

THE BIODIVERSITY DUTY REPORTING TEMPLATE: LEVEL THREE ORGANISATIONS

Public bodies that do not engage directly or indirectly with communities, young people or the public and do not own or manage land, regulate land use, or have responsibilities linked to biodiversity

Report Outline

Bodies are encouraged to use the following structure for their report. This is set out in the template below, which you can either type directly into, or copy into a separate document.

- Section 1: Introductory information about your public body
- Section 2: Actions to protect biodiversity and connect people with nature
- Section 3: Mainstreaming biodiversity
- Section 4: Nature-based solutions, climate change and biodiversity
- Section 5: Workforce development
- Section 6: Research and monitoring
- Section 7: Biodiversity highlights and challenges

The Completion Notes

These completion notes offer guidance to support your public body to complete your Biodiversity Duty Report. Taken together with the associated hyperlinks, they provide suggestions on the breadth of actions that could be included in your report. They may also assist with forward planning on how biodiversity can be taken into account in future.

While they incorporate the key elements on which you may wish to report, they are not an exhaustive list and it is possible that there will be a range of additional work that your organisation carried out in support of biodiversity on which you may also wish to report. To find out more on the Biodiversity Duty see the [NatureScot website](#).



SECTION 1: INTRODUCTORY INFORMATION ABOUT YOUR PUBLIC BODY

Please describe your organisation's role and purpose, including any particular environmental responsibilities

Guidance on completing this section	<p>Summarise your organisation's role and purpose, including a brief outline of governance and management structures.</p> <p>Summarise any relevance and impacts of biodiversity to your organisation. This might include the key environmental impacts from your operations, and any your role you have in sustainable development.</p>
Text Field	<p>Creative Scotland is a Non-Departmental Public Body (NDPB) that supports the arts, screen, and creative industries across Scotland on behalf of everyone who lives, works, or visits here. We enable people and organisations to work in and experience the arts, screen, and creative industries in Scotland by helping others to develop great ideas and bring them to life via funding (Scottish Government and The National Lottery), development, advocacy and influencing.</p> <p>We are governed by a Board appointed by the Scottish Government and managed by its CEO and Senior Leadership Team.</p> <p>As a NDPB we are statutorily obligation to complete and submit a Public Bodies Climate Change Duties (PBCCD) report via the Sustainable Scotland Network (SSN). We have been doing so since 2014/15 and have agreed an amendment to our greenhouse gas emissions boundary from 2023 to include considerably more data and a target of net zero by 2030.</p>



SECTION 2: ACTIONS TO PROTECT AND ENHANCE BIODIVERSITY

Please describe and explain any actions that your organisation has undertaken alone or as part of a partnership to benefit biodiversity directly, to tackle the main drivers of biodiversity loss, or to achieve wider outcomes for nature and people

<p>Guidance on completing this section</p>	<p>You may wish to include any activities across the breadth of your organisation, including any actions that you have undertaken on your premises.</p> <p>Please explain how these actions have benefited biodiversity or sustainability, noting successes and challenges, and any plans for future or follow-up work. These might include:</p> <p>Addressing or raising awareness of some of the key drivers of biodiversity loss, which might include work or projects to tackle:</p> <ul style="list-style-type: none"> • Climate Change; • Land use change; • Pollution. <p>Enhancing biodiversity at your premises through actions in and around offices, such as:</p> <ul style="list-style-type: none"> • providing bird boxes / feeders; • creating habitat for wildlife, such as wildflower areas; • installing green roofs; • organising staff volunteering days; • sponsoring a species or habitat, or raising funds for a local wildlife trust or charity; • reducing energy use; • recycling and re-using as much as you can so that you produce less waste; • encouraging staff to cycle or walk to work more.
<p>Links to related resources</p>	<ul style="list-style-type: none"> • Guidance on the Key pressures on biodiversity. • Guidance on Buildings and biodiversity - how to make space for nature in the built environment. • Information on placemaking, open space and green infrastructure.



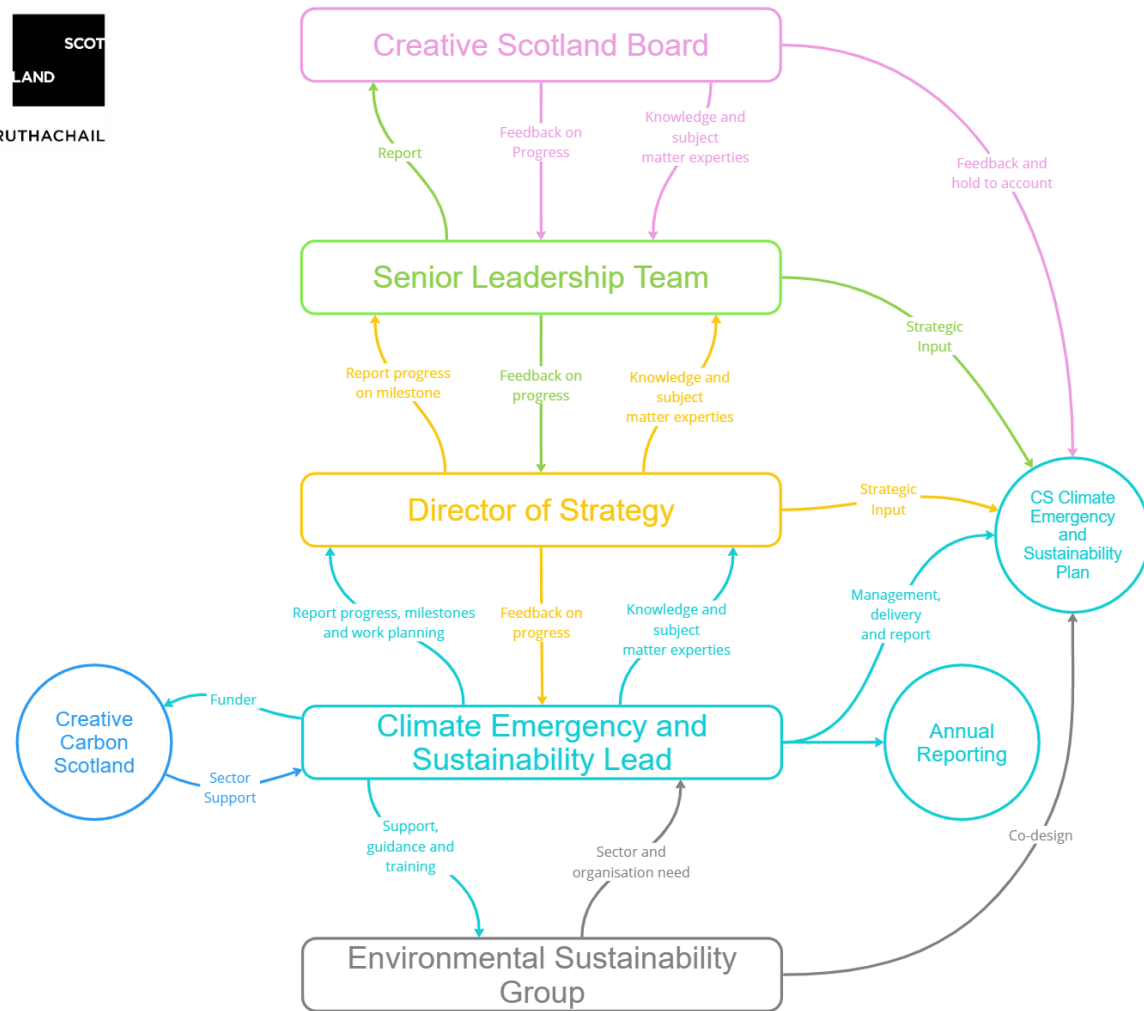
	<ul style="list-style-type: none">• Examples of smaller actions that can be enacted in the office or staff homes - Biodiversity - what can you do?
Text Field	<p>As a NDPB we have a statutory obligation to contribute to the achievement of the Scottish Governments 2045 net zero target. In 2022 we articulate our intent to act on the climate emergency in our Climate Emergency and Sustainability Plan. This was followed by the appointment of a Climate Emergency and Sustainability Lead in January 2023.</p> <p>The plan includes actions linked to organisational and sectorial change related to mitigation, adaptation, residual emissions, climate justice, program content (of those we fund) and a nature positive economy – the themes of our Environmental Sustainability strategic priority and funding criteria.</p> <p>Each year, Creative Carbon Scotland undertake (on our behalf) annual environmental reporting with all our Regularly Funded Organisations (RFOs) to monitor the progress of the sector and to offer tailored support on mitigation, adaptation, resilience, climate justice and any developing challenges that arise through shifts in policy etc.</p> <p>While actions with the plan do not explicitly include biodiversity, the plan and the sector support are addressing and raising awareness of some of the key drivers of biodiversity loss.</p>



SECTION 3: MAINSTREAMING BIODIVERSITY

Please outline any steps your organisation has taken to incorporate biodiversity measures into its wider policies, plans or strategies. This should include decision-making structures and staff and organisational roles and responsibilities.

<p>Guidance on completing this section</p>	<p>Outline any of your own body’s policies, plans and strategies that refer to biodiversity, or that may affect biodiversity positively or negatively, and describe how these are reflected in the structure of your organisation.</p> <p>These may include policies on consideration of biodiversity in estate management, procurement policies and purchasing decisions, and Sustainability and Climate Change commitments.</p> <p>Detail any areas in which your organisation has most successfully implemented mainstreaming of biodiversity, including through working with others, or raising awareness of biodiversity or nature.</p>
<p>Links to related resources</p>	<ul style="list-style-type: none"> • Case study - Procurement by the Scottish Courts and Tribunal (SCTS) Services. • Guidance on Scotland's Pollinator Strategy, projects, resources
<p>Text Field</p>	<p>Currently, Creative Scotland’s policies, plans and strategies do not explicitly refer to biodiversity.</p> <p>As noted in previous sections our Climate Emergency and Sustainability Plan and the sector support delivered by Creative Carbon Scotland is addressing and raising awareness of some of the key drivers of biodiversity loss. The governance structure associated with our organisational Environmental Sustainability strategic priority, of which the Plan is part, is illustrated below.</p> <p>Please note that from April 2024 we will be publishing a review of the Climate Emergency and Sustainability Plan, which will include information on project that have been funded within a financial year that are responding to the climate and biodiversity crisis.</p>



SECTION 4: NATURE-BASED SOLUTIONS, CLIMATE CHANGE AND BIODIVERSITY

[Climate change](#) is a direct driver of biodiversity loss. Some species are dying out while others are being displaced due to warmer air temperatures, extreme weather patterns, and higher sea levels. As well as being a direct driver of biodiversity loss, climate change also worsens the other drivers. For example it enables quicker spread of non-native invasive species. Combined action for biodiversity loss and climate change can be achieved through nature-based solutions.

This reporting section provides the opportunity for your organisation to provide details on how you are supporting the positive contribution biodiversity can make to building resilience and helping nature to mitigate and adapt to climate change.

How has your organisation integrated biodiversity into nature-based solutions to the climate emergency and other socio-economic outcomes?

<p>Guidance on completing this section</p>	<p>Nature-based solutions can play a vital role in helping us to protect and enhance biodiversity, achieve net zero targets, and improve quality of life.</p> <p>If relevant, you may wish to report on any processes or activities that your organisation has undertaken, including within your buildings and workforce, and projects that you have delivered.</p> <p>Integration might include incorporating biodiversity into nature-based solutions to:</p> <ul style="list-style-type: none"> • The climate emergency, for example by developing climate change strategies that include nature, investing in green infrastructure, and taking action for pollinators. • Build inclusive economic growth, for example by supporting nature-based industries, or key natural visitor attractions • Health and wellbeing, for example by improving access to nature for all.
<p>Links to related resources</p>	<ul style="list-style-type: none"> • Information on how urban nature-based solutions can help Scotland's towns and cities mitigate and adapt to climate change providing guidance and examples. • The Helping nature to adapt webpage contains useful information on making use of nature's capacity to adapt to change as one of our best tools for managing climate change impacts, including through managing native woodlands and restoring peatlands. • The publication People, Place and the Climate Emergency includes examples and information on local nature-based solutions to deliver a range of socio-economic outcomes.



Text Field	<p>Creative Scotland does not currently manage a capital fund and rents two offices spaces, which offers little opportunity to influence nature-based solutions at scale.</p> <p>We have however stated our position to all funding applicants on the use of offsetting and insetting and the need to focus on nature-based projects within Scotland to balance residual emissions, as per Scottish Government current guidance.</p> <p>Creative Scotland's Approach to Offsetting and Insetting Creative Scotland</p>
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SECTION 5: WORKFORCE DEVELOPMENT

Workforce skills and training

<p>Guidance on completing this section</p>	<p>Detail activities that have been undertaken to support the development of your workforce, particularly in relation to skills relevant to biodiversity, nature, or outdoor learning and community engagement in the natural environment. Identify any opportunities that are available to your staff to take part in practical action.</p> <p>Activities might include:</p> <ul style="list-style-type: none"> • Supporting volunteering days, for example with environmental Non-Governmental Organisations; • Staff training, education and capacity building; • Staff networks that aim to deliver on or promote objectives related to biodiversity or nature; • Hosting conferences, exhibitions and events; • Collaborative working with other organisations and sharing best practice; • Information about nature hosted on your webpage or blog posts; • Ideas on volunteering outdoors.
<p>Text Field</p>	<p>We have not undertaken development of the workforce in relation to skills relevant to biodiversity, nature or outdoor learning and community engagement in the natural environment, nor identified opportunities to take part in practical action.</p> <p>We have/ and will focus on the training, education and capacity building of staff aligned with our Environmental Sustainability strategic priority which focuses on mitigation, residual emissions, adaptation, climate justice, programme focus of funders and a nature positive economy.</p>

SECTION 6: RESEARCH AND MONITORING

Describe any research activities that your organisation has undertaken that may be relevant to biodiversity or nature

Guidance on completing this section	Detail any relevant research activities undertaken, if any. This might include research papers, surveys or reports undertaken by your organisation.
Text Field	<p>We have not undertaken any research activities that may be relevant to biodiversity or nature, specifically.</p> <p>Arts Resource Management Scotland (ARMS), funded by Creative Scotland undertook research to explore the idea of shared storage and resource management software across the Creative Industries. To enable the sharing of resources, materials, and equipment effectively across the sector driven by the climate emergency.</p>

What follow-up actions or monitoring have you undertaken to assess the impacts of the actions you have taken? How have you measured this?

Guidance on completing this section	<p>If relevant, you may wish to report on monitoring of:</p> <ul style="list-style-type: none"> • Activities relating to biodiversity, sustainability, climate change or nature more generally; • Implementation of relevant strategies or policies; • Organisational capability or development in relation to biodiversity or the natural world.
Links to related resources	<ul style="list-style-type: none"> • NatureScot reports on many different surveys to better understand how people in Scotland use, enjoy and value the natural environment. • Information on biodiversity data, including obtaining and sharing data from Local Records Centres Biodiversity - where to find data. • The State of Scotland's Nature report provides a useful overview.
Text Field	We do not currently monitor or assess the impact of actions associated with biodiversity explicitly.



	<p>The governance structure included under Section 3 notes the mechanisms for reporting on milestones and progress and the feedback loop for the Climate Emergency and Sustainability Plan. We have also confirmed that from April 2024 we will be publishing an annual update on the impact of activities, strategy, and policy.</p>
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SECTION 7: BIODIVERSITY HIGHLIGHTS AND CHALLENGES

Describe your organisation’s main achievements for biodiversity over the reporting period and what you are most proud of (this can include processes, plans, projects, partnerships, events and actions).

Guidance on completing this section	<p>Examples of key achievements might include:</p> <ul style="list-style-type: none"> • Actions taken to improve biodiversity through processes followed by your organisation; • Actions taken to improve biodiversity on your premises; • Meeting any strategic aims in relation to biodiversity or nature; • Completion of any projects with relevance to biodiversity or nature; • Volunteering days or time invested.
Text Field	

Looking ahead, what do you think will be the main challenges over the next three years?

Guidance on completing this section	<p>Challenges might include:</p> <ul style="list-style-type: none"> • Economic and resource pressures; • Delivery of cross-cutting actions; • Preventing further loss of habitats and species; • Effective management of invasive non-native species; • Pressures for space; • Need to meet targets; • Encouraging enhanced partnership working.
Text Field	