

Public Bodies - Climate Change Reporting

This form is your annual report, required under the Climate Change (Public Bodies' Reporting Requirements) Regulations 2022 (as amended by the Climate Change (Public Bodies' Reporting Requirements) Amendment Regulations 2023).

This report relates to compliance with the climate change duties set out in Section 21 of the Climate Change Act 2021.

The climate change duties are:

- (1) A public body, in performing its duties, must act in the way that it considers best to contribute to –
- (a) the meeting of the net zero emissions target by
 - (b) the meeting of any interim target,
 - (c) supporting the just transition principles and the climate justice principle
 - (d) sustainable development, including the achievement of the United Nations sustainable development goals; and
 - (e) protecting and enhancing biodiversity, ecosystems and ecosystem services

Please complete this form and submit it to: publicbodiesclimate@gov.im, along with any supporting documents.

Public bodies' climate change reporting does **not** feed into the national GHG inventory.

It is intended to provide an overview of climate action within the public sector and ensure that the climate change duties are understood and being implemented.

The report therefore focusses on a small number of high-level indicators.

It is not a full-scale, detailed emissions report, which would need to be undertaken by a suitably experienced emissions auditor.

Guidance is included throughout and FAQs are included on a separate tab.

However, if you have any queries about how to complete this form please email: publicbodiesclimate@gov.im

>>>> In each section relevant to your public body ONLY complete the GREEN fields <<<<

Only complete the sections (tabs) relevant to your category of public body, as follows:

Category A	Category B	Category C
More than 150 fte stationed employees	Between 16 and 150 fte stationed employees	Inactive or 15 or fewer fte stationed employees
Introduction	Introduction	Introduction
Reporting Period	Reporting Period	Category C
Baseline (if baseline year different to reporting period)	Governance & Behaviour	
Governance & Behaviour	Missing & Estimated Data (if applicable)	
Missing & Estimated Data (if applicable)		

Q-I1

PUBLIC BODY INFORMATION

Name of public body (choose from drop down)	Clerk of Tynwald
Contact phone number	01624 685500
Contact email address	l.trimble@tynwald.org.im
Number of fte stationed employees	24.69

CATEGORIES A & B ONLY

REPORTING PERIOD DATA

In this tab enter the data for the period 1 April 2022 - 31 March 2023

>>>> Only fill in the GREEN fields <<<<

Your emissions will be automatically calculated and appear in the BLUE fields

Q-R1

TRANSPORT

Both category A and B public bodies must complete this question.

Enter the total amount of each vehicle fuel used during the reporting period, in the units listed.

	Amount used	Emissions	
Petrol (litres)	0	0	kgCO ₂ e
Diesel (litres)	0	0	kgCO ₂ e
Coal (tonnes)	0	0	kgCO ₂ e
Total transport emissions:		0	kgCO ₂ e

If you have used a fuel that is not listed, for the purposes of powering a vehicle, please contact CCTT

Q-R2

BUILDINGS (HEATING)

Both category A and B public bodies must complete this question.

Enter the total amount of each heating fuel used during the reporting period, in the units listed.

	Amount used	Emissions	
Natural gas (kWh)	39,876.56	7,279	kgCO ₂ e
Heating oil (litres)		0	kgCO ₂ e
Coal (tonnes)		0	kgCO ₂ e
LPG/Propane (litres)		0	kgCO ₂ e
Wood - Logs (tonnes)		0	kgCO ₂ e
Wood - Chips (tonnes)		0	kgCO ₂ e
Wood - Pellets (tonnes)		0	kgCO ₂ e
Total buildings emissions:		7,279	kgCO ₂ e

If you have used a fuel that is not listed, for the purposes of heating a building, please contact CCTT

Q-R3

ELECTRICITY GENERATION

Both category A and B public bodies must complete this question.

Enter the total amount of each fuel used to generate electricity during the reporting period, in the units listed.

	Amount used	Emissions	
Petrol (litres)	0	0	kgCO ₂ e
Diesel (litres)	0	0	kgCO ₂ e
Total electricity generation emissions:		0	kgCO ₂ e

If you have used a fuel that is not listed, for the purposes of generating electricity for the public body's own use, please contact CCTT.

Q-R4

ELECTRICITY USE

Both category A and B public bodies must complete this question.

Enter the total amount of electricity used during the reporting period, in kWh.

	Amount	Emissions	
Electricity used (kWh)	70,642.64	29,811	kgCO ₂ e

TOTAL FOR REPORTING PERIOD

This section will show the public body's total emissions, for the reporting period, based on the data entered.

NOTE: This report is limited to a small number of high level indicators and therefore does not cover all GHGs or GHG emitting activities.

Total reported emissions:	37,090	kgCO ₂ e
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Q-R5

LAND AND HABITATS

Both category A and B public bodies must complete this question.

Enter details of any parcels of land of over 1 hectare owned by the public body during the reporting period.

Parcel reference / address	Area (hectares)	Habitat type	Gas exchange (pa)
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
		Total gas exchange:	0

IMPORTANT

Some habitat types are **EMITTERS** (ie. they release CO_2 into the atmosphere).

Habitat types that remove CO₂ will return a minus value in the blue column, habitats that release CO₂ will return a positive value.

PLEASE NOTE

PLEASE NOTE
This section is designed to give only a rough indication of the carbon removed by the land owned by the public body and, in future reports, to track land use change.

If you have more detailed information or would like to improve the level of detail relating to removals by land owned by the public body, please contact the Climate Change Transformation Team.

Please see 'Guidance Notes' for assumptions.

NET REPORTED EMISSIONS FOR REPORTING PERIOD

The public body's net emissions (ie. emissions minus carbon stored) for the reporting period are:	37,090	kgCO ₂ e
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Q-R6

BASELINE SAME AS REPORTING PERIOD?

Only Category A public bodies need to complete this question.

Is the reporting period also the public body's baseline year?	
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CATEGORIES A & B ONLY

GOVERNANCE & BEHAVIOUR

In this tab enter the data for the period **1 April 2022 - 31 March 2023**

Only fill in the **GREEN** fields

Q-G1

DECISION MAKING

Only category A and B public bodies should complete this question.

	Description	Name of supporting document (if applicable)
Please describe any processes or mechanisms by which the public body has included the climate change duties in its decision making processes. See guidance notes if you are not sure how to answer.	Corporate Services Manager is the person in the office responsible for ensuring OCOT's duties are considered. Corporate Services Manager attends weekly management meeting.	
	Green Advocates Group formed with staff representatives from each team.	
	Action plan agreed by Management Team.	

Q-G2

AWARENESS

Only category A and B public bodies should complete this question.

	Description	Name of supporting document (if applicable)
Please describe any ways in which the public body has raised staff awareness of the climate change duties. See guidance notes if you are not sure how to answer.	Green Advocates to bring Climate Change Duty perspective to own team and division at meetings, collate ideas about more sustainable working to the wider group.	
	Jan 23: Presentation at All-Staff Meeting about Climate Change Duties and Energy Saving.	
	Corporate Services Manager attendance at IOMG Energy Champions meetings.	
	Notices around the office on reducing energy by turning off lights and equipment when not in use.	

Q-G3

EMISSIONS REDUCTION PLANS

Only category A and B public bodies should complete this question.

Has the public body prepared a climate change/emissions reduction plan? Please choose from the drop down list and enter the name of the document.	Status	Name of document (if applicable)

Q-G4

OTHER RELEVANT DOCUMENTS

Only category A and B public bodies should complete this question.

Has the public body prepared any other documents, in relation to the climate change duties, during the reporting period?	No
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Please enter details of any plans, strategies or other similar documents relating to the climate change duties. Please refer to the guidance if you are not sure how to answer.	Name of document	Relevant climate change duty	Status

Q-G5

CLIMATE ACTION

Only category A and B public bodies should complete this question.

Has the public body taken any action to reduce its emissions, or in relation to any other aspect of the climate change duties, **during the reporting period**?

Yes - see below/attached

Please complete the table below with details of any actions taken.

If multiple actions are contained within a supporting document please feel free to refer directly to the document, rather than listing the actions individually.

Description of action/s	Relevant climate change duty	Status	Name of document
See Action Plan	Multiple (please specify in description)	On-going	OCOT Climate Change

Q-G6

HIGHLIGHTS

Only category A and B public bodies should complete this question.

Are there any actions or initiatives taken by the public body over the reporting period, in relation to the climate change duties, that you would like to highlight?

If so, please describe the action, project or initiative:

To which aspect of the climate change duties does the action, project or initiative relate?

Please briefly explain why you have chosen to highlight this action, project or initiative:

CATEGORIES A & B ONLY

MISSING AND ESTIMATED DATA

Only complete if any of the data on the 'Reporting Period' or 'Baseline' tabs was missing, incomplete or estimated.

Only fill in the GREEN fields

Q-M1

MISSING AND ESTIMATED DATA

Complete the table with details of any missing, incomplete or estimated data.

Is the data missing for the baseline year, the reporting period or both?	Section	Description (eg. fuel type)	Is the data missing, incomplete or estimated?	Reason why the data was missing, incomplete or estimated.	If estimated, how was the estimate calculated?	Action planned to improve data?	Do you expect the data to be available in respect of the next reporting period? (1 April 2023 - 31 March 2024)
Chose from the drop down list.	Chose from the dropdown list. For which section of the report is the data missing, incomplete or estimated?	Enter a brief description of the data that is missing. Eg. 'petrol use' or 'fuel used to generate electricity'	Choose from the drop down list. 'Estimated' includes any data that has not been measured eg. data allocated proportionally, benchmarked or extrapolated.	Enter a brief description of why measured data could not be obtained. Eg. Shared building, data not collected/retained	Enter a brief description of how the estimate was arrived at. Eg. allocated based on number of staff, benchmarked etc. Was a recognised benchmark used?	Enter a brief description of any action planned to obtain/improve the data. Eg. data collection processes updated. If the data cannot be obtained/improved, please explain why.	Choose from the drop down list.
Both	Buildings	Fuel used	Estimated	Shared building	OMG Office Complex based on staff headcount in OCOT.		No
Both	Electricity use	Fuel used	Estimated	Shared building	OMG Office Complex based on staff headcount in OCOT.		No

Office of the Clerk of Tynwald - Climate Change Public Bodies Action Plan

Updated March 2023

The [Climate Change Act 2021](#) sets out climate change duties that apply to public bodies in the Isle of Man.

A public body, in performing its duties, must act in the way it considers best to contribute to:

- a) The meeting of the net zero emissions target by the new zero emissions year (2050).
- b) The meeting of any interim target (at least 35% lower than the baseline by 2030; at least 45% lower than baseline by 2035).
- c) Supporting the just transition principles and the climate justice principle.
- d) Sustainable development, including the achievement of the United Nations Sustainable Development Goals; and protecting and enhancing biodiversity, ecosystems, and ecosystem services.
- e) Protecting and enhancing biodiversity, ecosystems, and ecosystem services.

The Climate Change (Public Bodies' Reporting Requirements) (Amendment) Regulations 2023 [SD 2023/0075] were approved by Tynwald in March 2023. These regulations amended the Climate Change (Public Bodies' Reporting Requirements) Regulations 2022 ([SD 2022/0124](#)).

The regulations make it a legal obligation for public bodies to submit reports as prescribed in the regulations and in the associated guidance ([GC 2022/0002](#)). The report is to be an annual report for each period of 12 months ending on 31 March, and it must be submitted within four months of the end of the report year. Reports will be submitted via online portal. After a report has been submitted, it must also be published by the public body which has submitted it – see section 23(3) of the Climate Change Act.

The first annual report will be required four months after the completion of the 2022/23 financial year. In other words, we will be required to submit it by 31st July 2023.

The Office of the Clerk of Tynwald is a Category B public body (more than 15 but fewer than 150 staff). This means that we are required to undertake action-based reporting only and we should undertake actions known to reduce emissions and report on those actions.

In summary, our annual report must provide:

- a) Consumption data in respect of vehicle fuels, building heating fuels, electricity generation for own use and electricity use (from network), details relating to land owned.
- b) Information as to how Climate Change Duties have been implemented: governance, actions, plans, etc.

What is the Office Doing?

The Corporate Services Manager has responsibility for ensuring the duties are considered.

The Green Advocates Group is a team of people in the Office (each working area is represented by an officer) who consider the office's duties under the Climate Change Act and actions for inclusion in the office's action plan. The Group has liaised with the Climate Change Team to ensure Group members understand the requirements which apply to the Office with regard to reporting and an action plan.

The Group understands that our Office must consider scope two emissions (indirect GHG emissions from purchasing electricity) and scope three emissions (indirect emissions from all other emissions-

generating sources e.g. manufacturing and transportation of goods or from employee commuting). In this regard the Group has produced an action plan to reduce emissions in these areas within suggested timeframes.

There is no requirement for the Office to calculate its emissions, and the action plan therefore focuses on cost-saving reduction in energy (heat, light); cost-saving and emission-reducing considerations when purchasing supplies and services; and education/awareness of climate change and emissions and behaviour-changing initiatives in the Office.

Though there is no requirement for the office to calculate emissions, the group has requested information relating to the office's consumption of electricity and gas from the Department of Infrastructure. We feel this would be useful for informing staff about the energy we use and would also be useful when we consider the success of initiatives undertaken as per the action plan. The DoI has let us know that currently it is not possible to give us figures relating to consumption of electricity and heat in Legislative Buildings and Chambers and our consumption is currently included with energy used through Government Offices as a whole.

The following abbreviations, which refer to structural units within the Office of the Clerk of Tynwald, are used in the action plan:

C&E	Corporate and Engagement Division
CS	Corporate Services Team
ES	Engagement Services Team
RSS	Research and Scrutiny Support Team
T&P	Table and Publications Team

OCOT ACTION PLAN

Heading/Category	Goal	Actions	Who	Dates: deadlines and milestones	Resources needed	Update	Status
Governance/Decision-Making Process	Make duties part of governance and decision making processes.	Recruit Green Advocates Group with one member from each team in OCOT. Green Advocates to bring Climate Change Duty perspective to team and division meetings and decision-making. Green Advocate representation on Management Team (CS Manager).				Green Advocates formed November 2021. Officers from RSS, T&P, C&E. Officer from ES joined Jan 23. Two Green Advocate officers attend management team meetings.	Completed
Governance/Decision-Making Process	Action Plan approved by Management Team.		Green Advocates Group	October 2022		Climate Change Team reviewed draft Action Plan in August 2022 and confirmed it contained the right sort of actions for COT to comply with duties. Recommended that we should	Completed.

						also look at scope three emissions. Action Plan reviewed at Management Team Meeting 13 th October 2022.	
Training, awareness and engagement	Green Advocate Group fully understand OCOT's Climate Change Duties. All Staff have an understanding of OCOT's Climate Change Duties	CS Manager to attend LEaD training on reporting. CS Manager and Green Advocates to consult Net Zero Isle of Man website and information for Public Bodies. Green Advocates and all staff to undertake LEaD training on Climate Change.		When training is available from LEaD		CS Manager has consulted Net Zero IOM website and information for Public Bodies.	Ongoing
Governance/Decision-Making Process	Action Plan shared with Tynwald Management Committee		Green Advocates Group	January 2023		23 rd January 2023.	Completed
Training, awareness and engagement	Introduce Green Advocates Group to staff.	Green Advocates Group Presentation at All-Staff Meeting.	Green Advocate Group	December 2021.		Green Advocates introduced themselves at All-	Completed

						Staff Meeting 9 th December 2021. Shared options to reduce your carbon footprint.	
Training, awareness and engagement	Inform staff of OCOT's duties under Climate Change Act. Share Action Plan with Staff. Share recommendations for Saving Energy in the Office.	Green Advocates Group presentation at All Staff Meeting: • What are COT's duties under Climate Change Act? • Our action plan. • Consumption reduction ideas: turning off equipment when not in use; turning off lights when no one in room; considering other methods to stay warm rather than turning up the heating; reducing consumption of goods (e.g paper, printing ink). • Ask for ideas from staff via Green Advocate representative.	Green Advocates Group	By end Jan 2023		All-Staff meeting 12th January 2023. Information shared with staff via All-Staff Team on Teams and in team meetings.	Ongoing

		Consolidate information after the meeting in the All-Staff Team; share posters on All-Staff Team.					
Training, awareness and engagement	Engage with other government departments; gain information, knowledge and ideas.	Member of Green Advocates Group to join DOI Energy Champions in order to hear about work across Government, Boards and Offices to date and to listen to and share ideas.	Green Advocates Group	By Dec 2022		CS Manager has joined group on 21 st December 2023 and will attend meetings. CS Manager will feed back information to OCOT.	Ongoing
Governance/Decision-making Training, awareness and engagement	Ensure ideas for complying with duties or reducing consumption are listened to and considered.	Green Advocates Group representatives to discuss actions and ideas with their team during team or division meetings. Listen to feedback and ideas from staff and bring to Green Advocates Meetings and then to Management Team for approval.	Green Advocates Group				Ongoing
Training, awareness and engagement Plans, policies and objectives.	Obtain consumption data for heating and electricity for Legislative	Obtain consumption figures for heating and electricity for Legislative Buildings from DOI to give a reference point for reducing	Seneschal/LT			20220812 CS Manager requested information from DOI.	Not possible at the moment

	Buildings (OCOT and Chambers).	consumption initiatives and to give a discussion point for staff.				20221201 CS Manager requested information from Energy Champions Group. 20230110 DOI informed CS Manager that consumption data was not available for Legislative Buildings only.	
Climate Change and COT Duties: engagement with staff/Scope 2 emissions.	Reducing Scope 2 and 3 emissions. Scope 2 emissions are indirect emissions from purchasing electricity. To minimise Scope 2 emissions we need to use electricity as efficiently as possible. Scope 3 emissions are caused by our	Information and recommendations on energy saving and climate change topics shared with staff via All-Staff Team. Suggested topics: <u>Monthly info</u> Consumption snips from DOI Printer usage Other useful info <u>In Work</u> Sharing and delivering progress of Action Plan.	Green Advocates Group; any Member of staff	Ongoing			Ongoing

	activities but emissions occur from sources that we do not own or control such as the manufacture or transportation of purchased goods or the emissions from employees commuting.	• What are Scope 2 and Scope 3 emissions. <u>Personal</u> • Measure your own footprint on Climate Hero app • Eat Greener • Home Energy • Reduce, reuse, recycle • Active Travel and Public Transport (Cycle to Work Scheme)					
Scope 2 emissions	Reduce emissions created by electricity use	Office campaign to remind staff to turn off lights and equipment when not in use.	Green Advocates Group/Seneschal	By Jan 2023		December 2022: email to all staff requesting a Festive shutdown of all equipment not in use over festive period. December 2022 notices put up around the office to remind staff to turn off lights and equipment when not in use. Green Advocates to	Ongoing

						reinforce the message on a day-to-day basis.	
Scope 2 emissions	Reduce emissions created by electricity use	Liaise with DOI electricians regarding motion sensor lights in certain areas: stairwells, cupboards, some corridors.	Seneschal	By Dec 22		December 2022: Seneschal made recommendations to DOI regarding repositioning of light switches and motion-sensor lighting in building.	Ongoing
Scope 2 emissions	Reduce emissions created by heating equipment	Identified that top floor work in offices that have no insulation and are not connected to the air heating/cooling system. Therefore, offices lose heat more quickly, resulting in greater use of personal heaters.	Seneschal			October 2022 Issue raised with DOI. DOI installed insulation in this area.	Ongoing
Scope 2 emissions: heating and cooling of Legislative Building	Reduce consumption of gas used in heating our building.	Identify areas where heating and cooling efficiency is being hindered by building faults/design (e.g. front doors where design of doors allows heat to escape and cold air to enter the building.	Seneschal	By end of March 23		October 2022: Front door highlighted to DOI.	Ongoing
Scope 3 emissions: manufacturing	Reduce Scope 3 emissions.	In line with the Climate Change (Single Use	Corporate Services team	By Dec 2022		From December 2022 no	Ongoing

		Plastics) Regulations 2022 SD2022/0077 cease to purchase and use the following items: plates, carrier bags, straws, stirrers, cutlery, polystyrene food containers, polystyrene cups. Ongoing consideration of our single-use plastics – where are our hidden single use plastics?				purchasing single-use items.	
Scope 3 emissions		Enhanced management of stocks and ordering. Greater consideration eco-credentials of products and equipment; better management of stocks to reduce waste and to make second-hand equipment and resources more attractive/available to staff.	Corporate Services Team	Ongoing			Ongoing
Scope 3 emissions		Reduction in commodities such as paper. Active consideration of moving to digital systems in	All Teams	On going			Ongoing

		some paper-heavy areas of our work e.g. finance. Encourage ideas from teams and share digitising experiences with other teams.					
Scope 3 emissions	Reduce emissions caused by travel procured by the office	Explore policy of booking only electric taxis.	Engagement Services Team	By March 2023			Ongoing
Scope 3 emissions		Consider the option of remote attendance for off-Island attendees at on-Island meetings when organising event.	Whole office	Ongoing.		Office has facilities for remote attendance at meetings.	Ongoing
Scope 3 emissions		When off-Island, in-person participation is necessary, ensure information sharing/training by those attending happens in a meaningful way, so that there is added value to the in-person attendance.	Engagement Services/all staff	Ongoing		Those who attend conferences or training to report back to colleagues and undertake actions following the conference.	Ongoing
Scope 3 emissions		Consider ferry travel as an alternative to air travel.	Engagement Services	March 23		Ferry travel to be included in travel options for off-Island meetings or conferences.	Ongoing

Scope 3 emissions	Explore possibility of obtaining carbon emissions for each journey option to inform decision making.	Use carbon emission calculations to inform decision making about travel.	Engagement Services	December 2023			Ongoing
Biosphere	Explore the possibility of OCOT becoming a biosphere partner	Explore COT becoming a biosphere partner.	Engagement Services	Dec 23			Ongoing
Protecting and enhancing biodiversity, ecosystems and ecosystem services	Explore the possibility of introducing recycling to the Office	Consider options for recycling in the office.	Corporate Services Team	By March 2023		Liaison with IOM Creamery: no recycling for offices. March 23 no cost effective solutions to recycling identified.	Ongoing
Current policies	All policies in line with Climate Change duties.	Reviewing all existing policies to ensure they support the duties: reducing GHG emissions; just transition and climate justice; sustainable development; protecting and enhancing biodiversity, etc.	Corporate Services Team	Dec 23			Ongoing