Public Bodies Climate Change Duties Compliance Reporting Financial Year Template 2025/26

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. Please do not delete any cells, rows or columns. This may corrupt the template/data and compromise analysis. If you need more rows in any table please email the file to ccreporting@ed.ac.uk.

2. You can hide any extra rows within tables and freeze panes to keep the header/column rows visible when scrolling in a long or wide table.

3. Double-click on a text cell that you want to paste in to, single-clicking may bring up an error message.

4. Please complete the "Boundary info" tab. This will enable improved assessment of data coverage and inform SSN analysis.

5. The "Profile of Body" tab must be completed before proceeding to add any other data.

6. 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 organsiation reports according to the academic year, usually August to July, you must use the Academic Year template.

7. In Q3b emissions sources can be filtered by type in Column C. The list of available factors is visble on the Emission Factors tab. Please do not edit this list, use "other" if an EF is not available.

8. 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.

9. 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.

10. 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