.00	
Number of full-time equivalent students	number FTS	17000.00	5,000 full-time, 12,000 part time
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
£61,627,000	The financial situation remains challenging. The college has been provided with flat funding over the past two years which is essentially a decrease in funding due to inflationary pressures.

**1f Report type**

Check the report year type is correct. The alternative template must be used for academic year reporting.

Reporting type	Report year comments
Academic	2023-24

**1g Context**

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

West College Scotland (WCS) was established under the Further and Higher Education (Scotland) Act 1992 for the purpose of providing education. The College strives to provide the highest quality education and training to students and does so in ways that are both inspirational and innovative. Through excellent teaching and tailored support, the College aims to maximise opportunities for students to progress to employment, self-employment, or further study. WCS is one of the largest colleges in Scotland, with more than 17,000 students. Students study full-time, part-time, and online. The College employed 979 full time equivalent staff during 2023-24 and is committed to taking a leadership role in the West of Scotland. Together with its partners and stakeholders the College is tackling the significant social and economic deprivations which still characterises many towns and communities across the region.

The College has an aging estate with a wide variety of buildings located in Clydebank, Greenock, and Paisley. The age of these buildings' ranges from 1960s to 2010s in terms of when they were built. Based on the 2019 estate condition survey the College requires to invest circa £7m per annum to bring the estate up to condition B (operable with some defects). Based on the funding made available to the College of circa £2m per annum,

**PART 2 Governance, Management and Strategy**

**Governance and management**

**2a How is climate change governed in the body?**

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements. Provide a diagram / chart to outline the governance structure within the body.

The College Sustainability Strategy was approved by the Board of Management in October 2022. The overall responsibility for the implementation of the Strategy rests with the Board of Management with in-depth monitoring being undertaken through the Corporate Development Committee of the Board of Management. Sustainability will be taken as a separate item on the agenda at each meeting of the Corporate Development Committee with the College Sustainability Officer reporting on progress against the Strategy Objectives. To assist in this process a Sustainability Oversight Group has been set up which is chaired by the Principal. Membership of the Group has been drawn from staff, students, and unions and if necessary external support will be brought in from organisations such as Zero Waste Scotland, EAUC, the Scottish Funding Council.

Overall progress is reported annually with a report provided to the College's Corporate Development Committee. Robust energy, transport and waste data provides the College with the basis to monitor and report on the results of its action and it will help to drive behaviour change. Carbon data is recorded and analysed bi-annually. The College records and monitors building energy data along with fleet fuel, waste, and travel data. Carbon emission data is then compiled for the purposes of reporting progress.



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

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body. Provide a diagram to show how responsibility is allocated to the body's senior staff, departmental heads etc.

During 2023-24 the College has continued to develop its working relationship with several strategic partners ranging from local community groups to the three local councils within the West region. Through working with these partners, the College can establish and embed a strategic approach to sustainability and carbon management across the College. The College objective is to deliver on the targets set in its Sustainability Strategy through reduced energy use and implementing a programme of carbon reduction projects. The College has collaborated with several key strategic partners such as EAUC, Cycle Scotland and Home Energy Scotland to inform and support the wider College in the development of specific carbon saving / energy reduction projects, the implementation of the Carbon Management Plan and the provision of external verification and sense check of activities. The aim of these relationships is to ensure continued improvement in College activities and to embed a strategic approach across the College.

The Sustainability Officer and Director of Finance meet regularly to discuss progress and set objectives for the coming period. Progress is recorded on an agreed template under several differing headings and

**Strategy**

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

Provide a brief summary of objectives if they exist.

Wording of objective	Name of document	Document Link
The Sustainability Strategy identifies our vision and commitment for making West College Scotland a more sustainable place to study and work. As part of the Scottish Colleges' Statement of Commitment on the Climate Emergency, West College Scotland has pledged to reach a net zero target by 2040, five years ahead of the Scottish Government target.	Sustainability Strategy	<a href="https://www.westcollegescotland.ac.uk/media/214961/sustainability-strategy-a4-141122.pdf">https://www.westcollegescotland.ac.uk/media/214961/sustainability-strategy-a4-141122.pdf</a>
To address our climate change responsibilities and achieve carbon reduction by consideration and analysis of the environmental impact of our activities, undertaking an inclusive approach that will involve our staff, students, partners and communities. The launch of the new Estates Strategy is planned for early 2025.	Estates Strategy	<a href="https://www.westcollegescotland.ac.uk/media/114376/wcs-estates-strategy-2016.pdf">https://www.westcollegescotland.ac.uk/media/114376/wcs-estates-strategy-2016.pdf</a>

Sustainable Procurement - To embed sound ethical, social and environmental policies within the procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty. The College will treat all suppliers fairly, equally and without discrimination through making procurement transparent and accessible to all businesses especially Small and Medium Sized Enterprises (SMEs), the third sector and supported businesses.	Procurement Strategy	<a href="https://www.westcollegescotland.ac.uk/media/214396/final-procurement-strategy-2021-2025-final.pdf">https://www.westcollegescotland.ac.uk/media/214396/final-procurement-strategy-2021-2025-final.pdf</a>
--	----------------------	---

**2d Does the body have a climate change plan or strategy?**  
 If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.  
 Yes - see above. We are planning to review the Sustainability Strategy over the coming months to realign actions and to better monitor our energy and waste consumption and to put a Heating and Cooling policy in place.

**2e Does the body have any plans or strategies covering the following areas that include climate change?**  
 Provide the name of any such document and the timeframe covered.

Topic area	Name of document	Link	Time period covered	Comments
Adaptation				
Business travel	Travel and Subsistence Policy		Current	
Staff Travel	Travel and Subsistence Policy		Current	
Energy efficiency				
Fleet transport				
ICT	IT Strategy	Available on request	2020-2025	
Renewable energy	Estate Strategy	See above 2c	2016-2025	
Sustainable/renewable heat	Estate Strategy		2016-2025	
Waste management	Estate Strategy		2016-2025	
Water and sewerage	Estate Strategy		2016-2025	
Land Use	Estate Strategy		2016-2025	
Other (please specify in comments)				

**2f What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?**  
 Provide a brief summary of the body's areas and activities of focus for the year ahead.

1) Introduce a heating and cooling policy to reduce usage.  
 2) Review of estate footprint with aim being to reduce space to what is needed.  
 3) Embed the work of Sustainability Oversight Group with the College.  
 4) Development and embedding of links to external bodies to further progress achievement of the College Sustainability Strategy objectives.  
 Review and monitor waste usage to increase recycling rates.

5)

**2g Has the body used the Climate Change Assessment Tool (a) or equivalent tool to self-assess its capability / performance?**  
 If yes, please provide details of the key findings and resultant action taken.

(a) This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change.

No, but we aim to start looking at this over the coming year.

**Further information**

**2h Supporting information and best practice**  
 Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

The College has established several links with a number of organisations to look at positive ways in which these organisations can assist in reducing the College carbon emissions/embedding of sustainability topic. Those organisations include working:

- a) Working in partnership with the College Student Association on joint initiatives college wide such as the removal of plastic cups from water machines and the aim to reduce plastics within catering services.
- b) Working with neighbouring colleges and universities to share best practice on key objectives such as reducing energy consumption, water, waste and travel.
- c) Working with waste provider, Enva, on delivering workshops to better educate our staff and students on waste.
- d) In partnership with Home Energy Scotland to promote the benefits to staff and students of saving energy and greener living, with workshops embedded in our CPD training and information stands to educate both staff and students.
- e) With energy training providers such as Business Stream to become more proficient and proactive in monitoring and reducing our carbon emissions and costs.
- f) In partnership with local councils to stay connected and be involved with environmental projects.
- g) In partnership with local volunteering group and our digital media students to create posters to be displayed within public toilets throughout the region to promote plastic free menstrual products.

The College is a member of the following:

- a) Environmental Association for Universities and Colleges (EAUC) which provides links to peers and useful organisations.
- b) The Waste Management Topic Support Network.
- c) Travel and Transport Topic Support Network.
- d) Smaller Institutes Working Group. Working with key strategic partners to look at options to improve our carbon footprint such as implementing projects, staff and student engagement, encourage behaviour change.





Public Sector Report on Compliance with Climate Change Duties 2024 Template

**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**

**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 has done some work on the risk of extreme weather and flooding whilst no specific risks are found the College does have issues on high rainfall events which have required short term property maintenance actions. Local infrastructure around the College has still performed well and there is deemed to be no risk of flooding at the current time for any College campus. The College plans to carry out further investigation over the next year by completing the Climate Risk Assessment tool to ensure consideration has been given to other areas.

**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 carried out an assessment of the risk of flooding at its Waterfront (Greenock) and Paisley campuses following advice from its insurance company building surveyor. The report confirms that there is no significant risk or action required. It has in place plans and procedures to ensure staff and students are informed of any changes to operational status and procedures to ensure that services are maintained, and that the College remains open. These plans are part of the wider College Business Continuity Planning arrangements in place across the College to address extreme weather events and the potential impact on staff and students of climate change risks. There is an established risk management process in place. The College has also completed the Adaptation Scotland Checklist (copy attached) which will be reviewed on an annual basis via the Sustainability Oversight Group.

**Taking action**

**4c 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 has in place a Sustainability Oversight Group on which staff and students are represented. The Group will aim to highlight the wider sustainability agenda whilst at the same time consider specific projects and actions that the College should be taking to address the climate change emergency. Sustainability is built into the curriculum with students encouraged to undertake sustainability initiatives as part of course and enterprise activities. Environmental criteria are used as appropriate when tendering for external contracts and the College works with suppliers to consider how to meet future sustainability requirements. The College is represented at all levels within the three local authorities that it deals with primarily through the Community Planning Partnerships but also at committee level within the Councils. Our approved Sustainability Strategy look to develop the linkages that the College has with external parties. The intention is that each teaching and support department will have a sustainability statement as part of their operational plans and that sustainability will be built into the curriculum wherever possible.

**4d Where applicable, what contribution has the body made to helping deliver the Programme?**

Provide any other relevant supporting information

As above.

**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 College is a member of the Environmental Association of Universities and Colleges (EAUC), and staff members regularly attend conferences and workshops to ensure that the College is aware of any changes in current advice and guidance. Emerging issues will be considered by the Sustainability Oversight Group with wider resource implications considered by the Corporate Development Committee of the Board of Management. SEPA announcements are regularly monitored with the estates teams at all campuses signed up to the SEPA alert system.

**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).

Feedback on awareness will be provided to the Sustainability Oversight Group. The College is not listed as a deliverer under SCCAP.

### Future priorities for adaptation

**4g** What are the body's top 5 climate change adaptation priorities for the year ahead?

Provide a summary of the areas and activities of focus for the year ahead.

Implementation of the October 2022 Sustainability Strategy and the associated five objectives.

### 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.

**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.

A commitment has been made in the Colleges Procurement Strategy (2021-2025) to comply with the statutory Sustainable Procurement Duty which was introduced by the Procurement Reform (Scotland) Act 2014.

This translates into the following measures embedded within the procurement process to reduce carbon emissions associated with the purchase of goods, services and works;

- A Contract Strategy is being completed for all procurements over £50,000 which covers analysis of the following to be included in the tender documentation.;

- Requests for information on bidder's environmental policies (including emissions, water etc)

- Bidders Climate Change Plan template included for completion

- Technical (scored or for information only depending on the contract value) method statement question detailing bidders' commitment to sustainability and the steps they take to minimise the impact to the environment.

The above is all on a proportionate and relative basis.

The Procurement Strategy also sets the objective to rationalise the number of deliveries being made to the College. It is anticipated that by consolidating orders and setting a minimum order value that the College will reduce the number of emissions due to transport costs. Minimum orders have been set across our highest frequency suppliers e.g. stationery and PPE. Discussions are being held with our finance system provider to look at setting a minimum order value across all suppliers.

**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.

The Procurement Team, through the implementation of the College Procurement Strategy are fully aware of the requirement placed upon the organisation regarding climate change.

The use of National Category A contracts ensures that the College is purchasing such items as Utilities from agreements which comply with climate change duties. Where possible, the College uses Category B (sector specific) framework collaborative agreements which are implemented by the sectorial Procurement Centre of Excellence (APUC) and Scotland Excel (SXL). Using such contracts, the College can be assured that where possible, the purchase of goods, services and works through these contracts puts climate change issues at the heart of the procurement process.

The College controls the remaining contracts (Category C – Local non-collaborative contracts). Contract Strategies are completed for all contracts over £50,000 in value. The analysis covered in the Contract Strategies also includes;

- Demand management analysis

- Buy/lease considerations

- Open Tender vs Mini-competition analysis (to maximise opportunities for local businesses submitting bids)

- Recycling opportunity consideration/reduction in waste/packaging where possible

- Completion of sustainability tests including life cycle impact mapping where required

**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.

The College requires all suppliers to sign up to the Sustain Supply Chain Code of Conduct. We are committed to conducting procurement activities in an environmentally, socially, ethically, and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

The Procurement Team will be working with the College's suppliers to carry out individual organisational Sustainability Assessments on the EcoVadis eLearning platform. This tool gives organisations guidance to tackle priority improvement areas across Environment, Labour, Human Rights, Ethics and Sustainable Procurement practices.

Procurement staff have access to the following training and resources;

- Scottish Government training on Climate Literacy to help procurers understand the Climate Emergency challenge, and to appreciate how procurement activity can support net-zero aims for the organisation.

- APUC Responsible Procurement's library of documents and best practice examples on Sustainability and Responsible procurement

The College's spend across Category A and B frameworks has increased from 38% in 2022/23 to 44% in 2023/24. These frameworks contain many benefits relating to suppliers' commitments to sustainable practices including ensuring products and services with lower GHG emission options are procured.

The Procurement Team will also be developing local plans to embed the objectives of the 2022 – 2030 HE/FE Supply Chain Climate and Ecological Emergency Strategy (SCCEES).

## Public Sector Report on Compliance with Climate Change Duties 2024 Template

### PART 6 Validation and Declaration

**6a Internal validation process**

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

Data input is undertaken by the Sustainability Officer based upon externally provided third party data. This is then verified by the Director of Finance. A report on the annual return is made to the Corporate Development Committee and in future years this will be reviewed by the Sustainability Oversight Group.

**6b Peer validation process**

Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

The College has for several years participated in the EAUC organised peer review process with the 2023-24 report being reviewed on the 6th of November.

**6c External validation process**

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

The College does not participate in an external validation 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.

--

**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.

<b>Name:</b>	Nicola Connelly
<b>Role in the body:</b>	Director of Finance and Estates
<b>Date:</b>	28/11/2024

Date in format (dd/mm/yyyy)

Recommended Reporting: Reporting on Wider Influence

Wider Impact and Influence on GHG Emissions

Q1) Historic Emissions (Local Authorities Only)

Please indicate emission amounts and unit of measurement (e.g. tCO<sub>2</sub>e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).  
 Please note: territorial emissions of carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O) are provided, but not fluorinated gases, which are also included in the UK territorial greenhouse gas emissions statistics. Prior to the 2005 to 2020 publication the statistics covered emissions of carbon dioxide only.  
 (1) UK local and regional CO<sub>2</sub>e emissions: subset dataset (emissions within the scope of influence of local authorities):  
 (2) UK local and regional CO<sub>2</sub>e emissions: full dataset:  
<https://data.gov.uk/dataset/773b-2d36-271e-6977-80d1-c8b03c310f7f/emissions-of-carbon-dioxide-by-local-authority-area>

Local Authority (Please State)	Please select from drop down box														
DESNZ Dataset (full or sub-set)	Please select from drop down box														
Source	Sector	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Units	Comments
DESNZ Sectors	Total Emissions	-	-	-	-	-	-	-	-	-	-	-	-	tCO <sub>2</sub> e	
	Industry and Commercial	-	-	-	-	-	-	-	-	-	-	-	-	tCO <sub>2</sub> e	
	Domestic	-	-	-	-	-	-	-	-	-	-	-	-	tCO <sub>2</sub> e	
	Transport total	-	-	-	-	-	-	-	-	-	-	-	-	tCO <sub>2</sub> e	
Other Sectors	Use of Capital	-	-	-	-	-	-	-	-	-	-	-	-	tCO <sub>2</sub> e	
		-	-	-	-	-	-	-	-	-	-	-	-	tCO <sub>2</sub> e	

2a) Targets

Please detail your wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target	Target/End year	Saving in latest year measured	Latest Year Measured	Comments
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	

2b) 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.

Q3) Policies and Actions to Reduce Emissions

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

Sector	Start year for policy/action implementation	Year that the policy/action will be fully implemented	Annual CO <sub>2</sub> saving once fully implemented (tCO <sub>2</sub> e)	Latest Year measured	Saving in latest year measured (tCO <sub>2</sub> e)	Status	Metric/Indicators for monitoring progress	Delivery Role	During project/policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity.	Value of Investment (£)	Ongoing Costs (£/year)	Primary Funding Source for Implementation of Policy/Action	Comments
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	Please select from drop down box				Please select from drop down box	

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

Q4) Partnership Working, Communications and Capacity Building

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

Key Action Type	Description	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	Cycling Scotland	Lead			Bright Green Business		Hosting a funded Cycling Officer post to promote and encourage cycling across our college	
Capacity Building (ie. staff training and development initiatives)	Internal SDG Audit & Awareness	Lead					Annual SDG's audit of the curriculum to encourage embedding sustainability within teaching and to share good practice.	
Partnership Working	EALC Smaller Institutions for Sustainability	Participant	EALC Scotland		All colleges and smaller universities in Scotland		Key member in relaying information to and from the group	A member of EALC Smaller Institutions we share best practice, knowledge and funding opportunities to enable us to undertake project and improvements
Partnership Working	EALC Regional Working Group	Participant	EALC Scotland		All colleges and smaller universities within the Glasgow regional area. Zero Waste Scotland		Working with neighbouring colleges and partners to improve infrastructure	
Partnership Working	Developing the Young Workforce(DYW) - Climate Hero Work Experience Programme	Lead	West College Scotland		West Dunbartonshire Secondary School		DYW is Scot Gov funded and helps to bridge the gap between education and industry. One of their initiatives is called My Climate Path. West College Scotland has signed up to provide work experience to inspire senior phase schools pupils about the jobs and careers that are here now and will become more popular in the future in the areas of net zero / carbon reduction / environmental impact / reducing waste / sustainability etc	
Capacity Building (ie. staff training and development initiatives)	West College Scotland - Sustainability Oversight Working Group	Lead	West College Scotland				The Sustainability Oversight Group is responsible for taking forward the delivery of the Sustainability Strategy by ensuring that sustainability is embedded into all College activities.	The Group is chaired by the Principal and has representation from key College stakeholders that include the Board of Management, professional services staff, teaching staff, Student Association, and the Trade Unions. The group meets at least 3 times per year.
Communications	College Sustainability Events shared via Social Media	Please select from drop down box						
Capacity Building (ie. staff training and development initiatives)	West College Scotland - staff development opportunities - sustainability online modules	Please select from drop down box						
Partnership Working	Crown Paint Supplies	Participant		Crown Paint Supplies			Our Building and Construction department are working with our paint supplier to prevent the waste of our empty paint tins being binned and instead return to Crown to be reused	Working together to prevent waste going to landfill and to keep items in use longer as part of the circular economy
Communications	College Sustainability Events shared via internal newsletter and Social Media	Supporting					Promoting events, raising awareness and audience participation	College sustainability events shared via social media sites, Facebook, Twitter etc reaching out to communities to get involved
Partnership Working	Home Energy Scotland workshops such as reducing energy use and love food hate waste	Participant					To encourage positive behaviour change and reduce energy consumption and waste	
Partnership Working	Envia, our waste supplier delivered information sessions on waste to help further educate our staff and students.	Participant		Envia Waste Supplier			Educating staff and students on waste to prevent cross contamination and increase recycling rates	It is envisaged that attendees will share the knowledge and positive changes beyond college.
Partnership Working	Ikea Lagom Project	Participant		IKEA			Working in partnership with Ikea, our Art and Media students created a large billboard to be displayed at the entrance of the IKEA store at Glasgow to promote COP26 and the effects of climate change and to encourage shoppers to buy only what they need.	This was a valuable exercise in educating and engaging our students in the climate crisis as well as reaching out to approximately 4000 IKEA customers per week.
Please select from drop down box		Please select from drop down box						

Other Notable Reportable Activity

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Please select from drop down box		Please select from drop down box		

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

<b>Title of Paper</b>	<b>Sustainability Update Report</b>
<b>Presented by:</b>	Nicola Connelly, Director of Finance and Estates
<b>Recommendation:</b>	<b>To Note</b>
<b>Status:</b>	<b>PUBLIC</b>
<b>Linked To:</b>	
<b>KPI(s)</b>	
<b>Strategic Objective</b>	All - Sustainability
<b>Strategic Risk</b>	Reputational Risk

**Purpose / Executive Summary:**

This paper provides the Corporate Development Committee with an:

- a) Overview of activities undertaken since the previous Committee.
- b) Overview of sustainability projects planned for 2024-25.

The College has continued to embed the objectives set out in the overarching Sustainability Strategy and develop and implement the College sustainability action plan. The College considers that it is making progress on implementing the Sustainability Strategy but that in line with the overall public sector, any continuation of this upward trajectory will require more investment by the Scottish Government.

The paper is presented in line with Corporate Development Committee Terms of Reference: *'To consider and advise the Board of Management on the development and implementation of College policy and strategy, including but not limited to the following areas:*

- *Estate*
- *Carbon management and sustainability'*

**Recommendations:**

The Corporate Development Committee are asked to note the contents of the report.

<b>Implications:</b>	
<b>Financial</b>	The paper highlights the material investment required to be made by the College to address the challenges of climate change. External funding support is required to allow these investment opportunities to proceed.
<b>Student Experience</b>	The climate challenge faced by the College is recognised and it is known that increased sustainability measures are important to our students.
<b>People</b>	No direct people impact in this report. The staff and wider stakeholders will be supported by the actions being taken by the College in the coming months and years.
<b>Legal</b>	The College has a commitment to become net zero by 2040 alongside the annual Scottish Government reporting requirements. The College may not be able to achieve its net zero target without external funding support.
<b>Reputational</b>	As noted above the College has a net zero target. An inability to achieve this target could result in reputational damage and therefore the College must be seen to have taken all reasonable steps to assist in achieving this target, more so as it is legislative.
<b>Community/ Partnership impact</b>	The College must support Communities in addressing climate change.
<b>Environment</b>	Direct implications in moving towards 2040 zero carbon target.
<b>Equalities</b>	No direct impact from the content of this report.

## **1. SUSTAINABILITY ACTIVITIES OVER PAST TWO MONTHS**

- 1.1. Head of Campus Operations and Sustainability Officer are in the process of creating a Heating and Cooling Policy. This will look to reduce continuous usage throughout the day as well as switching off heating during warmer months.
- 1.2. Applied for Automatic Meter Readers (AMR's) to be installed to gas, electricity and water meters to allow more accurate recording and monitoring of usage. Estate leads to also record monthly consumption of the above via a shared work document.
- 1.3. Cycling Officer now in post and engaging with internal and external partners and exploring funding and joint working opportunities.
- 1.4. Sustainability Officer involved with tender applications to evaluate sustainability requirements. Quarterly meetings to be set up with Procurement to discuss sustainable procurement and recommendations.
- 1.5. Identified areas across the College requiring additional recycling bins and in the process of ordering new bins.
- 1.6. Sustainability strategy on Pentana has been updated. Attached as per Attachment 1.

## **2. Future Activities**

- 2.1. Noted below are some of the activities planned for the coming quarter:
  - Launch of a college wide waste campaign to encourage more recycling when additional recycling bins are in place. The campaign will include information around the costs to dispose of general waste which is 40% more expensive than recycling waste.
  - Secured funding from Cycling Scotland and in the process of organising a college wide cycling campaign for March. This will involve, Dr bike sessions, bike advice stands from partners and a prize give away of 2 brand new bikes which we have secured as part of community benefits via a procurement contract.
  - Explore funding opportunities to increase electric charging points at Paisley and Greenock.
  - BMS system to be installed at Paisley campus. The cost is circa £60k and the cost will be recouped from savings within 14 months.
  - Continue to monitor Gas, Electricity and Water consumption to ensure accurate readings and to explore options to reduce consumption.

## **3. RECOMMENDATION**

- 3.1. The Corporate Development Committee are asked to note the contents of the report.

# SS06 Sustainability Strategy - all live actions sorted by due date, listed by priority area and associated objectives, showing current status

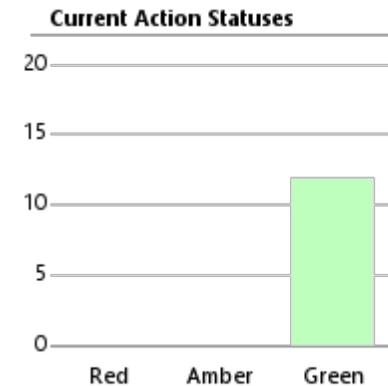


Generated on: 13 February 2025

The Sustainability Strategy identifies our vision and commitment for making West College Scotland a more sustainable place to study and work. As part of the Scottish Colleges' Statement of Commitment on the Climate Emergency, West College Scotland has pledged to reach a net zero target by 2040, five years ahead of the Scottish Government target.

## 01 Leadership and Governance

Establish a Leadership and Governance Framework to monitor and implement college-wide sustainability initiatives

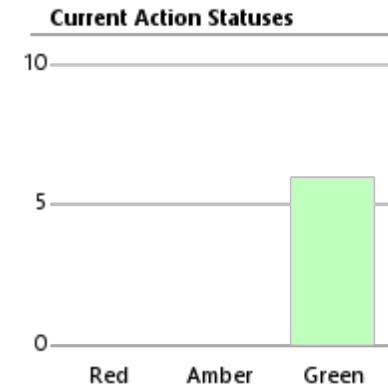


Status	Action Code & Title	Action Description	Due Date	Latest Note
▶	SSLG/006/22-23 Issue statement of Sustainability Strategy intent	Board of Management to issue a statement of intent clearly showing the Board's accountability for delivering on sustainability agenda and net zero commitment.	31-Mar-2025	
▶	SSLG/011/22-23 Establish an annual	Establish and promote via the Sustainability webpage an annual calendar of events schedule to allow staff and students to fully	31-Mar-2025	

Status	Action Code & Title	Action Description	Due Date	Latest Note
	calendar of events schedule	participate in the Colleges sustainability agenda.		
▶	SSLG/005/23-24 Review the College's ambition to achieve net zero and Sustainability Strategy targets	At an annual SMT meeting the College will review its ambition to achieve net zero and its Sustainability Strategy targets. This review will take into account the Scottish Governments ambition to achieve net-zero climate emissions by 2045 or earlier, if possible, with Scotland's colleges aiming to achieve net-zero by 2040 or earlier.	31-Aug-2025	12-Feb-2025 Action carried forward for review and possible inclusion in future years' action plans.
▶	SSLG/012/22-23 Incorporate climate responsibility and sustainability into staff development programme	Sustainability Officer to work with College HR & OD Team to incorporate climate responsibility and sustainability into staff development programme, including induction, CPD, and possibly promotion and award ceremonies.	31-Aug-2025	

02 Teaching and Learning

Raise awareness of sustainability issues and promote the use of learning resources designed to enhance sustainability literacy of both staff and students

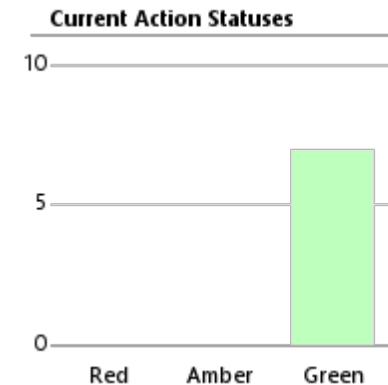


Status	Action Code & Title	Action Description	Due Date	Latest Note
▶	SSLT/017/22-23 To review the curriculum portfolio and	To actively encourage curriculum teams to develop and incorporate specific courses on sustainable practices into future curriculum planning e.g., Construction Department to offer furniture making, repair and	31-Aug-2025	14-Jan-2025 Assistant Principal: Technology and Skills to provide update on courses incorporating sustainable practices.

Status	Action Code & Title	Action Description	Due Date	Latest Note
	incorporate specific courses on sustainable practices	restoring course.		
▶	SSLT/040/22-23 Obtain Sustainability Module Developed by CDN/LFSS		31-Aug-2025	14-Jan-2025 SMT to discuss CPD priorities due to the volume of mandatory modules available.
▶	SSLT/013/22-23 Implement online sustainability module for staff to undertake	To incorporate the sustainability training module developed by CDN / LFSS module into the annual staff development plan.	31-Jul-2026	12-Feb-2025 Possible inclusion in future action plan. Module to be discussed and agreed by SMT as part of the mandatory CPD programme. This links to a previous action which is still 'live' on the system and therefore, any activity will be incorporated into the details of that action.

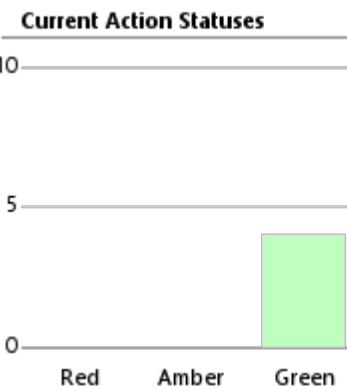
03 Estates and Operations

Establish baseline targets for improvement across the College's estates-based activities



Status	Action Code & Title	Action Description	Due Date	Latest Note
▶	SSEO/036/22-23 Introduce a Heating and Cooling Policy	Devise a Heating and Cooling Policy for adoption across all college campuses. Policy to be reviewed annually to ensure thresholds are set correctly.	31-Jul-2025	14-Jan-2025 Policy currently in development.

Status	Action Code & Title	Action Description	Due Date	Latest Note
	SSEO/023/22-23 Modify College Estates Strategy in-line with net zero target	Vice Principal Operations and Estates Team to work in conjunction with Sustainability Oversight Group to modify the College's Estate Strategy in-line with net zero target. This may include introducing space optimisation measures to avoid building new buildings; implementing refurbishment measures to improve energy / water / waste efficiency; making sure new buildings are compliant with Scottish Future Trusts Net Zero Public Sector Buildings Standard.	31-Aug-2025	14-Jan-2025 Head of Campus Operations to confirm progress.
	SSEO/025/22-23 Review water management of the College estate to identify water saving projects	Conduct annual water audits to identify potential leaks and improvements: <ul style="list-style-type: none"> <li>• savings are achievable if water-saving devices (waterless urinals, push taps, water-efficient showerheads, leak detection) are in place throughout the College.</li> <li>• review water management of the entire estate to produce water and money-saving projects and make greater use of boreholes.</li> <li>• set targets for reduction over a fixed period once review data are available.</li> </ul>	31-Aug-2025	14-Jan-2025 To be incorporated into new action for water management.
	SSEO/038/22-23 Establish a programme of potential retrofit projects identified through annual energy walk rounds	Projects to be identified in conjunction with Estate Team and Ryden utilising condition survey and other reports. To be presented annually as part of estate budget submission to ensure sufficient funding directed to sustainability issues.	31-Aug-2025	14-Jan-2025 Projects to be confirmed by Head of Campus Operations for the year ahead.
	SSEO/035/22-23 Identify opportunities to reduce energy use	Conduct a bi-annual energy walk-around to identify opportunities to reduce energy use on each campus. Report on potential opportunities for energy reductions and seek project funding to implement report recommendations. <ul style="list-style-type: none"> <li>• (36) introducing Heating and Cooling Policy.</li> <li>• (37) campaigning to switch-off lights.</li> </ul>	31-Jul-2026	14-Jan-2025 Activities to be incorporated into the new action plan for the year ahead.

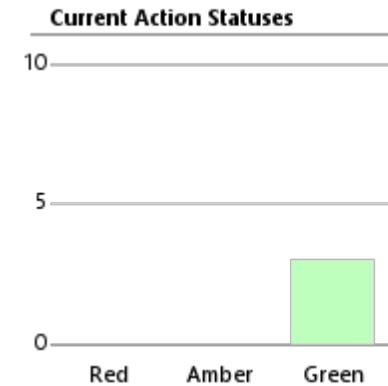


Measure the environmental impacts of the College's estates-based activities

Status	Action Code & Title	Action Description	Due Date	Latest Note
	SSEO/024/22-23 Update Travel and Subsistence Procedure to reflect the college's net zero target	Revise Travel and Subsistence Procedure with the aim being: <ul style="list-style-type: none"> <li>• to reduce long-haul airplane travel and conduct long-distance business virtually by default</li> <li>• to promote active travel including cycling</li> <li>• to reduce campus travel and promote / invest in video conferencing as primary choice</li> </ul>	31-Jul-2025	14-Jan-2025 Director of HR to update on progress.
	SSEO/020/22-23 Connection to Clydebank District Heating System	Undertake a feasibility study to review cost benefit analysis of connection to Clydebank District Heating System incorporating liaison with WD Council on costs and investigate alternative funding opportunities including NDEE framework.	31-Aug-2025	14-Jan-2025 Still being progressed with council.

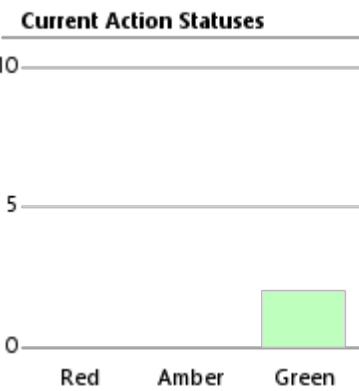
04 Partnerships and Engagements

Develop long-term sustainable external partnerships to share the challenges faced in addressing a net zero commitment



Status	Action Code & Title	Action Description	Due Date	Latest Note
	SSPE/029/22-23 Increase visibility of college commitment to the sustainability challenge	Increase visibility of college commitment to the sustainability challenge through: <ul style="list-style-type: none"> <li>• Explore opportunities to apply for Green Gown Award(s), CDN which recognise exceptional sustainability initiatives in colleges and universities</li> <li>• Sustainability Oversight Group to oversee award application process and to put forward awards to be considered.</li> </ul>	31-Mar-2025	14-Jan-2025 Action to be taken forward into new plan and re-titled as 'Explore opportunities to apply for Sustainability Awards.'

05 Carbon Reduction and Data Collection



Improve knowledge of College carbon outputs and how to report on these

Status	Action Code & Title	Action Description	Due Date	Latest Note
	SSCR/033/22-23 Reduce overall College emissions by 40% by 2027	Through the monitoring and implementation of the Sustainability Strategy the College aims to build upon the substantial cumulative reduction it has achieved to date and achieve a 40% reduction by 2027	01-Nov-2025	14-Jan-2025 During COVID the college achieved a 46% reduction in emissions. However, since the end of the pandemic, certain activities have increased on-site e.g. travel, gas and electric consumption and waste etc. which has increased our overall emissions again. To date, the college has achieved an overall reduction of 26%. Figures for academic session 24-25 to be available by November 2025.

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

Corporate Development		
<b>Summer Meeting (June)</b>		
	Minutes of Previous Meeting	Proposed dates for following year
	Schedule of Business	
		Governance Compliance
<b>Governance:</b>	IA Reports	EA Plan (next year)
		IA Reports - Recruitment & Retention / Enhancement Planning/ FOI/Corp Strat/Risk Mgt
		Evaluation of Committee
<b>Corporate Reporting</b>		KPIs
<b>Finance / Estate/Risk</b>	Risk Management	Risk Register
	Finance Update	Mgt Accts to April
	Procurement Approvals	Budget & Financial Forecast (next yr)
	Estates Update	Pension Overview
	Sustainability Update	
<b>People:</b>		
<b>Annual Updates</b>		Modern Slavery Statement
<b>Policies:</b>		
<b>Strategies:</b>		
<b>Autumn Meeting (September)</b>		
	Minutes of Previous Meeting	Review of Remit / Membership / Dates of Mtngs
	Schedule of Business	
<b>Governance:</b>	<b>IA Reports</b>	IA Plan for year
	Internal Audit (Updates/Reports)	Comms & Marketing IA Report (23/24)
<b>Corporate Reporting</b>		KPIs
<b>Student</b>	Comms & Mktng Update	
<b>Learning &amp; Teaching</b>	IT & Digital Update	IT Security / Controls Report
	Finance Update	Annual Review Banking Arrangements
		Annual Review Taxation Matters
		Budget & Financial Forecast Update
<b>Finance / Estate/Risk</b>	Estates Update	Review of College Financial Regulations
	Sustainability Update	
	Procurement Approvals	Risk Update
<b>People:</b>	People Update	
<b>Annual Updates</b>	Annual Updates:	
<b>Policies:</b>	Policies:	Financial Regulations
<b>Strategies:</b>	Strategies:	
<b>Winter Meeting (Nov / Dec)</b>		
	Minutes of Previous Meeting	
<b>Governance:</b>	Schedule of Business	
	IA Reports	Student Funding IA Reports
<b>Corporate Reporting</b>		KPIs
<b>Student</b>	Comms & Mktng Update	
	Finance Update	Mgt Accounts to October
<b>Finance / Estate/Risk</b>	Estates Update	
	Sustainability Update (gov Audit)	
	Procurement Approvals	Risk Register
<b>People:</b>	People Update	HR & OD Annual Report
<b>Annual Updates</b>	Annual Updates:	Procurement Annual Report
<b>Policies:</b>	Policies:	
<b>Strategies:</b>	Strategies:	Sustainability Strategy Annual Update

Spring Meeting (March)		
	Standing Items	Additional Items
<b>Governance:</b>	Minutes of Previous Meeting	
	Schedule of Business	
		Corporate Compliance Report
	IA Reports	CIVICA / Succession Planning/ Financial Systems
<b>Corporate Reporting</b>		KPIs
<b>Students</b>	Comms & Mktng Update	
<b>Learning &amp; Teaching</b>	IT & Digital Update	
<b>Finance / Estate/Risk</b>	Risk Management	Review of Strategic Risk Register
	Finance Update	Management Accounts to January
	Procurement Approvals	Budget 2025/2026 and Financial Forecast Update (draft)
	Estates Update	
	Sustainability Update	
<b>People:</b>		People Strategy Update
<b>Annual Updates</b>	Annual Update:	College Pension Schemes Overview
<b>Policies:</b>		Health & Safety Policy
<b>Strategies:</b>		Procurement Strategy