# The Biodiversity Duty REPORTING TEMPLATE: LEVEL Two ORGANISATIONS

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

### **Report Outline**

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

* Section 1: Introductory information about your public body
* Section 2: Actions to protect and enhance biodiversity
* Section 3: Mainstreaming biodiversity
* Section 4: Nature-based solutions, climate change and biodiversity
* Section 5: Public engagement and workforce development
* Section 6: Research and monitoring
* Section 7: Biodiversity highlights and challenges

### **Completion Notes**

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

While they incorporate the key elements on which you may wish to report, they are not an exhaustive list and it is likely that there will be a range of additional work that your organisation carried out in support of biodiversity on which you may also wish to report. To find out more on the Biodiversity Duty see the [NatureScot website](https://www.nature.scot/scotlands-biodiversity/scottish-biodiversity-strategy/biodiversity-duty).

# Section 1: Introductory information about your Public Body

### **Please describe your organisation’s role and purpose, including any particular environmental responsibilities**

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| **Guidance on completing this section** | Summarise your organisation’s role and purpose, including a brief outline of governance and management structures.  Summarise any relevance and impacts of biodiversity to your organisation, including your role in:   * Providing public information, community engagement and learning around nature and the environment; * Activities to support young people in learning about and caring for nature * Any significant environmental impacts from your operations. |
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# Section 2: Actions to protect and enhance biodiversity

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

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| **Guidance on completing this section** | You may wish to report on activities across the breadth of your organisation, including any actions that you have undertaken on your premises.  Please explain how these actions have benefited biodiversity, noting successes and challenges, and any plans for future or follow-up work. These might include:  Addressing or raising awareness of the nature emergency; this might include work or projects on:   * Community nature conservation projects * Climate change mitigation or adaptation; * Land use change; * Pollution.   Enhancing biodiversity at your premises by:   * providing bird boxes / feeders; * creating habitat for wildlife, such as wildflower areas; * installing green roofs; * organising staff volunteering days; * sponsoring a species or habitat, or raising funds for a local wildlife trust or charity. |
| **Links to related resources** | * Guidance on the [Key pressures on biodiversity.](https://www.nature.scot/scotlands-biodiversity/key-pressures-biodiversity) * Guidance on [Buildings and biodiversity](https://www.nature.scot/professional-advice/placemaking-and-green-infrastructure/green-infrastructure/buildings-and-biodiversity) and [Developing with Nature](https://www.nature.scot/doc/developing-nature-guidance) - how to make space for nature in the built environment. * NatureScot guidance on delivering benefits through connecting people with nature by planning for [Active Travel,](https://www.transport.gov.scot/active-travel/) [20-minute neighbourhoods](https://www.gov.scot/publications/local-living-20-minute-neighbourhoods-planning-guidance/), [Placemaking, Open Space Strategies and Green Infrastructure](https://www.nature.scot/professional-advice/placemaking-and-green-infrastructure). * Examples of smaller actions that can be taken in the office or staff homes - [Biodiversity - what can you do?](https://www.nature.scot/scotlands-biodiversity/biodiversity-what-can-you-do) * The NatureScot Guidance Note - [Biodiversity Duty Explained](https://www.webarchive.org.uk/wayback/archive/20210421124956/https:/www.nature.scot/guidance-note-biodiversity-duty-explained) includes further examples of biodiversity actions carried out by various public bodies |
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# Section 3: Mainstreaming biodiversity

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

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| **Guidance on completing this section** | Outline any of your own body’s policies, plans and strategies that refer to biodiversity, or that may affect biodiversity positively or negatively, and describe how these are reflected in the structure of your organisation.  These may include policies on managing green spaces, consideration of biodiversity in estate management, procurement policies and purchasing decisions, use of an Environmental Management System, and Sustainability and Climate Change commitments.  Detail any areas in which your organisation has most successfully implemented mainstreaming of biodiversity, or has demonstrated leadership in a local or national context, including through working with others, or raising awareness of biodiversity or nature. |
| **Links to related resources** | * Case study - [Procurement by the Scottish Courts and Tribunal (SCTS) Services](https://www.nature.scot/sites/default/files/2017-10/A2395013-Biodiversity-Duty-case-study-Scottish-Courts-and-Tribunal-Services.pdf). * Guidance on [Scotland's Pollinator Strategy, projects, resources](https://www.nature.scot/scotlands-biodiversity/helping-scotlands-pollinators) * [A Pollinator Action Plan in Aberdeenshire](https://www.nature.scot/sites/default/files/2017-10/A2394894-Biodiversity-Duty-local-authority-case-studies-Developing-a-Pollinator-Action-Plan-in-Aberdeenshire.pdf) |
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# Section 4: Nature-Based SOLUTIONS, CLIMATE Change AND BIODIVERSITY

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

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| **Guidance on completing this section** | Climate change is a direct driver of biodiversity loss. Many species are negatively impacted by higher air temperatures, changing weather patterns and extreme events, and by higher sea levels. Many animals and plants can be badly affected by such changes and may be at risk of local extinction in regions experiencing climate impacts.  As well as being a direct driver of biodiversity loss, climate change can exacerbate other ways in which Scotland’s nature is harmed loss. A warmer climate can enable non-native invasive species to spread more quickly. For example, rhododendrons which were not naturally found in Scotland and which are highly detrimental because they grow vigorously and shade out our native woodland plants may become even more dominant as our climate becomes warmer and wetter. Similar problems are arising in our freshwater and marine environments.  Combined actions for biodiversity loss and climate change can be achieved through Nature-based Solutions, which can play a vital role in helping us to protect and enhance biodiversity, achieve net zero targets, and improve people’s quality of life.  This reporting section provides the opportunity for your organisation to provide details on how you are supporting the positive contribution biodiversity can make to building resilience, and helping nature to mitigate and adapt to climate change.  You may wish to report on a range of specific processes or activities that your organisation has undertaken within your buildings and workforce, and projects that you have delivered.  Integration might include incorporating biodiversity into nature-based solutions to:   * Build inclusive economic growth, for example by growing nature based industries, or investing in key natural visitor attractions * Health and wellbeing, for example by improving access to nature for all |
| **Links to related resources** | * Information on how [urban nature-based solutions](https://www.nature.scot/climate-change/nature-based-solutions/nature-based-solutions-urban) can help Scotland's towns and cities mitigate and adapt to climate change providing guidance and examples. * The NatureScot [Helping nature to adapt](https://www.nature.scot/climate-change/helping-nature-adapt) webpage contains useful information on making use of nature’s capacity to adapt to change as one of our best tools for managing climate change impacts. * NatureScot, COSLA and the Improvement Service have published a [Briefing for local authorities](https://www.improvementservice.org.uk/__data/assets/pdf_file/0019/26434/EM-Briefing-Nature-Based-Solutions.pdf) on Nature-based Solutions. * The publication [People, Place and the Climate Emergency](https://www.webarchive.org.uk/wayback/archive/20210519052655mp_/https:/www.nature.scot/sites/default/files/2019-12/Publication%202019%20-%20People%2C%20Place%20and%20the%20Climate%20Emergency%20-%20The%20contribution%20of%20Nature%20to%20Community%20Planning%20Partnership%20Priorities_0.pdf) includes examples and information on local nature-based solutions to deliver a range of socio-economic outcomes. |
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# Section 5: Public Engagement and Workforce Development

### **Public Engagement**

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| **Guidance on completing this section** | Detail communications and education activities have you undertaken to inform or engage directly or indirectly with communities, young people and the public. This might include actions to raise staff, customer and public enjoyment and understanding of, and connection with, biodiversity and nature, such as:   * Supporting volunteering; * Exhibitions and events; * School outreach; * Outdoor learning; * Citizen Science initiatives; * Provision of public education programmes; * Information hosted on your webpage; * Blogs and press releases. |
| **Links to related resources** | * Ideas on [volunteering outdoors](https://www.nature.scot/enjoying-outdoors/volunteer-outdoors). * Stats, stories, activities and inspiration to help bring nature and landscapes to life for young people and learners through [education](https://www.nature.scot/professional-advice/education), including [Beyond your boundary: easy steps to learning in local greenspace](https://www.nature.scot/beyond-your-boundary-easy-steps-learning-local-greenspace), and the [Outdoor Learning Directory](http://outdoorlearningdirectory.com/index.php/home/) is a useful source of information and resources. * John Muir Trust [STEM By Nature & Citizen Science](https://www.johnmuirtrust.org/assets/000/001/116/STEM_By_Nature__Citizen_Science_original_original.pdf?1610737202) * Ideas on [citizen science activities](https://www.nature.scot/scotlands-biodiversity/biodiversity-what-can-you-do/citizen-science-biodiversity) that can increase public enjoyment, understanding and connection with nature. * Information on how to make more use of Scotland’s outdoors as ‘[Our Natural Health Service’](https://www.nature.scot/professional-advice/contributing-healthier-scotland/our-natural-health-service) |
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### **Workforce development**

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| **Guidance on completing this section** | Detail activities that have been undertaken to support the development of your workforce, particularly in relation to skills relevant to biodiversity, nature, outdoor learning and community engagement in the natural environment.  Activities might include**:**   * Staff training, education and capacity building; * Volunteering days, * Opportunities for secondments to other organisations working on biodiversity and conservation. * Hosting conferences, exhibitions and events; * Collaborative working with other organisations and sharing best practice. |
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# Section 6: Research and Monitoring

### **Describe any research activities that your organisation has undertaken to help develop understanding and awareness of biodiversity or nature**

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| **Guidance on completing this section** | Detail relevant research activities undertaken to raise awareness and understanding of nature and biodiversity, or to understand the way in which communities engage with the natural world. Where relevant, summarise the key changes that this research has supported within your public body.  This might include research papers, surveys or reports undertaken by your organisation. |
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### **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.**

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| **Guidance on completing this section** | Where appropriate, you may wish to report on monitoring of:   * Activities relating to public involvement in engaging with or understanding nature; * Biodiversity programmes or projects that you have delivered either alone or in partnership with others; * Implementation of relevant strategies or policies; * Organisational capability or development in relation to biodiversity or the natural world. |
| **Links to related resources** | * Information on biodiversity data, including obtaining and sharing data from Local Records Centres [Biodiversity - where to find data](https://www.nature.scot/scotlands-biodiversity/biodiversity-where-find-data). * [NatureScot reports on many different surveys](https://www.nature.scot/professional-advice/land-and-sea-management/managing-access-and-recreation/increasing-participation/measuring-participation) to better understand how people in Scotland use, enjoy and value the natural environment. * The [State of Scotland’s Nature report](https://www.nature.scot/state-nature-scotland-report-2019) provides a useful overview (this will be updated in 2023). * [The National Biodiversity Network](https://nbn.org.uk/) provides a single hub for biodiversity data management in the UK. * [Biological Recording in Scotland](https://www.brisc.org.uk/) is a useful source of information on surveys and biodiversity data management in Scotland. |
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# Section 7: Biodiversity highlights and challenges

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

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| **Guidance on completing this section** | Examples of key achievements might include:   * Leading or contributing to programmes or projects that directly support the key steps in the Scottish Biodiversity Strategy, or contribute to international Biodiversity targets; * Demonstrating national leadership or expertise in relation to biodiversity or sustainability; * Meeting your strategic aims in relation to biodiversity; * Completion of key projects with relevance to biodiversity or sustainability; * Funding achieved or delivered; * Volunteering days or time invested; * Provision of successful education or public engagement activities. |
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### **Looking ahead, what do you think will be the main challenges over the next three years?**

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| **Guidance on completing this section** | Challenges might include:   * Economic and resource pressures; * Delivery of cross-cutting actions; * Preventing further loss of habitats and species; * Effective management of invasive non-native species; * Pressures for space; * Need to meet targets; * Encouraging enhanced partnership working. |
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