

# Guidance for Biodiversity Duty Reporting

October 2016



Guidance to support public bodies in Scotland with preparing and producing a Biodiversity Duty report



**Scottish Natural Heritage**  
**Dualchas Nàdair na h-Alba**

All of nature for all of Scotland  
Nàdar air fad airson Alba air fad



**Scottish Government**  
Riaghaltas na h-Alba  
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## **Acknowledgements:**

Thank you to the project steering group and public bodies for reviewing the draft guidance document and providing comments. We would also like to thank the LBAP officer network for the original template upon which this guidance and the revised template were built.

## **Front page photo credits:**

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This guidance has been developed by Risk & Policy Analysts (RPA) Ltd as part of the Scottish Government funded research contract 'Evaluation of the Compliance and Quality of Biodiversity Duty Reports 2015'.

# Summary

Public bodies in Scotland must publish a biodiversity duty report every three years.

This guidance document aims to help you produce your organisation's biodiversity duty report.

- It suggests activities that you can undertake and report upon;
- It includes example activities from other public bodies; and
- It makes suggestions on how you might want to present your report.

This guidance includes a template you can use but there is no set format or layout for the biodiversity duty reports.

Public bodies can use whatever format they wish to report upon the activities they have carried out to meet their biodiversity duty.

The ideas and suggestions included in this guidance document are just that – suggestions to help you produce a report that fits the opportunities available to your organisation.

Your biodiversity report **must** be made publically available, preferably online.

## Tell others what you do

One of the most important ways you can make a difference for biodiversity (i.e. nature) is to tell others what action/s you are taking, no matter how small. We inspire and motivate each other this way.

The following links will help you go straight to the section/s that most interest you.

If you would like:

- to know more about the biodiversity duty and reporting process, see [Section 1 Introduction](#).
- to review the suggested template, see [Annex 1 Revised template](#).
- support with using the template, see [Section 2 Support with the template](#).
- extra help with the reporting process (for example, on report format and style), see [Section 3 Additional things to consider](#).
- ideas for activities to carry out and report upon, see [Section 4 Example actions](#). There are also plenty of examples in the first round of reports. Links to published reports are given in [Annex 2 Identified biodiversity duty reports \(2012-2014\)](#).
- to know where to find further information and resources, go to [Section 5 Further information](#).

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# 1 Introduction

## 1.1 What is biodiversity?

Biodiversity is the variety of living things around us. This includes plants, insects, fish and animals. The definition of biodiversity is:

*Biological diversity - or biodiversity - is a term we use to describe the variety of life on Earth. (Convention on Biological Diversity) <sup>1</sup>*



Photo source: pixabay.com

Biodiversity refers to:

- The wide variety of living organisms - animals, plants, fungi, bacteria and other simple microorganisms;
- Genetic variation within species; and
- The variety of habitats and ecosystems - different ways that organisms interact with one another and their environment.

Scotland's rich and varied landscape supports approximately 90,000 species of plant, animal and microbes<sup>2</sup>. However, pressures such as pollution, habitat

<sup>1</sup> Biodiversity Scotland (2013): What is biodiversity? accessed at: <http://www.biodiversityscotland.gov.uk/biodiversity/biodiversity/> on 23<sup>rd</sup> September 2016.

<sup>2</sup> Biodiversity Scotland (2016): Scottish Biodiversity, accessed at: <http://www.biodiversityscotland.gov.uk/biodiversity/scotland/> on 23<sup>rd</sup> September 2016.

degradation and climate change have caused a decline in the biodiversity within Scotland.

The Scottish Government has developed a biodiversity strategy ([2020 Challenge for Scotland's Biodiversity](#)), which set out the key steps needed to protect and restore Scotland's biodiversity. The Scottish Government has also produced a route map ([Scotland's Biodiversity: a Route Map to 2020](#)) to help direct priorities for action with Six Big Steps for Nature:

1. Ecosystem restoration: to reverse historical losses of habitats and ecosystems, to meet the Aichi target<sup>3</sup> of restoring 15% of degraded ecosystems;
2. Investment in natural capital: to ensure the benefits which nature provides are better understood and appreciated, leading to better management of our renewable and non-renewable natural assets;
3. Quality greenspace for health and education benefits: to ensure that the majority of people derive increased benefits from contact with nature where they live and work;
4. Conserving wildlife in Scotland: to secure the future of priority habitats and species;
5. Sustainable management of land and freshwater: to ensure that environmental, social and economic elements are well balanced; and
6. Sustainable management of marine and coastal ecosystems: to secure a healthy balance between environmental, social and economic elements.

## 1.2 The Biodiversity Duty

The [Nature Conservation \(Scotland\) Act 2004](#) places a statutory duty on all public sector bodies in Scotland to further the conservation of biodiversity.

*“It is the duty of every public body and office holder, in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”*

The [Wildlife and Natural Environment \(Scotland\) Act 2011](#) (commonly known as the WANE Act) came into force on 1 January 2012 and introduced a requirement for all public bodies to make a report publicly available on their compliance with biodiversity duty. Biodiversity duty reports are required every three years.

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<sup>3</sup> The Aichi targets are available from the Convention on Biological Diversity website, accessed at: <https://www.cbd.int/sp/targets/> on 23<sup>rd</sup> September 2016.

This biodiversity duty is about connecting people with the environment and managing biodiversity in the wider environment all around us, not just in specific protected sites.

- Public bodies already established in 2011 were due to produce and publish their first report by 1 January 2015 to cover activities carried out during 2012 to 2014 inclusive.
- The second report will be due by 1 January 2018 and is to cover activities carried out in 2015 to 2017 inclusive.
- Public bodies established after 1 January 2012 are required to produce a biodiversity duty report within three years of the date of their establishment and every three years thereafter.

Biodiversity duty reports can be part of an existing report or as a standalone document but they must be publicly available.

Whilst the WANE Act does not specify where biodiversity duty reports should be published, it is preferable for them to be available online.

### 1.3 How is biodiversity relevant to your public body?

All Scottish public bodies have a statutory duty to further the conservation of biodiversity. Understanding how your organisation's role and activities impact or link to biodiversity is the first step to identifying actions that you can implement.

Scottish Natural Heritage has developed a [checklist](#) to help you identify how your organisation links to biodiversity. The checklist includes a set of questions for your organisation to consider:

- Do you have an Environmental Management System?
- Is your organisation involved in the management and/or use of land or natural resources?
- Are you involved in healthcare or social services provision?
- Are you involved in the provision or promotion of sport and recreation, or tourism?
- Are you involved in the provision of education?
- Are you involved in promoting business development and regeneration?
- Are you involved in conserving and enhancing cultural and built heritage?
- Are you involved with implementing action for the Scottish Biodiversity Strategy (SBS), its associated working groups, or with any local biodiversity partnerships, habitat or species action plans?

If your organisation can answer **yes** to any of these questions, there are likely to be several different types of activity that you can undertake to directly benefit biodiversity within Scotland.

If your organisation answers **no** to all of these questions, there are still general steps that you can take to benefit biodiversity. Examples include:

- Providing opportunities for staff volunteering for activities such as native tree planting or litter picks;
- Encouraging staff to engage with the natural environment by purchasing a corporate membership to a biodiversity focused organisation or charity;
- Purchasing green or sustainable supplies such as organic/seasonal food or sustainably produced paper; and
- Reducing waste to landfill through recycling and composting.

Further activities can be found in this guidance in the example actions section.

For the full checklist and further information see: <http://www.snh.gov.uk/docs/A1882270.pdf>



## 1.4 Background to this guidance document

Prior to production of the first round of biodiversity duty reports, the Local Biodiversity Action Plan (LBAP) officer network developed a [template](#) for public bodies to follow, should they wish. This was originally published on the Biodiversity Scotland Internet site<sup>4</sup>.

Following publication of the first round of reports in January 2015, the Scottish Government commissioned an evaluation of the reports and the process that was followed to produce the reports. The findings from the evaluation were used to inform the development of this guidance and also minor revisions to the template.

This guidance also provides the revised template. It incorporates comments from public bodies with the aim of setting out an approach that is tailored towards the different types of organisations and the opportunities they have to influence or undertake biodiversity conservation. It also includes examples of the type of information required under each section, as well as links to reports that demonstrate good practice.

## 1.5 Structure of this guidance document

The guidance has been developed to take account of the differing levels of opportunity that public bodies have in terms of being able to deliver biodiversity actions. The first section therefore helps you to identify your organisation's level of opportunity, and hence the guidance sections that are most relevant to you.

The remainder of the guidance includes the following sections:

- [Section 2: Support with the template](#): this section provides information to help you complete each of the seven template sections. Note that you do not have to use the template if you prefer to develop your own format;
- [Section 3: Additional things to consider](#): this provides information to help you decide on your report's format, as well as the collection of information;
- [Section 4: Example actions](#): this section lists example biodiversity actions, including activities reported in the first round of biodiversity duty reports;
- [Section 5: Further information](#): this section provides web links to resources that you may find useful;
- [Annex 1](#) includes the revised template; and
- [Annex 2](#) provides a list of biodiversity duty reports identified during the evaluation study. Web links are included. Note that other public bodies may have produced reports, but these could not be located by the study team.

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<sup>4</sup> Available at: <http://www.snh.gov.uk/docs/B1158383.pdf>, accessed on 23<sup>rd</sup> September 2016.

## 1.6 Identifying the relevant sections for your organisation

There are two main characteristics that affect the range of biodiversity related activities that a public body could potentially carry out. These are:

- Whether the public body owns or is responsible for land and/or assets; and
- Whether the public body's main responsibilities are linked to or involve biodiversity.

Public bodies that own land and whose main responsibilities are linked to or involve biodiversity (e.g. planning), can potentially carry out a wider range of biodiversity related activities than those public bodies that do not have any assets and do not include management of biodiversity as one of their key functions. As an illustration, where a public body owns land it could ensure that the land was managed to provide suitable habitat for a particular species. This activity is not available to an organisation that does not own land, irrespective of funding or staffing levels.

Small public bodies may find it particularly difficult to know what actions to undertake as resources (time, staff and budget) are likely to be limited. In these cases, actions undertaken as part of sustainability measures can be a good starting point, especially where a public body does not have any control over land or assets. Sustainability actions that bring knock-on benefits for biodiversity could include:

- Decreasing water consumption. This can benefit aquatic habitats, since it means that less water needs to be abstracted for human use;
- Having a sustainable procurement policy for office materials. For example, obtaining paper from certified sources ensures that forests are well managed with any felled trees replaced. This avoids the loss of woodland habitats;
- Sourcing organic food. Using organic (and preferably local) food means that fewer chemicals will have been used in its production. This will benefit farmland species;
- Making sure that any compost used (e.g. in window boxes) does not contain peat. This helps avoid the destruction of peat bogs; and
- Using environmentally friendly cleaning products. This minimises the impacts on aquatic species when cleaning products are washed down the drain.

Note that to comply with the biodiversity duty, reported actions need to have a direct impact on biodiversity.

Figure 1 (overleaf) is designed to help you identify which sections of the guidance are most relevant to you based on the above two characteristics (first set of bullets). It enables you to identify the likely level of opportunity that your organisation has to carry out biodiversity activities.

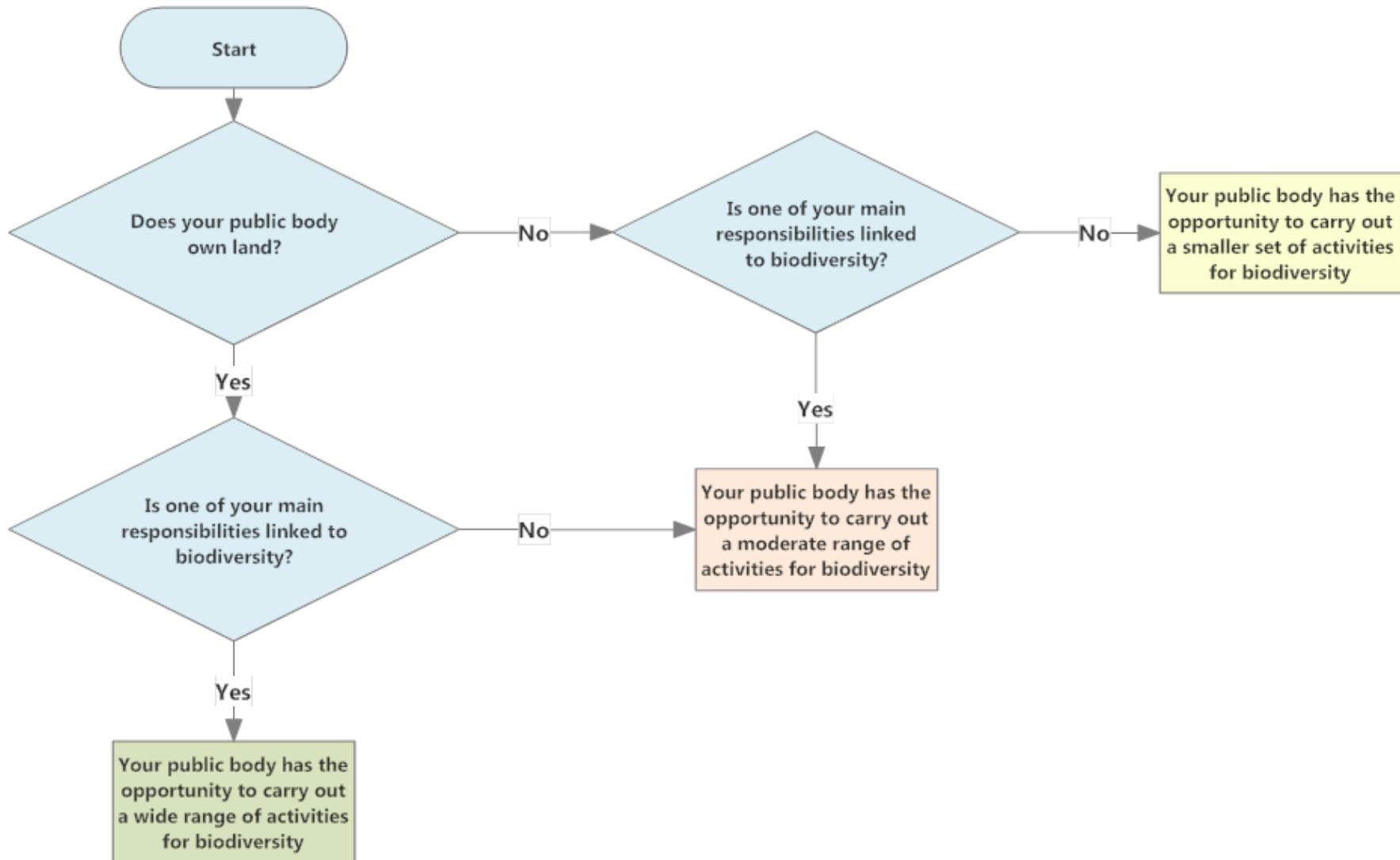


Figure 1: Flow chart to enable you to identify the opportunities your public body may have for biodiversity

This guidance provides tables showing what information you may wish to include within each section of your biodiversity duty report, dependent on the opportunities that may be available to you. The opportunities are classified as:

- Smaller set of opportunities (yellow cells);
- Moderate range of opportunities (orange cells); and
- Wide range of opportunities (green cells).

The examples included are intended to be illustrative only; you do not have to include the information suggested. You might also find that you have examples for your organisation that are included under a different level of opportunity. This is fine. The template is designed to be flexible and to provide you with ideas of the sort of information you might include.

## 1.7 The template

The template (see Annex 1) is divided into seven sections:

1. Introductory information
2. Mainstreaming
3. Actions taken to improve biodiversity conservation
4. Monitoring
5. Partnership working and biodiversity communications
6. Biodiversity highlights and challenges
7. Contribution to targets

For each of the template sections, this guidance document includes tables that set out:

- The information to include (in the left-hand column); and
- Examples organised by opportunity (in the right-hand column).

The examples are taken from the first round of biodiversity duty reports so reflect actual information that organisations with similar opportunities were able to report. See Chapter 4 for more example actions. The final row in each table gives you links to reports from the first round that provide good practice for each of the sections and are intended to help you as you identify what to include in your own report. Please note that the example reports listed are for reference purposes only. They do not intend to categorise the named organisations as having a smaller, moderate or wide range of opportunities.

## 2 Support with the template

### 2.1 Template section 1: introductory information

Section 1 covers introductory information and can be kept reasonably brief as you will have the opportunity to provide further details on initiatives and actions in later sections. You may want to divide your report into annual summaries. That way you can record your activities each year rather than waiting for three years. Such an approach could also reduce the risk that you lose information on activities undertaken earlier in the reporting period should, for example, the person responsible leave.

<b>Section 1: introductory information</b>	
Information to include	Type of information likely to be relevant by level of opportunity
a) Give an overview of your organisation's regulatory role	<b>Smaller set of opportunities:</b>
	<b>Moderate range of opportunities:</b> Regulatory role
	<b>Wide range of opportunities:</b> Regulatory role
b) Outline how biodiversity feeds into your organisation's decision-making structure, including any initiatives or groups in which your organisation and its staff, board members, etc. are active.  You may also wish to show how your organisation's responsibilities and role link to biodiversity conservation (e.g. through direct management of green spaces, or through consideration of biodiversity in office policies)  You may wish to include an organogram indicating specific roles and/or team members responsible for biodiversity	<b>Smaller set of opportunities:</b> Location and HQ, including any environmental or biodiversity staff (including voluntary teams)
	<b>Moderate range of opportunities:</b> Departments, members of staff or board responsible for biodiversity or wider environment/sustainability
	<b>Wide range of opportunities:</b> Departments, members of staff or board responsible for biodiversity Information on the direct links between your organisation and biodiversity

<b>Section 1: introductory information</b>	
c) Include examples where staff and/or board members have promoted biodiversity initiatives. For example, where a staff member has set up a group to help deliver and/or promote the biodiversity duty (e.g. green champions or a cross service working group)	<b>Smaller set of opportunities:</b> Activities undertaken by staff
	<b>Moderate range of opportunities:</b> Activities undertaken by staff
	<b>Wide range of opportunities:</b> Activities undertaken by staff
Example reports that may help you identify what type of information and what level of detail to include	
<b>Smaller set of opportunities:</b> Scottish Children's Reporter Administration <a href="http://www.scra.mtcserver3.com/wp-content/uploads/2016/03/SCRA-Sustainability-Report-2014-15.pdf">http://www.scra.mtcserver3.com/wp-content/uploads/2016/03/SCRA-Sustainability-Report-2014-15.pdf</a>	
<b>Moderate range of opportunities:</b> Scottish Canals <a href="https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/12/Scottish-Canals-report-on-the-Scottish-Biodiversity-Duty-2011-14.pdf">https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/12/Scottish-Canals-report-on-the-Scottish-Biodiversity-Duty-2011-14.pdf</a>	
<b>Wide range of opportunities:</b> Highland Council <a href="http://www.highland.gov.uk/download/downloads/id/12147/2014_biodiversity_duty_report.pdf">http://www.highland.gov.uk/download/downloads/id/12147/2014_biodiversity_duty_report.pdf</a>	

## 2.2 Template section 2: mainstreaming

Section 2 looks at how biodiversity is taken into account in your work, even where this is not directly related to biodiversity. Do you think about biodiversity in your strategies and plans, or do you take account of wider sustainability in the work that you do and how that work is managed? If so, you can consider this to be mainstreaming of biodiversity in your activities and you can describe it here.

<b>Section 2: mainstreaming</b>	
Information to include	Type of information likely to be relevant by level of opportunities
a) Identify the steps your organisation has taken to incorporate biodiversity measures into other areas of policy, strategy or initiatives. This could include: <ul style="list-style-type: none"> <li>Climate change mitigation and adaptation;</li> </ul>	<b>Smaller set of opportunities:</b> Extent to which biodiversity is embedded in sustainability policy and wider policies
	<b>Moderate range of opportunities:</b> Extent to which biodiversity is embedded in sustainability policy and wider policies and

<b>Section 2: mainstreaming</b>	
<ul style="list-style-type: none"> <li>Physical and mental health benefits from access to the countryside and a diverse/biodiverse landscape;</li> <li>Use of greenspace and its role in ecological networks to regeneration and planning policies; and</li> <li>Inclusion of biodiversity in the design of sustainable places that provide the services and amenities for day to day living and attracting business.</li> </ul> <p>Demonstrate continuous improvement through providing information on when these plans, strategies and initiatives are being updated</p>	<p>activities, including delivery of services</p> <p><b>Wide range of opportunities:</b>  Corporate plan  Organisational activities  Biodiversity checklists  How biodiversity feeds into internal management  Reporting arrangements  Extent to which biodiversity is embedded in delivery of services</p>
<p>Example reports that may help you identify what type of information and what level of detail to include</p>	
<p><b>Smaller set of opportunities:</b>  Risk Management Authority  <a href="http://www.rmascotland.gov.uk/files/6214/2183/5798/RMA_Report_on_Biodiversity_2011-14.pdf">http://www.rmascotland.gov.uk/files/6214/2183/5798/RMA_Report_on_Biodiversity_2011-14.pdf</a></p>	
<p><b>Moderate range of opportunities:</b>  Royal Botanic Garden Edinburgh  <a href="http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/RBGE%20Biodiversity%20Duty%20Report%202011-14%20v1compressed%20copy.pdf">http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/RBGE%20Biodiversity%20Duty%20Report%202011-14%20v1compressed%20copy.pdf</a></p>	
<p><b>Wide range of opportunities:</b>  Argyll and Bute Council  <a href="https://www.argyll-bute.gov.uk/sites/default/files/argyll_and_bute_council_biodiversity_duty_reporting_december_2014_version_3_2.pdf">https://www.argyll-bute.gov.uk/sites/default/files/argyll_and_bute_council_biodiversity_duty_reporting_december_2014_version_3_2.pdf</a></p>	

### 2.3 Template section 3: actions taken to improve biodiversity conservation

Section 3 is where you can discuss the actions you have taken to improve biodiversity. Where these opportunities are limited, you can also identify actions to improve sustainability. Although these may not directly benefit biodiversity, there may be indirect benefits. Biodiversity Scotland has some examples of quick wins<sup>5</sup> that you could use even if you just occupy an office, in addition to those set out in the following table.

<sup>5</sup> Biodiversity Scotland (2016): Quick wins, accessed at: <http://www.biodiversityscotland.gov.uk/duty/work/quick-wins/> on 23<sup>rd</sup> September 2016.

<b>Section 3: actions taken to improve biodiversity conservation</b>	
Information to include	Type of information likely to be relevant by level of opportunities
<p>a) Identify any actions that your organisation has undertaken on the ground, on your own land or elsewhere as part of a contribution to a wider project and how these benefit biodiversity</p>	<p><b>Smaller set of opportunities:</b>            Include any biodiversity actions taken around your offices (bird boxes/feeders, wildflower areas, etc.) or procurement/buying decisions            Include any wider sustainability actions that could have indirect benefits for biodiversity</p>
	<p><b>Moderate range of opportunities:</b>            Include any maintenance projects as well as new actions with quantitative measures (e.g. ha of habitat maintained/managed, number of bird boxes put up) where appropriate</p>
	<p><b>Wide range of opportunities:</b>            Include habitat creation, enhancement and protection with quantitative measures (e.g. ha of raised bog restored, ha of new woodland planted, areas managed to enhance biodiversity) where available</p>
<p>b) Include any partnership initiatives on biodiversity that you have been involved in: what these aimed to do, what actions have happened, what you believe the successes were and any plans for future or follow-up work</p>	<p><b>Smaller set of opportunities:</b>            Work with other organisations, including charities for knowledge sharing, staff volunteering on initiatives</p>
	<p><b>Moderate range of opportunities:</b>            Work with other organisations, including charities for knowledge sharing and/or shared management/maintenance, and including assisting with new initiatives</p>
	<p><b>Wide range of opportunities:</b>            Work with other organisations, including leading or assisting with new initiatives            Public engagement events to encourage others to take account of biodiversity            Facilitation of volunteer projects, including setting up of groups (e.g. Friends groups)</p>

<b>Section 3: actions taken to improve biodiversity conservation</b>
Example reports that may help you identify what type of information and what level of detail to include
<b>Smaller set of opportunities:</b> Scottish Funding Council <a href="http://www.sfc.ac.uk/web/FILES/ReportsandPublications/SFC_annual_report_and_accounts_2013-14.pdf">http://www.sfc.ac.uk/web/FILES/ReportsandPublications/SFC_annual_report_and_accounts_2013-14.pdf</a>
<b>Moderate range of opportunities:</b> Student Awards Agency for Scotland <a href="http://www.saas.gov.uk/forms/AnnualReport/HTML/index.html#16">http://www.saas.gov.uk/forms/AnnualReport/HTML/index.html#16</a>
<b>Wide range of opportunities:</b> Inverclyde Council <a href="https://www.inverclyde.gov.uk/assets/attach/1556/Biodiversity-Report-2011-14.pdf">https://www.inverclyde.gov.uk/assets/attach/1556/Biodiversity-Report-2011-14.pdf</a>

## 2.4 Template section 4: partnership working and biodiversity communications

Promotion of a positive biodiversity message can be used to encourage others outside the public body to also think about biodiversity conservation and take their own actions. Promotion of the work that you are doing with others and the communication activities you are undertaking, including raising awareness amongst your staff or wider communication through a website, for example, can be included in Section 4 of your report.

<b>Section 4: partnership working and biodiversity communications</b>	
Information to include	Type of information likely to be relevant by level of opportunities
a) Describe and illustrate your organisation's involvement in partnership working on biodiversity.  Explain if these were private sector, public sector, community or other sectors, or if they are multi-sector partnerships. Include web-links where available. For example, any partnership work on biodiversity, e.g. Local Biodiversity Action Partnership (LBAP) or Community Planning Partnership	<b>Smaller set of opportunities:</b> Registration with biodiversity partnerships Links with sustainability projects
	<b>Moderate range of opportunities:</b> Describe biodiversity and conservation partners
	<b>Wide range of opportunities:</b> Describe biodiversity and conservation partners

<b>Section 4: partnership working and biodiversity communications</b>	
<p>b) Describe any biodiversity communication that your organisation has undertaken to help raise awareness of and communicate about biodiversity conservation, including any partners that you worked with on communication and awareness raising activities</p>	<p><b>Smaller set of opportunities:</b> Working with others who have more formal communication programmes and events Internal awareness raising with staff</p>
	<p><b>Moderate range of opportunities:</b> Activities and events Internal awareness raising with staff</p>
	<p><b>Wide range of opportunities:</b> Research papers, surveys and reports Blogs, press releases Exhibitions, events and interpretations Information on website Ranger services</p>
<p>c) Describe any training or learning activities that have been carried out internally or externally relating to biodiversity, for example, CPD seminars or attendance at external events (SNH sharing good practice)</p>	<p><b>Smaller set of opportunities:</b> Induction training for staff</p>
	<p><b>Moderate range of opportunities:</b> Staff training</p>
	<p><b>Wide range of opportunities:</b> Training, education and capacity building Hosting conferences, exhibitions and events Staff training Ranger services and volunteer days Link-ups with other organisations and professionals Sharing good practice</p>
<p>d) Identify any opportunities that your staff are given to take part in practical action such as volunteering, e.g. with John Muir Trust, British Trust for Conservation Volunteers, RSPB</p>	<p><b>Smaller set of opportunities:</b> Option to join green team, litter picks Volunteer days</p>
	<p><b>Moderate range of opportunities:</b> Volunteer days Voluntary projects within organisation</p>
	<p><b>Wide range of opportunities:</b> Staff job covers biodiversity</p>
<p>Example reports that may help you identify what type of information and what level of detail to include</p>	
<p><b>Smaller set of opportunities:</b> Scottish Enterprise <a href="http://www.scottish-enterprise.com/knowledge-hub/articles/publication/biodiversity-report">http://www.scottish-enterprise.com/knowledge-hub/articles/publication/biodiversity-report</a></p>	

## Section 4: partnership working and biodiversity communications

### Moderate range of opportunities:

National Museums of Scotland

<http://www.nms.ac.uk/media/772310/biodiversity-report-2011-14-for-website.pdf>

### Wide range of opportunities:

Renfrewshire Council

[http://www.renfrewshire.gov.uk/media/1246/Renfrewshire-Council-Biodiversity-Duty-Report/pdf/pt-BiodiversityDutyReport\\_FV.pdf](http://www.renfrewshire.gov.uk/media/1246/Renfrewshire-Council-Biodiversity-Duty-Report/pdf/pt-BiodiversityDutyReport_FV.pdf)

## 2.5 Template section 5: biodiversity highlights and challenges

Section 5 provides you with an opportunity to showcase what you believe to be the highlights and your main achievements over the reporting period. You can include highlights for each year if you like, or overall highlights across the three years.

Section 5 is also used to record the main challenges your organisation is likely to face over the next reporting period.

### Section 5: biodiversity highlights and challenges

Information to include	Type of information likely to be relevant by level of opportunities
<p>a) 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> <p>Consider the requirements of the Biodiversity Route Map to 2020 and the 6 Big Steps for Nature</p>	<p><b>Smaller set of opportunities:</b> Development of biodiversity team or plan Biodiversity and/or sustainability achievements</p>
	<p><b>Moderate range of opportunities:</b> Enabling mainstreaming of biodiversity</p>
	<p><b>Wide range of opportunities:</b> Notable species present or recorded Occupation of bird boxes Meeting of strategic aims Completion of key projects Improvement in habitat/ecological status Funding achieved, volunteer days/time invested</p>

<b>Section 5: biodiversity highlights and challenges</b>	
b) Looking ahead, what do you think will be the main challenges over the next three years?	<b>Smaller set of opportunities:</b> Operational issues Need to set and meet targets Economic and resource pressures
	<b>Moderate range of opportunities:</b> Pressures for space Need to meet targets Economic and resource pressures
	<b>Wide range of opportunities:</b> Preventing further loss of habitats and species Managing invasive and non-native species Encouraging joined-up working Economic and resource pressures Delivery of cross-cutting actions
Example reports that may help you identify what type of information and what level of detail to include	
<b>Smaller set of opportunities:</b> Scottish Legal Complaints Commission <a href="https://www.scottishlegalcomplaints.org.uk/media/57375/slcc_biodiversity_report.pdf">https://www.scottishlegalcomplaints.org.uk/media/57375/slcc_biodiversity_report.pdf</a>	
<b>Moderate range of opportunities:</b> Care Inspectorate <a href="http://www.careinspectorate.com/images/documents/2577/Care%20Inspectorate%20report%20on%20Biodiversity%20Duty%202011-14.pdf">http://www.careinspectorate.com/images/documents/2577/Care%20Inspectorate%20report%20on%20Biodiversity%20Duty%202011-14.pdf</a>	
<b>Wide range of opportunities:</b> The Highland Council <a href="http://www.highland.gov.uk/downloads/file/12147/2014_biodiversity_duty_report">http://www.highland.gov.uk/downloads/file/12147/2014_biodiversity_duty_report</a>	

## 2.6 Template section 6: monitoring

As well as undertaking actions and promoting initiatives, it is also important to know how those actions are performing and whether biodiversity benefits are being delivered. This is not always easy to demonstrate, especially over the short-term, but in this section you can describe any monitoring or measuring that you undertake to try to assess whether benefits are being delivered.

<b>Section 6: monitoring</b>	
Information to include	Type of information likely to be relevant by level of opportunities
<p>a) What follow-up actions or monitoring have you undertaken to assess the impacts of the actions you have taken? How have you measured this?</p> <p>If you do not carry out any monitoring activities, please explain why.</p>	<p><b>Smaller set of opportunities:</b> Monitoring of biodiversity and/or sustainability Reason for any monitoring (e.g. for sustainability reporting) <b>Or</b> explanation why monitoring is not carried out</p>
	<p><b>Moderate range of opportunities:</b> Recording of biodiversity on your land (where appropriate) Reason for any monitoring (to meet biodiversity objectives, e.g. in plans) <b>Or</b> explanation why monitoring is not carried out</p>
	<p><b>Wide range of opportunities:</b> Recording of biodiversity on your land (where appropriate), any other monitoring (e.g. physical conditions of soil, water) and reason for monitoring (development or to meet biodiversity objectives, e.g. in plans) <b>Or</b> explanation why monitoring is not carried out</p>
<p>b) Does your monitoring show any significant trends or highlight any areas of concern?</p>	<p><b>Smaller set of opportunities:</b> Sustainability trends, e.g. carbon footprint</p>
	<p><b>Moderate range of opportunities:</b> Overview of findings of any monitoring or survey results</p>
	<p><b>Wide range of opportunities:</b> Overview of findings of any monitoring, e.g. related to conservation status of habitats, water quality, ecological status (WFD) New species or those not seen</p>

<b>Section 6: monitoring</b>	
c) Have you added your data to the <a href="#">National Biodiversity Network</a> (NBN) Gateway or <a href="#">Biodiversity Action Reporting System</a> (BARS)?	<b>Smaller set of opportunities:</b> Provide links that staff familiar with databases can use to record wildlife sightings (such as iRecord, or BeeWatch)
	<b>Moderate range of opportunities:</b> Describe any links or partnership working with organisations that do add data to these sites
	<b>Wide range of opportunities:</b> Uploading available to specific staff or departments, as appropriate Data uploaded to other monitoring websites
Example reports that may help you identify what type of information and what level of detail to include	
<b>Smaller set of opportunities:</b> Skills Development Scotland <a href="https://www.skillsdevelopmentscotland.co.uk/media/36827/sustainability_report1_2013_14.pdf">https://www.skillsdevelopmentscotland.co.uk/media/36827/sustainability_report1_2013_14.pdf</a>	
<b>Moderate range of opportunities:</b> Scottish Canals <a href="https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/12/Scottish-Canals-report-on-the-Scottish-Biodiversity-Duty-2011-14.pdf">https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/12/Scottish-Canals-report-on-the-Scottish-Biodiversity-Duty-2011-14.pdf</a>	
<b>Wide range of opportunities:</b> Glasgow City Council <a href="https://www.glasgow.gov.uk/CHttpHandler.ashx?id=32784&amp;p=0">https://www.glasgow.gov.uk/CHttpHandler.ashx?id=32784&amp;p=0</a>	

## 2.7 Template section 7: contribution to targets

It is useful to link your activities to the various biodiversity targets relevant to Scotland. These include the key steps in the Scottish Biodiversity Strategy, the Six Big Steps for Nature and the Aichi targets.

The [Biodiversity Strategy](#) has six chapters which include key steps for biodiversity. These chapters are<sup>6</sup>:

- Chapter 1: Healthy ecosystems;
- Chapter 2: Natural capital;
- Chapter 3: Biodiversity, health and quality of life;

<sup>6</sup> See Scottish Government (2013): 2020 Challenge for Scotland's biodiversity: A strategy for the conservation and enhancement of biodiversity in Scotland, accessed at: [www.gov.scot/Resource/0042/00425276.pdf](http://www.gov.scot/Resource/0042/00425276.pdf) on 23<sup>rd</sup> September 2016.

- Chapter 4: Wildlife, habitats and protected places;
- Chapter 5: Land and freshwater management; and
- Chapter 6: Marine and coastal.

In total, 20 of the 32 key steps are likely to be relevant to a majority, or at least some, of the existing public bodies. These 20 key steps are presented in the tables below, with each table providing the relevant steps from a particular chapter (note that there is no table for chapter 2 because the steps listed are only relevant to a small number of public bodies).

The tables also include example biodiversity actions that could contribute towards each step. These actions are based on the activities reported in the first round of biodiversity duty reports. There are many other activities that are expected to contribute towards these key steps. The template (Annex 1) includes tables for you to tick the key steps to which your activities contribute. The justification column can be used to give a project title or reference so a reader of your report can quickly see which projects and activities feed into which targets.

Your organisation may be able to contribute to other key steps from the Biodiversity Strategy. You may also be interested in linking your activities to [the Six Big Steps for Nature](#), or the [Aichi targets](#). These can be added to the table in your report if you wish.

Section 7: Relevant key steps from Chapter 1 (Healthy ecosystems) with example activities	
Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
(1.1) Encourage and support ecosystem restoration and management, especially in catchments that have experienced the greatest degradation	<ul style="list-style-type: none"> <li>• Contribute to management of designated and/or locally important habitats.</li> </ul>
(1.2) Use assessments of ecosystem health at a catchment level to determine what needs to be done	<ul style="list-style-type: none"> <li>• Carry out/contribute to/support biodiversity monitoring work (e.g. across a range of designated sites).</li> <li>• Support citizen science initiatives in public green spaces.</li> </ul>
(1.3) Government and public bodies, including SNH, SEPA and FCS, will work together towards a shared agenda for action to restore ecosystem health at a catchment-scale across Scotland	<ul style="list-style-type: none"> <li>• Join/form partnerships with other public bodies (e.g. green networks, biodiversity partnerships) to improve biodiversity and the general environment.</li> </ul>

Section 7: Relevant key steps from Chapter 1 (Healthy ecosystems) with example activities	
Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
(1.4) Establish plans and decisions about land use based on an understanding of ecosystems. Take full account of land use impacts on the ecosystem services that underpin social, economic and environmental health	<ul style="list-style-type: none"> <li>• Develop plans/policies for the organisation that take full account of biodiversity and sustainability issues relevant to the organisation’s situation.</li> </ul>

Section 7: Relevant key steps from Chapter 3 (Biodiversity, health and quality of life) with example activities	
Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
(3.1) Provide opportunities for everyone to experience and enjoy nature regularly, with a particular focus on disadvantaged groups	<ul style="list-style-type: none"> <li>• Help people to spend time in, and to experience, nature. For example, produce a guide to local walks.</li> <li>• Consider whether your client group could be encouraged to use natural settings. For example, if you work with children, could you encourage service providers to get children using school grounds or parks for play or learning? If you are a local authority, does your education department work with schools to provide outdoor learning? (This is emphasised as every child’s right in the Curriculum for Excellence).</li> <li>• If you have grounds, you could allow a local community group to create a garden containing fruit trees, vegetable beds or wildlife areas. This could be a great place for staff and local residents to spend time relaxing or working, as well as creating a haven for wildlife.</li> <li>• Assist with the establishment of and/or promote community groups to organise outdoor events or festivals to take place in green spaces or local parks.</li> </ul>

Section 7: Relevant key steps from Chapter 3 (Biodiversity, health and quality of life) with example activities

Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
<p>(3.2) Support local authorities and communities to improve local environments and enhance biodiversity using green space and green networks, allowing nature to flourish and so enhancing the quality of life for people who live there</p>	<ul style="list-style-type: none"> <li>• At a strategic level, explore if there are opportunities to work with your local authority to investigate people’s views on green space in their village/town/city. Find out what they think needs to change so that there are natural spaces rich in wildlife which are valued for all the benefits they confer. For example, <a href="#">Edinburgh’s 2050 Vision Consultation</a> is carrying out an online consultation and workshops, which a range of organisations are running in partnership with the Council.</li> <li>• At a practical level, support activities to improve local sites (e.g. encourage volunteering to improve a local green space, tree planting or making bird boxes).</li> <li>• Find out what actions individuals can take to benefit nature and promote these to your staff. For example, you could encourage staff to reduce water usage, avoid flushing inappropriate items down toilets (such as wet wipes) or to use renewable energy. Or you may have land where it would be possible to plant trees or flowers that are attractive to bees and other insects.</li> </ul>
<p>(3.3) Build on good practice being developed by the National Health Service (NHS) and others to help encourage greenspace, green exercise and social prescribing initiatives that will improve health and wellbeing through connecting people with nature</p>	<ul style="list-style-type: none"> <li>• Set up, contribute to or help promote programmes that use green spaces for exercise, such as health walks.</li> <li>• Encourage staff to have outdoor walking meetings in your grounds or in greenspace close to your office. Share your innovative practice with your stakeholders through social media.</li> <li>• Encourage staff to take advantage of existing programmes in the area. For example, promote outdoor exercise</li> </ul>

Section 7: Relevant key steps from Chapter 3 (Biodiversity, health and quality of life) with example activities

Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
	<p>initiatives nearby, such as green gyms or organised health walks, as part of any regular health check service that you offer or through your organisation’s newsletter or online communications.</p> <ul style="list-style-type: none"> <li>• For more ideas, visit <a href="#">online resources</a> about the connections between using the outdoors and health and wellbeing.</li> </ul>
<p>(3.4) Increase access to nature within and close to schools, and support teachers in developing the role of outdoor learning across the Curriculum for Excellence</p>	<ul style="list-style-type: none"> <li>• Visit <a href="#">Education Scotland</a> or <a href="#">Biodiversity Scotland</a> websites to find out more about why spending time outside is so beneficial for young people and their health and wellbeing.</li> <li>• If your work is to do with children or schools, review how you can help them to spend more time outdoors in nature-rich areas (e.g. school grounds and local greenspaces) for learning, play and relaxation.</li> <li>• Consider whether you can play a role in encouraging school grounds to be made richer with nature. For example, they can be planted with trees and flowers to create variety and provide interesting and enjoyable environments in which children can spend time learning and playing.</li> <li>• Consider if you can invest in and encourage teachers’ continuing professional development to help them develop the knowledge and confidence to teach outdoors in natural environments across the different areas of the curriculum.</li> <li>• If appropriate, provide information and links on the importance of outdoor learning in nature-rich spaces on your organisation’s website.</li> </ul>

Section 7: Relevant key steps from Chapter 3 (Biodiversity, health and quality of life) with example activities

Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
	<ul style="list-style-type: none"> <li>• Encourage schools to nurture the environment, and promote a culture of care for the environment among both staff and young people.</li> <li>• Encourage schools to plant vegetable gardens that pupils tend and use, so that they learn where food comes from, develop the skills and confidence to grown their own, and gain an appreciation of closeness with nature.</li> <li>• Consider how you could promote role models to inspire young people about nature. Young people are naturally fascinated by animals but need constant contact with nature to maintain this interest.</li> </ul>
<p>(3.5) Encourage public organisations and businesses to review their responsibilities and action for biodiversity, and recognise that increasing their positive contribution to nature and landscapes can help meet their corporate priorities and performance</p>	<ul style="list-style-type: none"> <li>• Promote sustainable procurement, encouraging suppliers to take account of the environment when sourcing goods and services. For example:               <ul style="list-style-type: none"> <li>– Use local suppliers for catering. This helps to support local businesses and reduces how far food has to be transported (reducing fuel use and vehicle emissions).</li> <li>– Source sustainably produced meat and fish for catering.</li> <li>– Ensure that you source <a href="#">Forest Stewardship Council</a> certified products when ordering wooden furniture.</li> </ul> </li> <li>• Have a “meat free” day. (Producing meat takes its toll on the environment, whereas growing crops is better in terms of energy and water use).</li> <li>• Find out if your local coffee shop will allow customers to bring their own reusable cups instead of using</li> </ul>

Section 7: Relevant key steps from Chapter 3 (Biodiversity, health and quality of life) with example activities	
Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
	<p>disposable cups. (Not using cardboard cups helps to cut down on using trees to make products that are thrown away after one use).</p> <ul style="list-style-type: none"> <li>• Use telephone or video conferencing where appropriate, to limit travel for meetings and help bring down your organisation’s carbon footprint.</li> <li>• Consider taking part in international or national “days” that promote cycling to work or other actions that benefit the environment and people’s health and wellbeing.</li> <li>• Promote what you do. People like to belong and one way they achieve this is by watching what others are doing and copying the action. So tell others what you do to be kinder to the natural world. For example, if you encourage staff not to use disposable coffee cups, put up notices so that visitors know.</li> <li>• Use social media to promote what actions your organisation takes to be more environmentally friendly. Use the hashtag “2020 Challenge”.</li> </ul>

Section 7: Relevant key steps from Chapter 4 (Wildlife, habitats and protected places) with example activities	
Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
(4.1) Ensure that the management of protected places for nature also provides wider public benefits	<ul style="list-style-type: none"> <li>• Combine the needs of biodiversity and people when managing habitats (e.g. through providing paths and interpretation boards as part of management of local nature reserves).</li> </ul>

	<ul style="list-style-type: none"> <li>• Tell the public about notable seasonal wildlife and natural phenomena and where they can go to see these. It helps to remind people what is going on and encourages them to learn more about the natural world where they live. Use local media for this, as well as social media such as Twitter, Facebook or the application that is best for the audiences you work with.</li> <li>• If your office is based near a protected site that is special for nature, you could consider emailing staff information about special talks, walks or seasonal natural events taking place there.</li> </ul>
<p>(4.3) Integrate protected areas policy with action for wider habitats to combat fragmentation and restore key habitats</p>	<ul style="list-style-type: none"> <li>• Ensure plans and policies for the local area take account of protected areas as well as the green networks needed to link them.</li> </ul>
<p>(4.5) Involve many more people than at present in this work [i.e. work relating to wildlife, habitats and protected places] and improve our understanding of the poorly known elements of nature</p>	<ul style="list-style-type: none"> <li>• Hold part of your annual corporate event in a country park or national park. For example, hold a summer barbecue event rather than an indoor dinner. Contact the park's ranger service and arrange for a talk to be given at your event about the special wildlife there.</li> <li>• Find out what your nearest protected place is and organise a staff visit or team building event there.</li> <li>• "Adopt" a plant or animal that is special in your area as a mascot for staff and get involved with its care through local organisations. MSPs have been 'adopting' plants and animals through a special project called <a href="#">Species Champions</a>. You could find out what your local MSP has adopted and decide if your organisation would like to link in with that work. You could appoint staff members as your chosen plant or animal ambassador and get them to co-ordinate your company's activities.</li> <li>• Consider renaming office meeting rooms to reflect beautiful places or plants and animals in Scotland. For</li> </ul>

example, Scottish Natural Heritage has given its meeting rooms names such as Loch Lomond, St Kilda, Glen Affric, St Abb's Head, rowan, cherry and willow.

- If you have an organisational newsletter, consider running a photography competition with a natural world theme. Several organisations that reported in December 2015 did this.
- Take part in [Scotland's Nature Festival](#) and hold a spring fete in your organisation. For example, you could:
  - Invite teams to explain their idea for making a positive environmental contribution or change to the way your organisation works that would increase its sustainability. Have a vote to find out which suggestions would be taken up by people and arrange a prize for the team whose idea gets the most votes.
  - Have a specialist show staff how to do wildlife gardening in your organisation's grounds (and promote ideas that staff can use at home).
- Raise awareness of the natural world amongst staff within the organisation (e.g. lunch time talks, information on staff intranet).
- Raise awareness of biodiversity amongst the general public through holding events in places that are special for their wildlife.

Section 7: Relevant key steps from Chapter 5 (land and freshwater management) with example activities	
Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)	<b>Example</b> actions that could contribute towards the key steps
(5.1) Promote an <a href="#">ecosystem approach</a> to land management that fosters sustainable use of natural resources and puts biodiversity at the heart of land-use planning and decision-making	<ul style="list-style-type: none"> <li>• Develop policies to ensure that biodiversity is fully taken into account when making decisions on land use planning.</li> <li>• Ensure grounds management departments are given the training, knowledge and opportunity to find out how to manage land in more wildlife friendly ways and why this is important. Consider holding “swap your grounds team” days to allow staff to meet others from different organisations who have already made changes to the way they manage grounds to encourage more plants and animals to thrive there.</li> <li>• The ecosystem approach is more than consultation – it means collaborative decision making with stakeholders and the public. It involves deciding together what is important in a landscape and managing it in a joined-up way that allows nature to remain as intact as possible whilst meeting people’s needs. For an example of this kind of approach see Scottish Natural Heritage’s <a href="#">Carse of Stirling project</a>.</li> <li>• Consider using the arts to engage with communities. The arts can encourage people to express what they feel and think about the natural world and their connection with it.</li> </ul>
(5.2) Ensure that measures taken forward under the Common Agricultural Policy encourage land managers to develop and retain the diversity of wildlife habitats and landscape features	<ul style="list-style-type: none"> <li>• Support land managers to share knowledge and best practice to improve biodiversity.</li> </ul>
(5.3) Support ‘High Nature Value’ farming and forestry	<ul style="list-style-type: none"> <li>• Contribute to woodland management.</li> <li>• Develop a forestry strategy or contribute</li> </ul>

	to a strategy being developed by a range of organisations.
(5.4) Put in place the management necessary to bring Scotland's protected areas into favourable condition and improve the ecological status of water bodies	<ul style="list-style-type: none"> <li>• Contribute to catchment management plans or partnerships.</li> <li>• Help to the control invasive species alongside waterways.</li> </ul>
(5.5) Ensure that biodiversity and ecosystem objectives are fully integrated into flood risk management plans, and restore wetland habitats and woodlands to provide sustainable flood management	<ul style="list-style-type: none"> <li>• Explore or develop natural flood management options (e.g. river restoration, woodland creation), potentially with partner organisations.</li> <li>• Contribute to pilot projects on sustainable flood management.</li> <li>• Tell the public about the work that is being done. For example: <ul style="list-style-type: none"> <li>– Use signposts and interpretation boards at suitable places.</li> <li>– Hold community events to promote the work being done. The best type of engagement is inspirational, memorable, inclusive and enjoyable. See <a href="#">Streets Alive</a> for an example.</li> <li>– Ask residents for their memories of past floods and how the work being done will help prevent similar incidents in future. This sends the message that that their knowledge of community history is valued.</li> </ul> </li> <li>• Organise visits to flood management schemes for key businesses in the area. Show them how management of wetlands or other natural areas is helping to reduce the risk of flooding, so that they gain awareness about this benefit from nature.</li> </ul>
(5.6) Restore and extend natural habitats as a means of building reserves of carbon and to help mitigate climate change	<ul style="list-style-type: none"> <li>• Ensure climate change is taken into account when developing land management plans and policies.</li> <li>• Identify habitats in your area that could help mitigate the effects of climate change.</li> <li>• Contribute to bog restoration projects.</li> </ul>

<p>(5.7) Provide clear advice to land and water managers on best practice</p>	<ul style="list-style-type: none"> <li>• Hold internal seminars to develop skills and knowledge of particular land management techniques.</li> <li>• Develop guidelines and best practice leaflets on particular issues (e.g. management of invasive species, road verges).</li> </ul>
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<p>Section 7: Relevant key steps from Chapter 6 (Marine and coastal) with example activities</p>	
<p>Key steps from the “2020 Challenge for Scotland’s Biodiversity” (the biodiversity strategy)</p>	<p><b>Example</b> actions that could contribute towards the key steps</p>
<p>(6.4) Achieve good environmental status for Scottish seas</p>	<ul style="list-style-type: none"> <li>• Join organisations/partnerships aiming to improve the marine and coastal environment (e.g. Forth Estuary Forum).</li> <li>• Organise/encourage staff to take part in activities such as beach litter pick. The Marine Conservation Society often organises <a href="#">beach clean ups</a> for organisations as team building events.</li> <li>• Commit to not releasing balloons for celebrations in your organisation. When balloons are released they often end up in the seas where they are mistaken as food by marine wildlife. The <a href="#">“Don’t Let Go”</a> campaign provides more information about this problem.</li> <li>• Promote awareness in your organisation that flushing wet wipes down toilets causes them to combine with fat and grease and to block sewage pipes, which then causes flooding.</li> <li>• If you are buying corporate clothing for your organisation, consider committing to products made of natural materials rather than plastic (such as polyester). The latter shed fibres when washed that add to plastic pollution in seas.</li> </ul>

- Commit to not using plastic/disposable cutlery or straws in your organisation. These can end up in the ocean and cause grave injuries to marine wildlife that try to eat them.
- Consider promoting a [smart phone app](#) to staff that helps the user find out which toiletries contain tiny plastic pellets called microbeads (which cause marine pollution) and which don't.



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*Photo source: Scottish Natural Heritage*

## 3 Additional things to consider

### 3.1 Overview

This section includes some additional points you may wish to consider when thinking about biodiversity activities and producing your report.

Note that the WANE Act does not specify the format that biodiversity duty reports should take. The points mentioned here (including biodiversity plans, working groups and progress reporting) are therefore just suggestions to help you.

### 3.2 Standalone or embedded?

The WANE Act states that a biodiversity duty report may be incorporated within another report prepared or published by the public body. The report can also be published as a standalone document. Below are some points to consider when choosing whether to produce a standalone or embedded biodiversity duty report.

#### Standalone reports

- Standalone reports are less likely to be restricted in terms of report length. They provide an opportunity to provide more information and greater detail including case studies, pictures and annexes.
- Standalone biodiversity duty reports will usually be easier for the general public to find. Titling the document as “*Biodiversity Duty Report*” (or something similar) should mean that the report is more visible when searching on the internet.
- Having the report separate from other documents means that it can be disseminated directly to groups or persons



interested in biodiversity. This provides them with only the information they are interested in rather than additional information that may be included in reports like annual corporate reports. Extracts from a standalone report can still be included within an annual report. This can help the biodiversity information to reach a wider audience.

- Producing a standalone report can sometimes create an additional reporting burden in terms of gaining approval and sign off. This can be lessened if sufficient time is provided for report production.

### **Embedded reports**

- Incorporating your report into another report (e.g. a sustainability report) can reduce the reporting burden in terms of getting approval. Additionally, if the main report is linked to biodiversity, there is the potential to utilise information that has already been collected (for example, data on sustainable procurement). However, it is important not to lose the focus on biodiversity.
- Incorporating biodiversity information within an annual report can provide an excellent opportunity for recording progress. This also limits the potential for information to be lost should the person(s) responsible for biodiversity leave the organisation within the three year reporting period.
- There is the potential for information to become “swallowed up” by the overall theme of the report, especially if there is limited information to report on. This can be avoided by having a dedicated section for biodiversity rather than a small paragraph.
- Having your biodiversity duty report embedded within another report (such as an annual corporate report) may make it difficult to find, especially for the general public. If you choose to embed your biodiversity duty report; it is helpful if its location can be signposted elsewhere, for example, on a dedicated webpage.

### **3.3 Formatting**

The way a report looks can sometimes be just as important as the information contained within it. If your report does not have to follow a particular style or format, then there are a few features you can consider using to help engage the reader and add detail:

- **Tables:** using tables may be useful when there is a large amount of information such as individual projects or partners. The tables may make it easier for the reader to pick out key information and trends. Two examples of how tables can be used in a biodiversity duty report are: [Scottish Canals \(Partnership working, page 5\)](#), and [Inverclyde Council \(Summary of activities, page 9\)](#).

- **Organograms:** these can be used to show the organisation structure and persons responsible for biodiversity within your public body.
- **Reporting by service or department:** if your organisation has several different departments, it may be useful to report biodiversity actions (in section 3) by department or service. This will allow you to demonstrate the variety and scope of actions undertaken and also enable readers interested in a particular service to easily identify relevant sections.
- **Pictures:** photos can be used to make to report look more appealing to the reader. They can sometimes reduce the need for large volumes of descriptive text.
- **Case studies:** case studies can be used to highlight specific actions or projects your organisation is particularly proud of. They can be used to provide more in depth information on actions, achievements and outcomes.
- **Hyperlinks:** providing links to external documents (such as planning documents, newsletters) or partnership groups can be a useful way of providing additional information when space is restricted. Remember to provide the name of the document or group in case the internet address changes and the hyperlinks become broken.



*Photo source: Scottish Natural Heritage*

### 3.4 Biodiversity Duty Action Plan

A biodiversity duty action plan sets out the actions a public body is planning to undertake in order to contribute towards the conservation of biodiversity within the next three years. It can be used to drive forward biodiversity integration into other service areas within a public body, assist with information collection towards the end of the three year period, and provide an opportunity for progress assessment. A biodiversity duty action plan can be set out in whatever format the public body deems suitable (e.g. by template headings, funded or unfunded actions); however inclusion of basic information should be considered, such as:

- Description of planned actions;
- Timescales;
- Staff and/or partners involved; and
- Target/aims and outcomes.

Several public bodies have already developed and used biodiversity duty action plans and it may be useful to look at these when thinking about developing your own plan. Some examples are given below.

#### **Biodiversity duty action plan examples:**

[South Lanarkshire Council](#)'s Biodiversity Duty Implementation Plan was produced in consultation with the Sustainable Development Coordination Group. The plan has six parts including: cross service working group, biodiversity policy statement, action plans, communication plan, reporting and review, and future actions.

[Argyll and Bute Council](#)'s Biodiversity Duty Action Plan includes actions to meet their Biodiversity Statutory Duty as well as information on the resources needed (i.e. staff and finance) to undertake the actions. The plan has seven themes (legal, planning, economic development, asset management, information, community engagement, and education) and is linked where appropriate to the Single Outcome Agreement.

[East Ayrshire Council](#)'s Action Plan aims to integrate biodiversity into all the Council's policy and working practices. The plan is set out against the suggested template headings (mainstreaming, monitoring, partnership working, and biodiversity action, communication and engagement).

[Highlands Council](#)'s Biodiversity Duty Delivery Plan is split into four sections: biodiversity-related policy across the Council, action plans for different areas of work within Council Services, communication, and reporting.

### 3.5 Cross service working group

A cross service working group may be useful for large public bodies that deliver several services or have different departments such as local authorities or health bodies. The purpose of the group is to bring together heads of departments or

nominated individuals to discuss biodiversity and develop a cross service delivery plan. A cross service working group can bring several benefits including:

- The integration of biodiversity throughout the organisation in consistent way;
- Assistance with data collection for the biodiversity duty report; and
- Provision of the opportunity for information sharing and learning (i.e. advice can be sought on particular topics or ideas) that may not otherwise happen.

Groups can meet as frequently or infrequently as desired.

### **3.6 Annual progress reporting**

Collecting data and information for a three year period can be a challenging task for some organisations, especially if the organisation is large, has a varied remit, or key staff members have left. It may be useful to put in place an annual progress reporting framework to document progress towards biodiversity actions or to capture new projects. This can be combined with a biodiversity duty action plan to provide a simple structure.

When collecting information for the biodiversity duty report it is important to allow sufficient time for organisation partners and department teams to collect the information. An innovative method of information collection has been developed by Argyll and Bute Council. This involves producing a simple survey to be sent out to heads of departments or nominated persons to complete. This can be accompanied by a short one-to-one meeting between the person/s responsible for completing the biodiversity report (e.g. biodiversity officer) and the person filling out the survey. This has the potential to lead to time savings in the long run as it ensures the correct information is collected in one go and any misinterpretations can be avoided. Furthermore, the process should become quicker as staff become familiar with the process.



*Photo source: Scottish Natural Heritage*

## 4 Example actions

### 4.1 Actions for public bodies with different resources

This section provides information that may help you to identify actions your public body could carry out to help conserve and improve biodiversity.

Biodiversity Scotland has developed a list of “quick win” actions that most public bodies can carry out. Some of these actions are provided below, with more actions and information available from the Biodiversity Scotland website (see <http://www.biodiversityscotland.gov.uk/duty/work/quick-wins/>).

**If you just occupy an office**, you could:

- Sponsor a species or habitat and raise funds for a local wildlife trust/charity;
- Sponsor your local wildlife site or club (e.g. a nearby Local Nature Reserve);
- Have a noticeboard to tell staff and visitors what you are doing to encourage biodiversity on site or nearby;
- Plant some window boxes and planters with native species. Make sure you use peat-free compost in these;
- Hang up bird feeders, put up a bird table, and fix bird boxes in trees or on buildings; or
- Have a team conservation day.

**If you have some outdoor space**, you could:

- Make a pond;
- Set up a wildlife garden;
- Don't keep your grounds too 'tidy': areas of long grass, piles of cut wood and bushy hedges provide excellent wildlife habitat;
- Plant native trees, shrubs, flowers and grasses whenever possible though bear in mind that there are some non-natives which are great for wildlife too;
- Cut meadows and other grassland areas once in spring and once in autumn to encourage flowers to grow and set seed;
- Instead of amenity grassland, sow a wildflower mix;
- Encourage birds by planting trees and shrubs with berries e.g. rowan, hawthorn, cherry; or
- Compost your green waste.

**If you use resources**, you could:

- Source your timber based products from sustainably managed woodland - look for the FSC (Forest Stewardship Council) logo;
- Use recycled paper;
- Reduce energy use - low energy light bulbs are a good starting point;
- Recycle and re-use as much as you can so that you produce less waste; or

- Encourage staff to cycle or walk to work more - provide safe bike storage and information on safe cycling and walking routes.

**You may also want to think about working with others to carry out biodiversity activities.** If you have some outdoor space, you may be able to make this available to organisations such as schools and community groups to use for biodiversity related activities. Two examples from previous reports (see [Annex 2 for links to reports](#)) include:

- West Dunbartonshire Council - the Community Greenspace Officer developed partnership working with residents, community groups, educational establishments and others to assist them in identifying community aspirations for greenspace; and
- Stirling Council – as part of the Branching Out programme for adults using mental health services in Scotland, the council worked with Forth Valley College and Forestry Commission Scotland to run a programme at Plean Country Park.

[Section 5 \(Further information\)](#) of this guidance provides links to websites and other documents that might help you identify activities that your organisation could carry out.

## 4.2 Examples of biodiversity actions from published reports

Several practical biodiversity actions have been identified from the first round of reports that provide examples of good practice that can be replicated elsewhere. Key resources needed to undertake these actions have been highlighted to help you identify which actions your organisation could carry out.

Accountant in Bankruptcy (AiB)	Resources/Actions Needed	
<p>Members of staff with a genuine interest in the environment have voluntarily formed a "green team"/Environmental Steering group; this team works to actively seek ways to help protect the environment and implement the biodiversity action plan.</p> <p>Staff members also participate in voluntary activities such as the annual "Kilwinning Spring Clean" which aims to clean up the local area and support the local community. The AiB has also purchased litter picking equipment to help clear litter from the nearby cycle path and enhance the local area.</p>		<p>Staff involvement</p>



Renfrewshire Council	Resources/Actions Needed	
<p>Renfrewshire Council has held several events to link biodiversity with the cultural and built heritage. Exhibitions have been held at Paisley Museum in addition to other interpretative activities such as Walking in Tannahills Footsteps, Paisley's Gaelic Chapel Graveyard. These events were coordinated with the first ever Gaelic Mod in Paisley in 2013 and included bilingual Gaelic/English interpretative signs. All of these were multi-partner and multi-sector initiatives with funding from Historic Scotland, and participation from local history groups, the Tannahill-McDonald Club and Gaelic speaking groups.</p>		Partnership working
		Biodiversity knowledge
<p>Renfrewshire Council received funding from the CSGN Development Fund to undertake the Network for Newts which saw the creation of 27 shallow scrapes adjacent to the National Cycle Network. The scrapes provide a habitat and spawning habitat created for palmate newts and common frogs. The Sustrans charity is now engaged in a collaborative project to further expand habitats along the NCN and survey newt populations.</p>		Land and/or buildings
		Partnership working

Scottish Environment Protection Agency (SEPA)	Resources/Actions Needed	
<p>SEPA has undertaken a variety of practical actions in approximately 19 of their office grounds to improve local biodiversity. Actions have been planned and undertaken by Green Network members and staff volunteers, and include: putting up bird feeders, bird boxes and bat boxes; pollinator friendly native planting; creation of grassland meadows through selective mowing, creation of ponds and having hedgehog hibernation boxes. The activities have improved biodiversity around the offices with several species being spotted including a small blue butterfly, red deer and newts. The activities have also helped to build up the capacity of staff across the offices to undertake biodiversity action.</p>		Land and/or buildings
<p>iRecord is an online site for recording, managing and sharing wildlife sightings. Staff members use a bespoke form on iRecord for uploading wildlife sightings at SEPA offices. This allows SEPA to monitor biodiversity improvements around the office grounds and engage staff in the activities undertaken.</p>		Staff involvement

Scottish Environment Protection Agency (SEPA)	Resources/Actions Needed	
<p>Between 2011 and 2014, SEPA was a partner in the organisation and running of several SNH Sharing Good Practice Events, including topics such as: Invasive Non-Native Species, Biosecurity, Ecosystem Services for Land Managers, and Citizen Science and Environmental Monitoring.</p>	 	<p>Partnership working</p> <p>Biodiversity knowledge</p>
<p>Several of the SEPA offices are situated on business parks or grounds shared with other businesses. To encourage other businesses and individuals to participate in biodiversity activities (and to raise awareness generally) SEPA has undertaken various outreach activities. Activities have included: an organic gardening exhibition in the main foyer of the Strathearn building and selling of plants from a charity organic garden (The Walled Garden Perth), working with 'Take a Pride in Glenrothes' to encourage other businesses to plant their grounds to increase biodiversity, and inviting local volunteer groups such as 'On the Verge' to give biodiversity seminars.</p>	 	<p>Staff involvement</p> <p>Partnership working</p>

Scottish Water	Resources/Actions Needed	
<p>Scottish Water launched a volunteer programme in 2011 which entitles staff to two days paid leave to participate in volunteering activities focused on education, environment and the local community. By 2014, 2,000 employees had taken part in the programme. Volunteer projects include: working with countryside rangers at Dean Castle Country Park, beach cleans to remove litter from the coastline and beach litter survey to inform the Marine Conservation Society of possible litter sources, and participation at the Friends of Loch Lomond &amp; Trossachs National Park 'Make a Difference Day' to help with national park repairs. Scottish Water has also produced a map to disseminate the range of volunteer work they have undertaken.</p>		<p>Staff involvement</p>
<p>Scottish Water has developed a range information packs and visited schools to give talks on the water industry, including how it can impact on the environment and wildlife.</p>		<p>Biodiversity knowledge</p>

Scottish Water	Resources/Actions Needed	
<p>Scottish Water has developed a strong liaison framework with SNH, as well as participation in “sharing good practice” events to help build capacity and knowledge on biodiversity issues and ensure that the core functions of Scottish Water are undertaken in a manner that allows them to further the conservation of biodiversity.</p>		<p>Partnership working</p>
<p>Scottish Water work in partnership with experts to improve the condition and biodiversity of their landholdings. Scottish Water also seeks advice on how to address the spread of non-native species such as the American Signal Crayfish.</p>	 	<p>Land and/or buildings</p> <p>Partnership working</p>

Skills Development Scotland	Resources/Actions Needed	
<p>Skills Development Scotland (SDS) has a network of voluntary Green Champions with approximately 60 champions in SDS offices across Scotland. This network helps decrease the environmental impacts of SDS offices, for example by encouraging staff members to print fewer documents.</p> <p>SDS also encourages staff members to undertake volunteering opportunities such as native tree planting. In 2012 the property and facilities team spent a day in Teaghlach Wood in Perthshire and planted over 50 native trees.</p>		<p>Biodiversity knowledge</p>
		<p>Staff involvement</p>

## 5 Further information

There is a range of useful resources that you can use to help you identify what to include in your reports as well as activities that you can undertake to improve biodiversity conservation and sustainability more generally.

The **Biodiversity Scotland website** (<http://www.biodiversityscotland.gov.uk/>) contains a lot of useful resources and information including:

- More details on the biodiversity duty;
- Help with planning how you can take action for biodiversity; and
- Practical guidance on how to deliver your biodiversity duty.

The **National Biodiversity Network (NBN) website** has a range of tools, resources and publications (<http://nbn.org.uk/tools-and-resources/publications/>). These include guidance documents on improving wildlife data, and running a biological recording scheme or survey guidebook. Membership of the NBN is free or discounted to organisations that supply data directly to the NBN Gateway up to the supporter level, providing certain criteria are met<sup>7</sup>. Membership enables you to utilise networking opportunities such as fora and events.



*Photo source: Scottish Natural Heritage*

The **Sustainable Scotland Network (SSN)** is focused on improving Scottish public sector performance on sustainability and climate change. Although not specifically targeted at biodiversity conservation or the biodiversity duty, the SSN includes a lot

<sup>7</sup> These criteria are set out in the terms and conditions, available at: <http://nbn.org.uk/join-or-donate/terms-and-conditions/>, accessed on 23<sup>rd</sup> September 2016.

of resources that could be of use when developing your report (<http://www.keepsotlandbeautiful.org/sustainability-climate-change/sustainable-scotland-network/resources/>).

Other useful links include:

- Biodiversity Scotland (<http://www.biodiversityscotland.gov.uk/>)
- 2020 Challenge for Scotland's Biodiversity (the Biodiversity Strategy) (<http://www.gov.scot/Resource/0042/00425276.pdf>)
- Scotland's Biodiversity a route map to 2020 (Six Big Steps for Nature) [www.gov.scot/Resource/0048/00480289.pdf](http://www.gov.scot/Resource/0048/00480289.pdf)
- The Biodiversity Duty and NHS Scotland (<http://www.hfs.scot.nhs.uk/services/sustainable-development/biodiversity/>)
- Guidance from the Scottish Wildlife Trust on implementing the biodiversity duty ([https://scottishwildlifetrust.org.uk/docs/002\\_003\\_general\\_Biodiversity\\_and\\_planning\\_brief\\_MK\\_20\\_08\\_09\\_2\\_1257780012.pdf](https://scottishwildlifetrust.org.uk/docs/002_003_general_Biodiversity_and_planning_brief_MK_20_08_09_2_1257780012.pdf))
- Bumblebee Conservation Trust - pack for local authorities ([https://bumblebeeconservation.org/images/uploads/Local\\_authorities\\_pack\\_full.pdf](https://bumblebeeconservation.org/images/uploads/Local_authorities_pack_full.pdf))
- iSpot, a citizen science project run by the Open University (<http://www.ispotnature.org/communities/uk-and-ireland>)
- iRecord, a site for individuals to submit sightings (<http://www.brc.ac.uk/irecord/>)
- Scotland's environment - this provides links to a range of mobile phone apps related to the environment e.g. AqualInvaders, which looks at aquatic non-native invasive species (<http://www.environment.scotland.gov.uk/get-involved/mobile-apps/>)
- Beat the Micro Bead - this provides information and a link to download a mobile phone app on the use of plastics in cosmetics and other products (<https://www.beatthemicrobead.org/en/>)
- Green Champions Training – resource efficiency training course provided by Resource Efficient Scotland (<http://www.resourceefficientscotland.com/resource/green-champions-training>)

## Partnership working

- National and local third sector organisations and other public bodies may provide you with opportunities to get involved with biodiversity and conservation works. They may be able to offer access to additional funding from projects (e.g. through grants), specialist training and knowledge.

Useful links include:

- National Trust for Scotland - <http://www.nts.org.uk/Home/>
- Royal Society for the Protection of Birds - <https://ww2.rspb.org.uk/whatwedo/scotland/>
- Scottish Wildlife Trust - <http://scottishwildlifetrust.org.uk/>
- Scottish Environment LINK - <http://www.scotlink.org>
- The Conservation Volunteers (TCV) Scotland - <http://www.tcv.org.uk/scotland>



*Photo source: Scottish Natural Heritage*

# Annex 1 Revised template

## Section 1: Introductory information

- a) Give an overview of your organisation's regulatory role.
- b) Outline how biodiversity feeds into your organisation's decision-making structure, including any initiatives or groups in which your organisation and its staff, board members, etc. are active.
- c) Include examples where staff and/or board members have promoted biodiversity initiatives.

## Section 2: Mainstreaming

- a) Identify the steps your organisation has taken to incorporate biodiversity measures into other areas of policy, strategies or initiatives.

## Section 3: Actions taken to improve biodiversity conservation

- a) Identify any actions that your organisation has undertaken on the ground, on your own land or elsewhere as part of a contribution to a wider project and how these benefit biodiversity.
- b) Include any partnership initiatives on biodiversity that you have been involved in: what these aimed to do, what actions have happened, what you believe the successes were and any plans for future or follow-up work.

## Section 4: Partnership working and biodiversity communications

- a) Describe and illustrate your organisation's involvement in partnership working on biodiversity.
- b) Describe any biodiversity communication that your organisation has undertaken to help raise awareness of and communicate about biodiversity conservation, including any partners that you worked with on communication and awareness raising activities.
- c) Describe any training or learning activities that have been carried out internally or externally relating to biodiversity, for example, CPD seminars or attendance at external events ([SNH](#) sharing good practice or [Communicate conferences](#)).
- d) Identify any opportunities that your staff are given to take part in practical action such as volunteering, e.g. with John Muir Trust, British trust for Conservation Volunteers, RSPB.

## Section 5: Biodiversity highlights and challenges

a) 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).

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

## Section 6: Monitoring

a) What follow-up actions or monitoring have you undertaken to assess the impacts of the actions you have taken? How have you measured this? If you do not carry out any monitoring activities, please explain why.

b) Does your monitoring show any significant trends of highlight any areas of concern?

c) Have you added your data to the National Biodiversity Network Gateway (NBN) or Biodiversity Action Reporting System (BARS)?

## Section 7: Contribution to targets

Use the following tables to indicate the biodiversity targets to which your organisation has contributed. You may wish to insert additional targets from the [2020 challenge for Scotland's biodiversity](#) (the Biodiversity Strategy), the [Six Big Steps for Nature](#) or the [Aichi Targets](#).

Targets/key steps from Chapter 1 (Healthy ecosystems) of the "2020 Challenge for Scotland's Biodiversity"	Contribution to key step?	Justification
(1.1) Encourage and support ecosystem restoration and management, especially in catchments that have experienced the greatest degradation	[tick if yes]	[include project title or reference for relevant activity]
(1.2) Use assessments of ecosystem health at a catchment level to determine what needs to be done		
(1.3) Government and public bodies, including SNH, SEPA and FCS, will work together towards a shared agenda for action to restore ecosystem health at a catchment-scale across Scotland		
(1.4) Establish plans and decisions about land use based on an understanding of ecosystems. Take full account of land use impacts on the ecosystems services that underpin social, economic and environmental health		

<b>Targets/key steps from Chapter 3 (Biodiversity, health and quality of life) of the “2020 Challenge for Scotland’s Biodiversity”</b>	<b>Contribution to key step?</b>	<b>Justification</b>
(3.1) Provide opportunities for everyone to experience and enjoy nature regularly, with a particular focus on disadvantaged groups		
(3.2) Support local authorities and communities to improve local environments and enhance biodiversity using green space and green networks, allowing nature to flourish and so enhancing the quality of life for people who live there		
(3.3) Build on good practice being developed by the National Health Service (NHS) and others to help encourage greenspace, green exercise and social prescribing initiatives that will improve health and wellbeing through connecting people with nature		
(3.4) Increase access to nature within and close to schools, and support teachers in developing the role of outdoor learning across the Curriculum for Excellence		
(3.5) Encourage public organisations and businesses to review their responsibilities and action for biodiversity, and recognise that increasing their positive contribution to nature and landscapes can help meet their corporate priorities and performance		

<b>Targets/key steps from Chapter 4 (Wildlife, habitats and protected places) of the “2020 Challenge for Scotland’s Biodiversity”</b>	<b>Contribution to key step?</b>	<b>Justification</b>
(4.1) Ensure that the management of protected places for nature also provides wider public benefits		
(4.3) Integrate protected areas policy with action for wider habitats to combat fragmentation and restore key habitats		
(4.5) Involve many more people than at present in this work and improve understanding of the poorly known elements of nature		

<b>Targets/key steps from Chapter 5 (Land and freshwater management) of the “2020 Challenge for Scotland’s Biodiversity”</b>	<b>Contribution to key step?</b>	<b>Justification</b>
(5.1) Promote an ecosystem approach to land management that fosters sustainable use of natural resources and puts biodiversity at the heart of land-use planning and decision-making		
(5.2) Ensure that measures taken forward under the Common Agricultural Policy encourage land managers to develop and retain the diversity of wildlife habitats and landscape features		
(5.3) Support ‘High Nature Value’ farming and forestry		
(5.4) Put in place the management necessary to bring Scotland’s protected areas into favourable condition and improve the ecological status of water bodies		
(5.5) Ensure that biodiversity and ecosystem objectives are fully integrated into flood risk management plans, and restore wetland habitats and woodlands to provide sustainable flood management		
(5.6) Restore and extend natural habitats as a means of building reserves of carbon and to help mitigate climate change		
(5.7) Provide clear advice to land and water managers on best practice		

<b>Targets/key steps from Chapter 6 (Marine and coastal) of the “2020 Challenge for Scotland’s Biodiversity”</b>	<b>Contribution to key step?</b>	<b>Justification</b>
(6.4) Achieve good environmental status for Scottish seas		

Note: this revised template has been developed from the original version produced by the LBAP officer network.

## Annex 2 Identified biodiversity duty reports (2012-2014)

Name of Public Body	Name of Document	Embedded or Standalone?	Web link <sup>8</sup>
Aberdeen City Council	Biodiversity Reporting Duty 2012-2014	Standalone	<a href="https://www.aberdeencity.gov.uk/web/files/Natural_Heritage/ACC_Biodiversity_Duty_Report_2014.pdf">https://www.aberdeencity.gov.uk/web/files/Natural_Heritage/ACC_Biodiversity_Duty_Report_2014.pdf</a>
Aberdeenshire Council	Aberdeenshire Council -Biodiversity Duty Reporting – December 2014	Standalone	<a href="https://www.aberdeenshire.gov.uk/media/6211/2011-2015biodiversitydutyreportingdec2014.pdf">https://www.aberdeenshire.gov.uk/media/6211/2011-2015biodiversitydutyreportingdec2014.pdf</a>
Accountant in Bankruptcy	AiB Sustainability Report 2014 - 2015	Embedded	<a href="http://www.aib.gov.uk/sites/default/files/aib_-_environmental_performance_-_sustainability_report_2014-15.pdf">http://www.aib.gov.uk/sites/default/files/aib_-_environmental_performance_-_sustainability_report_2014-15.pdf</a>
Angus Council	Statutory Biodiversity Duty Report On Delivery 1 January 2012 to 31 December 2014	Standalone	<a href="http://www.angus.gov.uk/download/downloads/id/1201/statutory_biodiversity_duty_%E2%80%92_report_on_delivery">http://www.angus.gov.uk/download/downloads/id/1201/statutory_biodiversity_duty_%E2%80%92_report_on_delivery</a>
Argyll and Bute Council	Argyll and Bute Council. Biodiversity Duty Reporting 2011-2014	Standalone	<a href="https://www.argyll-bute.gov.uk/sites/default/files/argyll_and_bute_council_biodiversity_duty_reporting_december_2014_version_3_2.pdf">https://www.argyll-bute.gov.uk/sites/default/files/argyll_and_bute_council_biodiversity_duty_reporting_december_2014_version_3_2.pdf</a>
Care Inspectorate	Biodiversity Duty Reporting 2011-14	Standalone	<a href="http://www.careinspectorate.com/images/documents/2577/Care%20Inspectorate%20report%20on%20Biodiversity%20Duty%202011-14.pdf">http://www.careinspectorate.com/images/documents/2577/Care%20Inspectorate%20report%20on%20Biodiversity%20Duty%202011-14.pdf</a>

<sup>8</sup> Live as of 23<sup>rd</sup> September 2016. Please note that these links may become inactive or no longer function if changes are made to the webpages.

Name of Public Body	Name of Document	Embedded or Standalone?	Web link <sup>8</sup>
Children's Hearings Scotland	Annual Report April 2014 - March 2015	Embedded	<a href="http://www.chscotland.gov.uk/media/97660/chs-annual-report-2014-15-v10.pdf">http://www.chscotland.gov.uk/media/97660/chs-annual-report-2014-15-v10.pdf</a>
City of Edinburgh Council	Edinburgh Biodiversity Duty Report 2012-14	Standalone	<a href="http://www.edinburgh.gov.uk/download/meetings/id/45061/item_no_77_-_edinburgh_biodiversity_duty_report_2012-14">http://www.edinburgh.gov.uk/download/meetings/id/45061/item_no_77_-_edinburgh_biodiversity_duty_report_2012-14</a>
Clackmannanshire Council	Clackmannanshire Council. Report To Enterprise And Environment Committee. Climate Change Update	Embedded	<a href="http://www.clacksweb.org.uk/document/meeting/227/608/4688.pdf">http://www.clacksweb.org.uk/document/meeting/227/608/4688.pdf</a>
Comhairle nan Eilean Siar	Biodiversity Duty Delivery Plan 2010 – 2014	Standalone	<a href="http://www.cne-siar.gov.uk/biodiversity/duty.asp">http://www.cne-siar.gov.uk/biodiversity/duty.asp</a>
Dumfries and Galloway	Dumfries and Galloway Council Biodiversity Duty Report 2012-2014	Standalone	Web link not available at time of finalising this guidance document
East Ayrshire Council	East Ayrshire Council Biodiversity Duty Report 2012 – 2014	Standalone	<a href="https://www.east-ayrshire.gov.uk/Resources/PDF/B/Biodiversity-Duty-Report-2014-Appendix.pdf">https://www.east-ayrshire.gov.uk/Resources/PDF/B/Biodiversity-Duty-Report-2014-Appendix.pdf</a>

Name of Public Body	Name of Document	Embedded or Standalone?	Web link <sup>8</sup>
East Dunbartonshire Council	Statutory Biodiversity Duty Delivery Report January 2012 – December 2014	Standalone	<a href="https://www.eastdunbarton.gov.uk/filedepot_download/17023/891">https://www.eastdunbarton.gov.uk/filedepot_download/17023/891</a>
East Lothian Council	East Lothian Biodiversity 2014 Fulfilling the Council's obligation to report on actions it takes to conserve biodiversity	Standalone	<a href="http://www.eastlothian.gov.uk/download/downloads/id/9052/biodiversity_report_2014-east_lothian_council">http://www.eastlothian.gov.uk/download/downloads/id/9052/biodiversity_report_2014-east_lothian_council</a>
East Renfrewshire Council	East Renfrewshire Council Biodiversity Duty Report 2014	Standalone	<a href="http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=13410&amp;p=0">http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=13410&amp;p=0</a>
Falkirk Council	Falkirk Council Biodiversity Duty Report 2011-2014	Standalone	<a href="https://www.falkirk.gov.uk/services/environment/docs/biodiversity/Biodiversity%20duty%20report.pdf?v=201412171040">https://www.falkirk.gov.uk/services/environment/docs/biodiversity/Biodiversity%20duty%20report.pdf?v=201412171040</a>
Fife Council	NATURE CONSERVATION (Scotland) Act 2004 Biodiversity Duty Report Fife Council 2012-2014	Standalone	<a href="http://publications.1fife.org.uk/uploadfiles/publications/c64_BiodiversityDutyReport-FifeCouncil-2012-2014.pdf">http://publications.1fife.org.uk/uploadfiles/publications/c64_BiodiversityDutyReport-FifeCouncil-2012-2014.pdf</a>

Name of Public Body	Name of Document	Embedded or Standalone?	Web link <sup>8</sup>
Forestry Commission Scotland	The Scottish Forestry Strategy: Progress report (2014-15) and Future Implementation (2015-18)	Embedded	<a href="http://scotland.forestry.gov.uk/images/corporate/pdf/sfs-implementation-plan-2015-2016.pdf">http://scotland.forestry.gov.uk/images/corporate/pdf/sfs-implementation-plan-2015-2016.pdf</a>
Glasgow City Council	Glasgow City Council Biodiversity Duty Report (2011/12, 2012/2013 and 2013/14)	Standalone	<a href="https://www.glasgow.gov.uk/CHttpHandler.ashx?id=32784&amp;p=0">https://www.glasgow.gov.uk/CHttpHandler.ashx?id=32784&amp;p=0</a>
Highland Council	Highland Council Biodiversity Duty Report 2014	Standalone	<a href="http://www.highland.gov.uk/download/downloads/id/12147/2014_biodiversity_duty_report.pdf">http://www.highland.gov.uk/download/downloads/id/12147/2014_biodiversity_duty_report.pdf</a>
Inverclyde Council	Biodiversity Report 2011-14	Standalone	<a href="https://www.inverclyde.gov.uk/assets/attach/1556/Biodiversity-Report-2011-14.pdf">https://www.inverclyde.gov.uk/assets/attach/1556/Biodiversity-Report-2011-14.pdf</a>

Name of Public Body	Name of Document	Embedded or Standalone?	Web link <sup>8</sup>
Midlothian Council	First 'Biodiversity Report' on Pursuance of the Duty Under Section 1 of the Nature Conservation (Scotland) Act 2004 ('Duty to further the conservation of biodiversity')	Standalone	<a href="https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=2&amp;cad=rja&amp;uact=8&amp;ved=0ahUKEwi41vffg6XPAhWjLcAKHdZWBjoQFggiMAE&amp;url=https%3A%2F%2Fwww.midlothian.gov.uk%2Fdownload%2Fdownloads%2Fid%2F582%2Fbiodiversity_report_november_2016.pdf&amp;usq=AFQjCNG4X0HDNFPQq_uCkNTMwEU7564hpw&amp;bvm=bv.133700528,d.d2s">https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=2&amp;cad=rja&amp;uact=8&amp;ved=0ahUKEwi41vffg6XPAhWjLcAKHdZWBjoQFggiMAE&amp;url=https%3A%2F%2Fwww.midlothian.gov.uk%2Fdownload%2Fdownloads%2Fid%2F582%2Fbiodiversity_report_november_2016.pdf&amp;usq=AFQjCNG4X0HDNFPQq_uCkNTMwEU7564hpw&amp;bvm=bv.133700528,d.d2s</a>
Moray Council	Report on Biodiversity Duty	Standalone	<a href="http://www.moray.gov.uk/downloads/file96715.pdf">http://www.moray.gov.uk/downloads/file96715.pdf</a>
National Library of Scotland	National Library of Scotland Public Sector Sustainability Report 2012-2013	Embedded	<a href="http://www.nls.uk/media/1094643/2013-2014-nls-public-sector-sustainability.pdf">http://www.nls.uk/media/1094643/2013-2014-nls-public-sector-sustainability.pdf</a>
National Museums of Scotland	Biodiversity Report (2011-2014)	Standalone	<a href="http://www.nms.ac.uk/media/772310/biodiversity-report-2011-14-for-website.pdf">http://www.nms.ac.uk/media/772310/biodiversity-report-2011-14-for-website.pdf</a>
NHS Grampian	NHS Grampian Biodiversity Impact Statement	Standalone	<a href="https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=2&amp;cad=rja&amp;uact=8&amp;ved=0ahUKEwi12POO-ZzLAhVBoRQKHzi3AS0QFggiMAE&amp;url=http%3A%2F%2Fwww.nhsgrampian.org%2Fgrampianfoi%2Ffiles%2FNHSG_BIODIVERSITY_IMPACT.doc&amp;usq=AFQjCNHvSbSGv1dw8luEQtWA6VUNZQe_lw&amp;sig2=OGh8KiPNb7DIHxRk5xg7Yq&amp;bvm=bv.115339255,d.d24">https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=2&amp;cad=rja&amp;uact=8&amp;ved=0ahUKEwi12POO-ZzLAhVBoRQKHzi3AS0QFggiMAE&amp;url=http%3A%2F%2Fwww.nhsgrampian.org%2Fgrampianfoi%2Ffiles%2FNHSG_BIODIVERSITY_IMPACT.doc&amp;usq=AFQjCNHvSbSGv1dw8luEQtWA6VUNZQe_lw&amp;sig2=OGh8KiPNb7DIHxRk5xg7Yq&amp;bvm=bv.115339255,d.d24</a>

Name of Public Body	Name of Document	Embedded or Standalone?	Web link <sup>8</sup>
NHS Shetland	NHS Shetland Biodiversity Activity Report 2011 – 2014	Standalone	<a href="http://www.shb.scot.nhs.uk/board/policies/ActivityReportNHSShetlandBiodiversity2011-2014.pdf">http://www.shb.scot.nhs.uk/board/policies/ActivityReportNHSShetlandBiodiversity2011-2014.pdf</a>
North Ayrshire Council	North Ayrshire Council: Reporting on the Scottish Biodiversity Duty 2011-14. January 2015	Standalone	<a href="http://www.north-ayrshire.gov.uk/Documents/CorporateServices/Finance/reporting-on-biodiversity-duty.pdf">http://www.north-ayrshire.gov.uk/Documents/CorporateServices/Finance/reporting-on-biodiversity-duty.pdf</a>
North Lanarkshire Council	North Lanarkshire Council Biodiversity Duty Report 2011 - 2014	Standalone	<a href="http://www.northlanarkshire.gov.uk/CHttpHandler.ashx?id=16604&amp;p=0">http://www.northlanarkshire.gov.uk/CHttpHandler.ashx?id=16604&amp;p=0</a>
Orkney Islands Council	Orkney Islands Council Biodiversity Duty Report 2012-2014	Standalone	<a href="http://www.orkney.gov.uk/Files/Planning/Biodiversity/Biodiversity_Duty_Report_2014.pdf">http://www.orkney.gov.uk/Files/Planning/Biodiversity/Biodiversity_Duty_Report_2014.pdf</a>
Perth and Kinross Council	Perth and Kinross Council. Statutory Biodiversity Duty. Report on Delivery (1 <sup>st</sup> January 2012 to 31 <sup>st</sup> December 2014)	Standalone	<a href="http://www.pkc.gov.uk/CHttpHandler.ashx?id=28918&amp;p=0">http://www.pkc.gov.uk/CHttpHandler.ashx?id=28918&amp;p=0</a>

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Renfrewshire Council	Renfrewshire Council Biodiversity Duty Report 2014	Standalone	<a href="http://www.renfrewshire.gov.uk/media/1246/Renfrewshire-Council-Biodiversity-Duty-Report/pdf/pt-BiodiversityDutyReport_FV.pdf">http://www.renfrewshire.gov.uk/media/1246/Renfrewshire-Council-Biodiversity-Duty-Report/pdf/pt-BiodiversityDutyReport_FV.pdf</a>
Risk Management Authority	Risk Management Authority Biodiversity Duty Reporting 2011 - 2014	Standalone	<a href="http://www.rmascotland.gov.uk/index.php/download_file/view/1157/791/">http://www.rmascotland.gov.uk/index.php/download_file/view/1157/791/</a>
Royal Botanic Garden Edinburgh	Biodiversity Report 2011-2014	Standalone	<a href="http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/RBGE%20Biodiversity%20Duty%20Report%202011-14%20v1compressed%20copy.pdf">http://www.rbge.org.uk/assets/files/about_us/Corporate_Info/RBGE%20Biodiversity%20Duty%20Report%202011-14%20v1compressed%20copy.pdf</a>
Scottish Borders Council	Scottish Borders Council Biodiversity Duty Report	Standalone	<a href="https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=1&amp;cad=rja&amp;uact=8&amp;ved=0ahUKEwj2tJmphKXPAhUUOsAKHVXHDPAQFggcMAA&amp;url=https%3A%2F%2Fwww.scotborders.gov.uk%2Fdownload%2Fdownloads%2Fid%2F2211%2Fbiodiversity_duty_delivery_report.pdf&amp;usq=AFQjCNG5ZJvdP50rzX1g4evmHQB0Fx04Eg&amp;bvm=bv.133700528,d.d2s">https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=1&amp;cad=rja&amp;uact=8&amp;ved=0ahUKEwj2tJmphKXPAhUUOsAKHVXHDPAQFggcMAA&amp;url=https%3A%2F%2Fwww.scotborders.gov.uk%2Fdownload%2Fdownloads%2Fid%2F2211%2Fbiodiversity_duty_delivery_report.pdf&amp;usq=AFQjCNG5ZJvdP50rzX1g4evmHQB0Fx04Eg&amp;bvm=bv.133700528,d.d2s</a>
Scottish Canals	Scottish Canals Report on the Scottish Biodiversity Duty for 2011-14	Standalone	<a href="https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/12/Scottish-Canals-report-on-the-Scottish-Biodiversity-Duty-2011-14.pdf">https://www.scottishcanals.co.uk/corporate/wp-content/uploads/sites/2/2015/12/Scottish-Canals-report-on-the-Scottish-Biodiversity-Duty-2011-14.pdf</a>
Scottish Children's Reporter Administration	SCRA Sustainability Report 2014/15	Embedded	<a href="http://www.scra.mtcserver3.com/wp-content/uploads/2016/03/SCRA-Sustainability-Report-2014-15.pdf">http://www.scra.mtcserver3.com/wp-content/uploads/2016/03/SCRA-Sustainability-Report-2014-15.pdf</a>

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Scottish Court Service	Scottish Court Service Annual Report and Accounts 2014-15	Embedded	<a href="http://www.scotcourts.gov.uk/docs/default-source/SCS-Annual-Report/scs-annual-report-accounts---2014-15---final.pdf?sfvrsn=2">http://www.scotcourts.gov.uk/docs/default-source/SCS-Annual-Report/scs-annual-report-accounts---2014-15---final.pdf?sfvrsn=2</a>
Scottish Enterprise	Biodiversity duty report 2011 - 2014	Standalone	<a href="http://www.scottish-enterprise.com/knowledge-hub/articles/publication/biodiversity-report">http://www.scottish-enterprise.com/knowledge-hub/articles/publication/biodiversity-report</a>
Scottish Funding Council	Annual Report and accounts 2013 - 14	Embedded	<a href="http://www.sfc.ac.uk/web/FILES/ReportsandPublications/SFC_annual_report_and_accounts_2013-14.pdf">http://www.sfc.ac.uk/web/FILES/ReportsandPublications/SFC_annual_report_and_accounts_2013-14.pdf</a>
Scottish Government	The Scottish Government Biodiversity Duty Report 2012 - 2014	Standalone	<a href="http://www.gov.scot/Topics/Environment/Wildlife-Habitats/biodiversity/duty">http://www.gov.scot/Topics/Environment/Wildlife-Habitats/biodiversity/duty</a>
Scottish Housing Regulator	Environmental Strategy 2015 – 2018 December 2015	Embedded	<a href="https://scottishhousingregulator.gov.uk/sites/default/files/publications/Environmental%20Strategy%202015-2018.pdf">https://scottishhousingregulator.gov.uk/sites/default/files/publications/Environmental%20Strategy%202015-2018.pdf</a>
Scottish Law Commission	Environmental policy	Embedded	<a href="http://www.scotlawcom.gov.uk/about-us/environmental-policy/">http://www.scotlawcom.gov.uk/about-us/environmental-policy/</a>
Scottish Legal Complaints Commission	SLCC Reporting on the Scottish Biodiversity Duty:2011to 2014	Standalone	<a href="https://www.scottishlegalcomplaints.org.uk/media/57375/slcc_biodiversity_report.pdf">https://www.scottishlegalcomplaints.org.uk/media/57375/slcc_biodiversity_report.pdf</a>

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Scottish Road Works Commissioner	Biodiversity Report 2011 - 2014	Standalone	<a href="https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=1&amp;cad=rja&amp;uact=8&amp;ved=0ahUKEwju2Yfj6Z_LAhUBPxQKHQQ6B5YQFggfMAA&amp;url=http%3A%2F%2Fwww.roadworksscotland.gov.uk%2Fnmruntime%2Fsaveasdialog.aspx%3FIID%3D1546%26sID%3D389&amp;usg=AFQjCNFlwS7Z1zuaqM2WhaoiSsB-m2ehQg&amp;sig2=VJdft61XivOR_y5S2GaimQ">https://www.google.co.uk/url?sa=t&amp;rct=j&amp;q=&amp;esrc=s&amp;source=web&amp;cd=1&amp;cad=rja&amp;uact=8&amp;ved=0ahUKEwju2Yfj6Z_LAhUBPxQKHQQ6B5YQFggfMAA&amp;url=http%3A%2F%2Fwww.roadworksscotland.gov.uk%2Fnmruntime%2Fsaveasdialog.aspx%3FIID%3D1546%26sID%3D389&amp;usg=AFQjCNFlwS7Z1zuaqM2WhaoiSsB-m2ehQg&amp;sig2=VJdft61XivOR_y5S2GaimQ</a>
Scottish Water	Sustainability Report 2014	Embedded	<a href="http://www.scottishwater.co.uk/about-us/corporate-responsibility/climate-change/climate-change-documents/sustainability-report-2014">http://www.scottishwater.co.uk/about-us/corporate-responsibility/climate-change/climate-change-documents/sustainability-report-2014</a>
SEPA	Scottish Environment Protection Agency: Biodiversity Duty Reporting 2011 - 2014	Standalone	<a href="http://www.sepa.org.uk/media/142667/sepa_biodiversity_duty_report-20112014_with_nontechnical_summary.pdf">http://www.sepa.org.uk/media/142667/sepa_biodiversity_duty_report-20112014_with_nontechnical_summary.pdf</a>
Skills Development Scotland	Sustainability Report 2013/2014 October 2014	Embedded	<a href="https://www.skillsdevelopmentscotland.co.uk/media/36827/sustainability_report1_2013_14.pdf">https://www.skillsdevelopmentscotland.co.uk/media/36827/sustainability_report1_2013_14.pdf</a>
SNH	SNH Annual Report and Accounts 2014/15	Embedded	<a href="http://www.snh.gov.uk/publications-data-and-research/publications/search-the-catalogue/publication-detail/?id=2393">http://www.snh.gov.uk/publications-data-and-research/publications/search-the-catalogue/publication-detail/?id=2393</a>
South Ayrshire	South Ayrshire Council Draft Statutory Biodiversity Duty Report 2011 - 2014	Standalone	<a href="http://www.south-ayrshire.gov.uk/sustainable-development/biodiversity%20duty%20reporting%20new%20-%20lj4%20final%20draft.doc">http://www.south-ayrshire.gov.uk/sustainable-development/biodiversity%20duty%20reporting%20new%20-%20lj4%20final%20draft.doc</a>

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South Lanarkshire Council	South Lanarkshire Council Biodiversity Duty Implementation Plan	Standalone	<a href="http://www.southlanarkshire.gov.uk/downloads/file/6774/biodiversity_duty_implementation_plan">http://www.southlanarkshire.gov.uk/downloads/file/6774/biodiversity_duty_implementation_plan</a>
Stirling Council	Stirling Council's Biodiversity Duty Report 2014	Standalone	<a href="http://www.stirling.gov.uk/documents/stirling-council-biodiversity-duty-report.pdf">http://www.stirling.gov.uk/documents/stirling-council-biodiversity-duty-report.pdf</a>
Student Awards Agency for Scotland	Annual Reports and Accounts 2013-2014	Embedded	<a href="http://www.saas.gov.uk/about_us/corporate_publications.htm">http://www.saas.gov.uk/about_us/corporate_publications.htm</a>
Water Industry Commission for Scotland	Biodiversity Report 2011 - 2014	Standalone	<a href="http://www.watercommission.co.uk/UserFiles/Documents/Biodiversity%20Report%202011-2014%20%281%29.pdf">http://www.watercommission.co.uk/UserFiles/Documents/Biodiversity%20Report%202011-2014%20%281%29.pdf</a>
West Dunbartonshire Council	West Dunbartonshire Council Biodiversity Duty Report 2015	Standalone	<a href="http://www.west-dunbarton.gov.uk/media/4308167/wdc-biodiversity-report-2015.pdf">http://www.west-dunbarton.gov.uk/media/4308167/wdc-biodiversity-report-2015.pdf</a>
West Lothian Council	West Lothian Report on the Scottish Biodiversity Duty 2011 -14	Standalone	<a href="http://www.westlothian.gov.uk/media/6171/West-Lothian-Report-on-the-Scottish-Biodiversity-Duty-2011---2014/pdf/ReportontheScottishBiodiversityDuty2011-14.pdf">http://www.westlothian.gov.uk/media/6171/West-Lothian-Report-on-the-Scottish-Biodiversity-Duty-2011---2014/pdf/ReportontheScottishBiodiversityDuty2011-14.pdf</a>



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Any enquiries regarding this publication should be sent to us at  
The Scottish Government  
St Andrew's House  
Edinburgh  
EH1 3DG

ISBN: 978-1-78652-543-7 (web only)

Published by The Scottish Government, October 2016

Produced for The Scottish Government by APS Group Scotland, 21 Tennant Street, Edinburgh EH6 5NA  
PPDAS81329 (10/16)

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