

THE BIODIVERSITY DUTY REPORTING TEMPLATE: LEVEL THREE ORGANISATIONS

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

Report Outline

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

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

The Completion Notes

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

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



SECTION 1: INTRODUCTORY INFORMATION ABOUT YOUR PUBLIC BODY

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

Guidance on completing this section	<p>Summarise your organisation's role and purpose, including a brief outline of governance and management structures.</p> <p>Summarise any relevance and impacts of biodiversity to your organisation. This might include the key environmental impacts from your operations, and any your role you have in sustainable development.</p>
Text Field	<p>Redress Scotland is an executive non-departmental public body. There are two organisations that manage Scotland's Redress Scheme –Redress Scotland and the Scottish Government. Redress Scotland is responsible for making decisions on applications for redress from survivors and their next of kin.</p> <p>The Chair of Redress Scotland is Kirsty Darwent and the Deputy Chair is Bill Matthews. Redress Scotland has an Oversight Board, chaired by Kirsty Darwent, which has responsibility for oversight of the public body. An Audit, Risk and Assurance Committee has been established, chaired by Bill Matthews. Both the Oversight Board and the Audit, Risk and Assurance Committee have non-executive members and panel members and meet regularly. More information about the governance structure is provided in the 2022-23 annual report and accounts.</p> <p>Decisions on applications for redress are made by panel members, who are appointed by Scottish Ministers. Panel members have expertise across a range of different fields and make independent decisions. They are supported by the Redress Scotland team.</p> <p>The management structure of Redress Scotland is led by a Chief Executive working with a senior management team consisting of a Head of Operations, Head of People, Head of Policy and Improvement and Head of Finance and Resources. The senior management team meets regularly and works to the Corporate Plan and Business Plan, both of which are available on the Redress Scotland website.</p>



	Redress Scotland is a digital only public body with a strong commitment to sustainability and supporting biodiversity.
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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

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



	<ul style="list-style-type: none">• Examples of smaller actions that can be enacted in the office or staff homes - Biodiversity - what can you do?
Text Field	<p>Redress Scotland is a digital only public body and does not have an office nor any land. During the initial set up of the public body in late 2021, there was an assumption that an office base would be required. However it was not possible to organise an office during the initial set up phase and the body therefore began operating as digital only. It became apparent that this was an effective way of working and both panel members and employees found it beneficial as it increased flexibility of the operating model. A strategic decision was then taken by the Oversight Board that Redress Scotland would be a digital only public body and would not acquire an office.</p> <p>The digital only approach of Redress Scotland offers considerable benefits in sustainability and biodiversity. This includes: reduced travel, as panel members and employees work from home; reduced use of resources such as printed documents, due to working digitally; reduced use of travel, as the policy is to use public transport when travelling; reduced pollution and environmental impact due to the lower levels of travel and no office.</p>



SECTION 3: MAINSTREAMING BIODIVERSITY

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

<p>Guidance on completing this section</p>	<p>Outline any of your own body’s policies, plans and strategies that refer to biodiversity, or that may affect biodiversity positively or negatively, and describe how these are reflected in the structure of your organisation.</p> <p>These may include policies on consideration of biodiversity in estate management, procurement policies and purchasing decisions, and Sustainability and Climate Change commitments.</p> <p>Detail any areas in which your organisation has most successfully implemented mainstreaming of biodiversity, including through working with others, or raising awareness of biodiversity or nature.</p>
<p>Links to related resources</p>	<ul style="list-style-type: none"> • Case study - Procurement by the Scottish Courts and Tribunal (SCTS) Services. • Guidance on Scotland's Pollinator Strategy, projects, resources
<p>Text Field</p>	<p>Redress Scotland has established a group that works to identify steps the public body can take to address sustainability and biodiversity issues. The members of the group work together to discuss improvements and changes. They write and circulate a newsletter which has a wide range of articles on actions that people can take to increase biodiversity and sustainability. This includes encouraging recycling and taking actions to encourage and support wildlife, insect life and plant life. The group has increased engagement with the wider team and recently completed a survey on how people can be supported to increase biodiversity through their own actions at home, such as planting trees or growing plants that support bees and insects.</p> <p>Redress Scotland is committed to being digital only for the lifespan of the public body and will not be acquiring an office. However, the public body does work collaboratively with other organisations and public bodies, and makes use of their office and meeting space. This allows for meetings of people to take place in buildings that are already in use, reducing our environmental impact. Locations are varied to minimise travel.</p>



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

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

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

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

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



Text Field	<p>The main work that Redress Scotland has undertaken is to function as digital only which substantially reduces our environmental impact in a number of different ways. We have been focussed on ensuring this works well for us throughout our first two years of operation. Redress Scotland has also been proactive in sharing the benefits of this approach and how we make it work in practice. We have done this through presentations in conferences and meeting with other public bodies interested in developing their digital first approaches.</p>
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SECTION 5: WORKFORCE DEVELOPMENT

Workforce skills and training

Guidance on completing this section	<p>Detail activities that have been undertaken to support the development of your workforce, particularly in relation to skills relevant to biodiversity, nature, or outdoor learning and community engagement in the natural environment. Identify any opportunities that are available to your staff to take part in practical action.</p> <p>Activities might include:</p> <ul style="list-style-type: none">• Supporting volunteering days, for example with environmental Non-Governmental Organisations;• Staff training, education and capacity building;• Staff networks that aim to deliver on or promote objectives related to biodiversity or nature;• Hosting conferences, exhibitions and events;• Collaborative working with other organisations and sharing best practice;• Information about nature hosted on your webpage or blog posts;• Ideas on volunteering outdoors.
Text Field	<p>Redress Scotland is very committed to developing the workforce. This includes employees, panel members and board members. In the first two years of the public body we have necessarily been focussed on the set up and implementation of decision making and support for decision making, as this is the primary deliverable for the public body. However the work of our group on green issues has been effective in promoting awareness and action across the public body. Redress Scotland has also proactively shared best practice on working digitally with other organisations.</p>

SECTION 6: RESEARCH AND MONITORING

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

Guidance on completing this section	Detail any relevant research activities undertaken, if any. This might include research papers, surveys or reports undertaken by your organisation.
Text Field	Redress Scotland has not undertaken any research activities in this area.

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

Guidance on completing this section	<p>If relevant, you may wish to report on monitoring of:</p> <ul style="list-style-type: none"> • Activities relating to biodiversity, sustainability, climate change or nature more generally; • Implementation of relevant strategies or policies; • Organisational capability or development in relation to biodiversity or the natural world.
Links to related resources	<ul style="list-style-type: none"> • NatureScot reports on many different surveys to better understand how people in Scotland use, enjoy and value the natural environment. • Information on biodiversity data, including obtaining and sharing data from Local Records Centres Biodiversity - where to find data. • The State of Scotland's Nature report provides a useful overview.
Text Field	The senior management team has been supporting and managing the employee group that is focussed on green issues. The Chief Executive recently joined the group to ensure their work is given support by the most senior employee. The recent staff survey was a follow up on work completed to date, to better understand the interests of the wider employee group. The annual report and accounts for 2022-23 includes information about our work in this area.

SECTION 7: BIODIVERSITY HIGHLIGHTS AND CHALLENGES

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

<p>Guidance on completing this section</p>	<p>Examples of key achievements might include:</p> <ul style="list-style-type: none"> • Actions taken to improve biodiversity through processes followed by your organisation; • Actions taken to improve biodiversity on your premises; • Meeting any strategic aims in relation to biodiversity or nature; • Completion of any projects with relevance to biodiversity or nature; • Volunteering days or time invested.
<p>Text Field</p>	<p>Our key and outstanding achievement during this period is to function as a digital only public body in ways that: deliver high quality, robust decision making; performs well on KPI's including staff retention and absence; has an open and supportive culture that encourages professional learning and development; and has established more innovative ways of working. As a successful example of a digital only public body, the first in Scotland, we have also promoted a commitment to addressing environmental issues through the way we have structured the organisation. This is a positive and proactive example of delivering a different organisational model in the public sector.</p>

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

<p>Guidance on completing this section</p>	<p>Challenges might include:</p> <ul style="list-style-type: none"> • Economic and resource pressures; • Delivery of cross-cutting actions; • Preventing further loss of habitats and species; • Effective management of invasive non-native species; • Pressures for space;
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	<ul style="list-style-type: none">• Need to meet targets;• Encouraging enhanced partnership working.
Text Field	Redress Scotland will face a number of challenges over the next three years, including: resource and budgetary pressures; maintaining the high quality and positive experience of working as a digital only public body; continuing delivery of our functions to high standards; and developing our approach to actively addressing environmental issues and biodiversity. We plan to further develop the work of our established group and increase opportunities for employees, panel members and board members to engage in direct action to address issues around biodiversity.