

THE BIODIVERSITY DUTY REPORTING TEMPLATE: LEVEL THREE ORGANISATIONS

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

<p>Guidance on completing this section</p>	<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>
<p>Text Field</p>	<p>Creative Scotland is a NDPB supporting Scotland's arts, screen and creative industries, via funding, development, advocacy and influencing. It is governed by a Board appointed by the Scottish Government and managed by its CEO and Senior Leadership Team.</p> <p>We have little direct agency in addressing biodiversity loss or enhancing biodiversity, except through our wider environmental activities, which have been focused especially on addressing our impacts on climate change. These include:</p> <p>1/Addressing our direct emissions (through our two offices in Glasgow and Edinburgh, business travel etc); and our indirect emissions via the work we support, notably the Regularly Funded Organisations, which have been required to report their emissions (and supported to do so) from April 2015 as a condition of funding, and since April 2018 to develop emissions reductions plans.</p> <p>2/Endeavouring to ensure that climate change and the issues it raises are 'live' across the contexts and sectors within which we work, that they are understood and seen as relevant and important among our partners and among creative professionals across Scotland. This is articulated in more detail in our Environment Policy: http://www.creativescotland.com/resources/our-publications/policies/environment-policy and in our Environment Connecting Theme: see http://www.creativescotland.com/what-we-do/the-10-year-plan/connecting-themes/environment.</p> <p>3/In September 2018 we published our Environment Action Plan https://www.creativescotland.com/data/assets/pdf_file/0020/55712/CS-Environment-Action-Plan-v5.pdf. This is currently being reviewed and revised in light of the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.</p>



SECTION 2: ACTIONS TO PROTECT BIODIVERSITY AND CONNECT PEOPLE WITH NATURE

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

Guidance on completing this section	<p>You may wish to report on 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 nature, 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.
Links to related resources	<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? <p><u>Case studies:</u></p> <ul style="list-style-type: none">• Scottish Water Volunteering Programme
Text Field	<p>Our principal environmental impacts, and hence any impacts on biodiversity, derive from the funding which we distribute to organisations in the arts, screen and creative industries, and we therefore seek to address these impacts in the following ways:</p> <ul style="list-style-type: none">• We support c.120 larger organisations over periods of three years (Regularly Funded Organisations RFOs). Since 2015, we have required all these organisations to measure and report their emissions; since 2018, they have had to develop and report against Carbon Management Plans designed to reduce emissions. We achieve near 100% compliance annually and many organisations are showing exceptional leadership in this field. Over the four years for which we have complete figures, a steady decline in emissions is apparent, indicating a reduction of approximately 35%. Additional information here.• We are currently reviewing all our funding to determine how sustainability will be embedded across all our funds.• Since 2011, we have supported Creative Carbon Scotland, which works to embed environmental sustainability within the arts and cultural sector in Scotland, including supporting RFOs to reduce their emissions; working with organisations, artists and other individuals, to help connect their work with environmental sustainability; connecting cultural organisations and individuals with climate change organisations and individuals; providing tools and resources; presenting events communicating widely and influencing cultural and environmental sectors.• We are currently revising our Action Plan in light of the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.• We commissioned a report to help identify how we can reduce the environmental impacts of screen production in Scotland.



- We are currently working with Keep Scotland Beautiful (KSB) on a climate change film competition, and, with KSB, have trained 90 youth workers in filmmaking on mobile devices so that they can support young people to make their voices heard regarding climate change by using film.

Regarding our own internal activities:

- We have moved our computing services to the cloud to reduce our emissions and are currently undergoing a full digital transformation programme.
- We have recycling facilities in both our offices to reduce waste
- We have changed all catering orders to vegetarian only
- We have a cycle to work scheme
- We follow the sustainable procurement requirements set by Scottish Government



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"> • The Place Standard tool and associated Strategic Plan 2020-2023 provides a simple framework to structure conversations about place. • Case study - Procurement by the Scottish Courts and Tribunal (SCTS) Services. • The Forest Stewardship Council global forest certification system. • Guidance on Scotland's Pollinator Strategy, projects, resources • Case studies: <ul style="list-style-type: none"> ○ Local Nature Conservation Sites systems in North Lanarkshire and Aberdeenshire. ○ A Pollinator Action Plan in Aberdeenshire
<p>Text Field</p>	<p>As indicated above, our environmental plans and policies are as follows:</p> <ul style="list-style-type: none"> • Our Environment Policy: http://www.creativescotland.com/resources/our-publications/policies/environment-policy • Our Environment Connecting Theme: http://www.creativescotland.com/what-we-do/the-10-year-plan/connecting-themes/environment. • Our Environment Action Plan https://www.creativescotland.com/ data/assets/pdf file/0020/55712/CS-Environment-Action-



	<p>Plan-v5.pdf. This is currently being reviewed and revised in light of the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.</p> <ul style="list-style-type: none">• Our Green Team, which meets regularly to move our environmental work forward, comprises members from all departments across the organisation, including a Board member. Key current actions include revision of our Environment Action Plan and planning activities related to COP26.• Ten members of staff and a Board member are currently participating in the Royal Scottish Geographical Society's Climate Solutions training course.
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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. • 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	With two rented offices within larger office buildings, Creative Scotland itself has little opportunity to implement nature-based solutions. However, some of the organisations we support do seek to protect and enhance biodiversity. For example, the Royal Lyceum in Edinburgh has established bee hives on its roof: https://lyceum.org.uk/support-us/make-a-donation/bees
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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>As indicated above, our key efforts in this area are directed towards climate change and improving our environmental performance more widely;</p> <ul style="list-style-type: none"> • Ten members of staff, including half the Green Team, and our Board’s environmental lead are undertaking the RSGS’s Climate Solutions Professional Course. • The Green Team, comprising members from all departments, is the key network which operates to mobilise our efforts across the organisation.



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	<ul style="list-style-type: none">• We commissioned a report to help identify how we can reduce the environmental impacts of screen production in Scotland. This is especially important as screen production expands in Scotland, and we are consulting with the industry to identify actions we can take now.• We complete our emissions reports annually as required by the Scottish Government.

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	If relevant, you may wish to report on monitoring of: <ul style="list-style-type: none">• Activities relating to biodiversity, climate change or nature more generally;• Any contribution to meeting national and international biodiversity targets;• Implementation of relevant strategies or policies;• Organisational capability or development in relation to biodiversity or the natural world.
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Links to related resources	<ul style="list-style-type: none">• 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.• The National Biodiversity Network provides a single hub for biodiversity data management in the UK.• Biological Recording in Scotland is a useful source of information on surveys and biodiversity data management in Scotland.
Text Field	<p>Our monitoring efforts have been directed principally at emissions. We do not have the capability or agency to monitor biodiversity.</p>



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).

<p>Guidance on completing this section</p>	<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.
<p>Text Field</p>	<p>Our key efforts in this area are directed towards climate change and improving our environmental performance more widely. We do not focus specifically on biodiversity,</p>

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

<p>Guidance on completing this section</p>	<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.
<p>Text Field</p>	<p>The pressure on our resources will be significant, especially after this Covid year. To address climate change with sufficient urgency, and to initiate stronger action to enhance biodiversity, will require the deployment of additional resource in this work. The most important and influential biodiversity work is</p>



	likely to be undertaken by many of the organisations and individuals we support. Some may have estates which can be managed to enhance biodiversity; however, more significant will be the work they present, which is increasingly treating these and related issues.
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