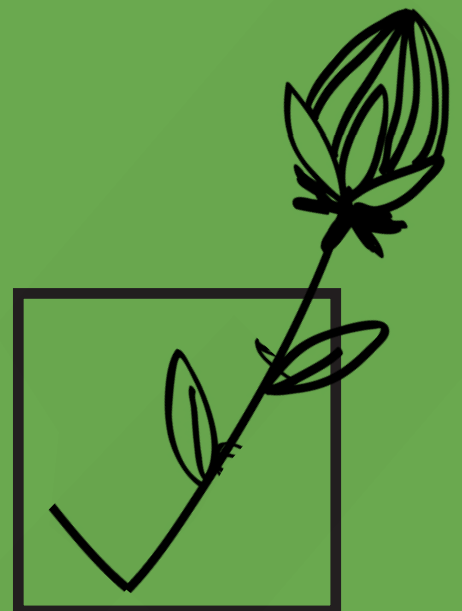


THE CLIMATE ACTION PLAN CHECKLIST

For Local Authorities Developing and
Reviewing Action Plans



**CLIMATE
EMERGENCY
UK**



About
us:



Climate Emergency UK exists to support local authorities tackle the climate emergency by providing accessible information about best practice and providing a network where local authorities, activists, NGOs, business and local communities can work together: <https://www.climateemergency.uk/>

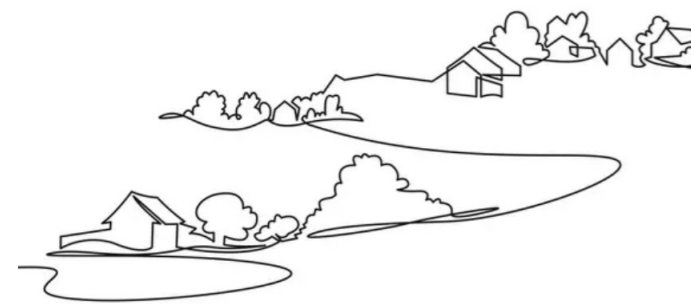
Supported
by:



This Checklist could not have been written without the support of Friends of the Earth, Ashden, Centre for Alternative Technology and APSE Energy. In particular we wish to express thanks to Sandra Bell, Cara Jenkinson, Anthony Hurford and Dr Anna Bullen.

Executive summary

Whether we have a chance of limiting global warming to 1.5°C¹ will depend on what happens between now and 2030. 83% of UK local authorities have recognised the severity of the crisis by declaring a climate emergency. Most have recognised the urgency of the situation by setting ambitious targets and/or developing climate action plans. The next step is to turn these declarations,



targets and plans into effective action. Local authorities can use this Checklist to draw up ambitious, comprehensive and robust Climate & Ecological Emergency Action Plans, while community groups can use it to assess the ambition of their Local authorities' plan.

A climate emergency action plan differs from a normal climate action plan because it recognises that we are in a time of crisis. It acknowledges that the climate crisis poses an immediate threat and plans for rapid action².

Action at the local level is essential to tackling the climate and ecological emergencies. The Committee on Climate Change, in their Local Authorities and the Sixth Carbon Budget report³, stated that “More than half of the emissions cuts needed rely on people and businesses taking up low-carbon solutions – decisions that are made at a local and individual level. Many of these decisions depend on having supporting infrastructure and systems in place. Local authorities have powers or influence over roughly a third of emissions in their local areas.”

Local authorities can drive reductions in emissions across their whole area. This is because of their unique insight into, and their relationship with, local communities; their service delivery and regulatory

functions; and their power to convene others. Of all the actions in this Checklist there is one that underpins how successful a local authority will be in reducing emissions:

The Action Plan should commit the local authority to include the climate emergency in all local authority decisions and actions.

In reducing emissions local authorities will deliver many co-benefits for their communities.

Increasing resilience to climate change can also reduce costs from extreme weather incidents. Human health and wellbeing are dependent on a healthy planet; the Covid-19 pandemic has clearly demonstrated this. National and local recovery plans will play a key role

in delivering a green and fair recovery - joining up action on climate, nature, health and prosperity. Plans can also help address environmental inequalities. BAME and poorer communities experience worse air pollution, less access to green space, and

are less able to respond to extreme weather caused by climate change.

“The Action Plan should commit the local authority to include the climate emergency in all local authority decisions and actions.”

There is strong public support for local, place-based action. 66% of Britons believe that climate change is as serious as Covid-19⁴.

The majority also want to see climate action prioritised in the economic recovery⁵. The UK Climate Assembly concluded that there should not be a ‘one size fits all’ approach to important issues such as transport and housing communities⁶.



Communities must be able to shape solutions to the climate crisis and take the lead in doing so.

Tackling the climate crisis will impact people's lives and change their lifestyles. Local authorities must involve local residents, businesses, community organisations and service providers in the development of the Action Plan.

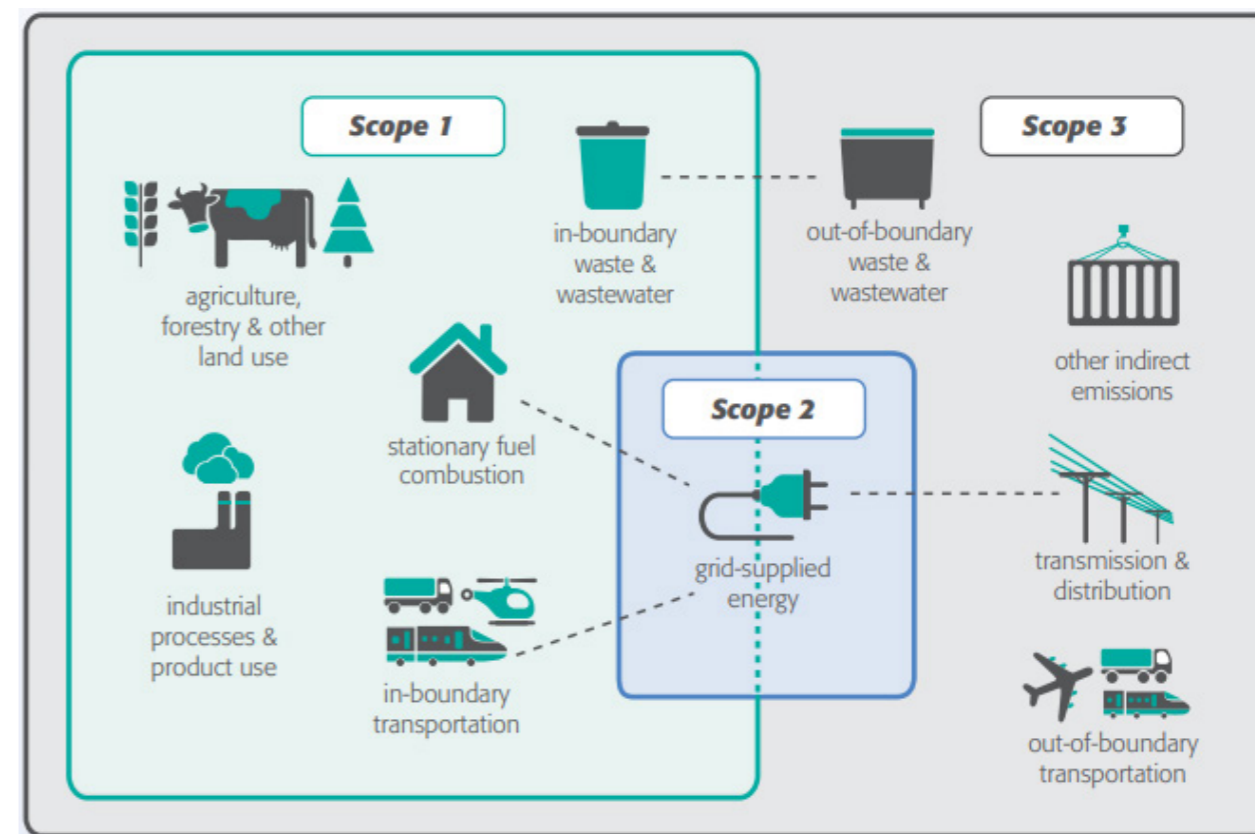
Their skills, ideas and perspectives will result in better outcomes and more creative solutions. Initiatives are more likely to be effective when potential issues are addressed at an early stage. Engagement also allows local authorities to demonstrate the co-benefits of action.

Local authorities will be vital allies in the race to the Government's net-zero target. Many have shown a willingness to act. More than 300 local authorities have declared a climate emergency and many have committed to net-zero for their whole

area by 2030⁷. Action Plans, with varying levels of ambition and detail, continue to be written and refined⁸.

Local authorities need to be given extra resources and powers by the UK Government if they are to meet their targets; this is even more important post Covid-19. Although there has been more government funding to deal with the crisis, local authorities are in a vulnerable position. New responsibilities and greater community needs are combined with significant financial uncertainty.

Action Plans will have to demonstrate understanding of these constraints as well as the need to secure the necessary



Source: The GHG Protocol for Cities

support from the Government for effective local climate action⁹. However, post Covid-19 there is the opportunity to rebuild our communities with sustainability and climate action at the core¹⁰. Local government organisations have formed a coalition with NGOs to draw up a 'Blueprint for accelerating climate action and a green recovery at the local level'¹¹.

From Declaration to Action - Using the Checklist

This Checklist provides local authorities and communities with a list they can refer to when creating their own Action Plan.

There are three sections, which contain actions and points to consider when developing a Plan. At the end is a list of resources that other local authorities have used to develop their Plans. A condensed checklist containing a list of headings, designed to download or print, is available at <https://docs.google.com/document/u/1/d/1zag-dwavzdgqfmj3tr5vwr-qbsuwvjel-5etohmdyne/edit>.

Action Plans will be living documents. Local authorities will need to revise their Plans as the climate and ecological crises develop, targets are met, and new technologies emerge.

Local authority officers and residents can use this Checklist to see how existing Plans measure up and which areas need strengthening during reviews.

Section 3 links to documents containing specific actions that local authorities can take to reduce emissions. The documents focus on different areas under local authorities control or influence, such as planning, housing and transport. Examples of good practice are also provided. Any reference to a specific organisation or method is there for reference only. It does not represent an endorsement.

Your local authority may not be able to impact all areas covered in this Checklist. This depends on which part of the UK you are in¹², and your local authority type, responsibilities, populations, geography and budget¹³.

Despite their differences, all local authorities have many areas of influence and control. The Plan needs to consider three scopes of emissions¹⁴:

Scope 1

Emissions: Greenhouse Gas emissions from sources located within the local authority boundary. These include:

Council only: Council's direct emissions, e.g. emissions from Council buildings, fleet vehicles and equipment, and land use.

Whole District/County:

Emissions within the local authority boundary e.g. transportation, privately owned buildings, stationary energy (generation of electricity and fuels consumed in the manufacturing, construction and commercial sectors and domestic heating); agriculture and land use; in-boundary waste etc.

Scope 2

Emissions: Greenhouse Gas emissions occurring due to the use of grid-supplied electricity, heat, and/or cooling for Council and private buildings and services within the city boundary.

Scope 3

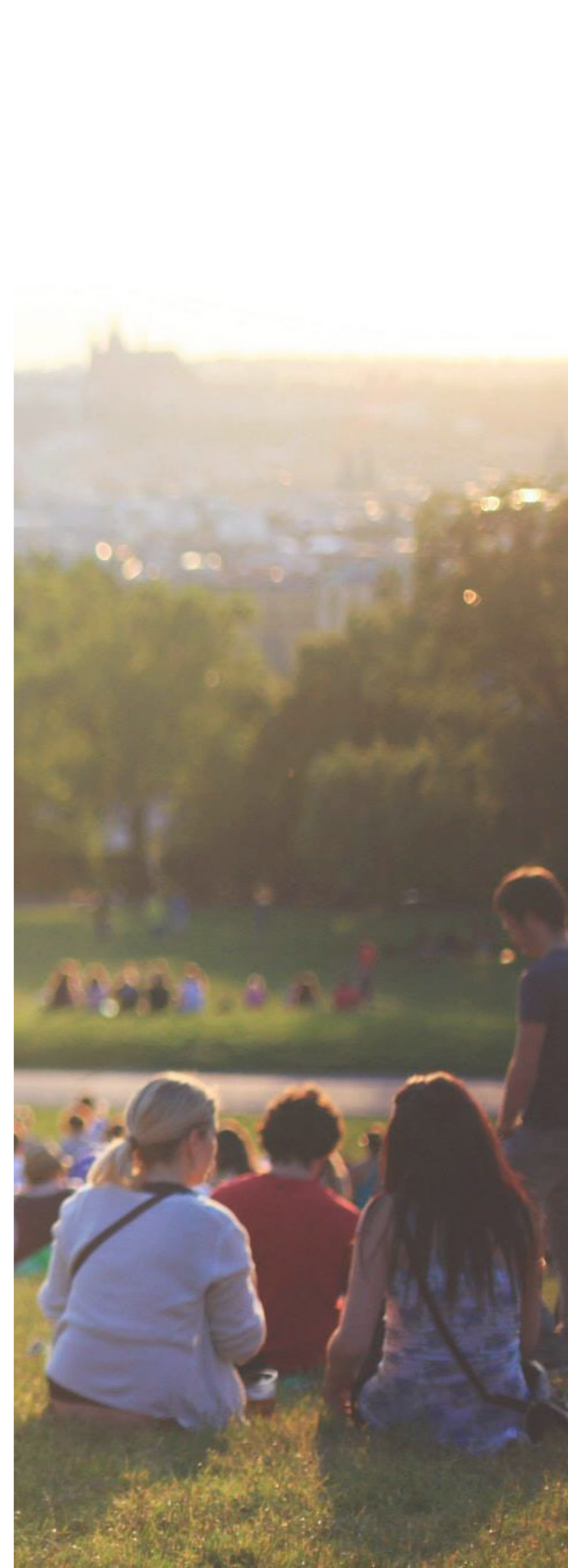
Emissions: Includes all Greenhouse Gas emissions that occur outside the city boundary as a result of activities taking place within the city boundary. This includes:

Council only:

Emissions generated by purchased goods and services; business travel, commuting, grey fleet (employee owned cars claiming mileage back by expenses); waste disposal for contracted out waste processing; use of sold products and services (emissions related to local people's use of local authority services); investments; leased assets, franchises and outsourcing (all contractor emissions).

Whole District/County:

Emissions generated by out of boundary transportation (travel by commuters, railways and airports); out of boundary waste; resident's diet and consumption; transmission and distribution of electricity, heating and/or cooling¹⁵.



REFERENCES



Executive Summary

1 The IPCC are working on a 66% chance of staying below 1.5°C . For a comparison on the impacts of 1.5°C and

2 see the IPCC 2018 Special report

<https://www.ipcc.ch/sr15/>

For evidence that we have already exceeded our 1.5°C budget see:

<https://www.breakthroughonline.org.au/briefings> Definition adapted from Climate Emergency Action Planning - Manual for Local Authorities, pg. 21.

3 Committee on Climate Change, Local Authorities and the Sixth Carbon Budget

<https://www.theccc.org.uk/publication/local-authorities-and-the-sixth-carbon-budget/>

4 Ipsos poll, 22/04/2020 Two thirds of Britons believe Climate Change as serious as Coronavirus

<https://www.ipsos.com/ipsos-mori/en-uk/two-thirds-britons-believe-climate-change-serious-coronavirus-and-majority-want-climate-prioritised>

5 Ibid

6 The UK Climate Assembly report: The path to net zero

<https://www.climateassembly.uk/report/>

7 See Councils that have declared climate emergencies and their net zero emission target here:

<https://data.climateemergency.uk/councils/>

8 We have compiled every Councils Climate Action Plan post 2016 here:

<https://data.climateemergency.uk>

9 Adept, A blueprint for accelerating climate action and a green recovery at the local level.

<https://www.adeptnet.org.uk/documents/blueprint-accelerating-climate-action-and-green-recovery-local-level>

10 Ashden outlines some of the key elements here after a discussion with city region officers from England's nine metro mayor city regions: Delivering a green recovery in our city regions - Ashden

<https://ashden.org/news/delivering-a-green-recovery-in-our-city-regions/>

11 ADEPT and a coalition of local government, environmental, and research organisations have published a blueprint for a locally-based green recovery: Covid-19 recovery must address climate change – report calls on the Government to invest in indispensable role of local authorities

<https://www.adeptnet.org.uk/news/covid-19-recovery-must-address-climate-change---report-calls-government-invest-indispensable>

12 Councils in Northern Ireland have different authorities than their counterparts in England, Scotland and Wales. Friends of the Earth has a climate action plan providing NI specific points: For Northern Ireland Councils

<https://climate.friendsoftheearth.uk/download/climate-action-plan-northern-ireland-councils>

13 The UK Government has a breakdown of different types of councils and their responsibilities here: <https://www.gov.uk/guidance/local-government-structure-and-elections>

[elections](https://www.gov.uk/guidance/local-government-structure-and-elections)

14 The Carbon Trust offers services that help organisations understand and reduce their emissions: <https://www.carbontrust.com/resources/briefing-what-are-scope-3-emissions>

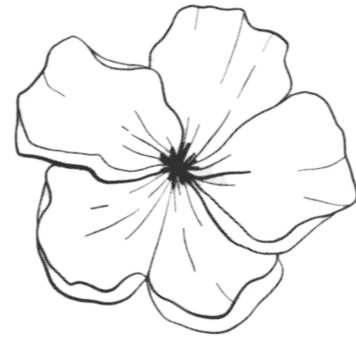
15 Emissions for “Council only” taken from Local Authorities and Sixth Carbon Budget, pg 49. <https://www.theccc.org.uk/publication/local-authorities-and-the-sixth-carbon-budget/>

“Whole District/County” Emissions adapted from the GHG Protocol for Cities | Greenhouse Gas Protocol with the report found here Global Protocol for Community-Scale Greenhouse Gas Emission Inventories.

<https://ghgprotocol.org/greenhouse-gas-protocol-accounting-reporting-standard-cities>



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1.0

Creating and Presenting the Plan

This section covers the minimum required to develop and launch an effective Plan. There are three main criteria for Action Plans to be effective.

Local authorities should develop Plans in collaboration with those who will be affected by it.

The objectives of the Plan need to be clear.

Plans should be explicit about what the local authority has direct control over, what the authority can influence and which measures require the local authority to work closely with local partners.

1.1

Plan Development

1.2

Community Engagement

1.3

Structure and Delivery

1.4

Scope

1.5

Costing the Plan

1.1

Plan Development

What does it look like to develop a Climate Emergency Action Plan for a local authority? Local authorities must consider who will be involved, what they plan to do, why they want to do it and how it will be delivered.

Plan development should look like the following, tick these actions of when you've met them:

Be led by a senior lead officer with a cabinet member/committee responsible for developing and delivering the Plan.

Strong leadership is critical for plans to be carried from development through to deployment and delivery. Regular public progress reports should be the responsibility of the lead officer and councillor.

Start with an honest assessment of the local authority's previous climate action.

Previous plans may have been created and implemented. Reviewing previous climate action is essential to understand what has or hasn't worked in the past, what progress has been made so far and if there is anything that can be maintained or accelerated. This will help councillors and officers understand what is required to reach net-zero.

Include strong collaboration within and across the local area.

It is essential that there is support for climate action across every department. For example, the Heads of Finance and Procurement are key players in creating and delivering Action Plans. Strong collaboration will also support those who are working to deliver the Plan and will result in more creative and effective actions.

Identify the workforce needed to deliver the Action Plan.

The local authority should begin identifying and quantifying the jobs, skills, re-training and up-skilling needed to deliver an ambitious Action Plan. Engagement with local training and education providers will be important in development and implementation. The local authority can also work to integrate this with Local Enterprise Partnerships and Combined Authorities, with particular reference to their Strategic Economic Plans and Local Industrial Strategies. The workforce could include council staff, councillors, volunteers and community organisations.

Be clear about the involvement of third parties.

Local authorities may choose to use a consulting firm or other third party to assist them in developing the Plan, or parts of it. Their involvement and processes need to be clearly referenced.

Include a development statement.

It is useful to include a section addressing how the Plan came to exist. This



would include discussing who the council consulted in the development of the Plan, how it was approved, how the council resourced it and how the council intends to implement the Plan¹⁶. This information helps to evaluate the process of developing the Plan. It will also assist other councils to understand how to develop a robust Plan.

Include strong net-zero targets.

Net-zero targets are more credible if they include milestones, an implementation plan, and a statement about longer-term intent for either maintaining net-zero or going net-negative. Leaving these out risks inaction, diversions and failure¹⁷.



1.2 Community Engagement



During the development stage it is important to involve a representative cross-section of all the stakeholders who will be affected by the Plan. Therefore, the Plan needs to consider who should be consulted and how the Plan will involve the community. It is vital that the local community continues to be engaged once the Plan is in place.

Plan development should look like the following, tick these actions of when you've met them:

Engage a representative cross section of the community¹⁸.

Local authorities can engage residents in many ways. This includes through citizen assemblies or juries, online platforms, climate commissions, citizen task forces

or community action groups, (eg. Rotary groups). The Plan must be clear about how people can get involved. Those consulted need to represent the diversity, disability, ages, incomes, and geography of the constituency¹⁹. The Action Plan should explain how the community was consulted and how their feedback has been integrated. It should also set out how people can get involved in implementing and updating the Plan. The resources section of this Checklist contains more materials on community engagement.

Establish collaborative partnerships and secure commitments from different sectors within the community²¹.

Sectors to involve include: voluntary, educational, health, faith organisations, businesses (large and SME) and anchor institutions. These relationships can take

a variety of forms. One such platform is Place Based Climate Commissions²², which provide a model for active partnerships. It is helpful to find out how institutions are reducing their own emissions, through initiatives such as Greener NHS²³. This will ensure the Action Plan forms part of a holistic strategy.

Have an up to date Climate Emergency section of the local authority website that is signposted from the homepage.

A good Climate Emergency section will:

- Contain the Plan, supporting documents and a link to the minutes of the meeting where it was approved.
- Outline what actions are being taken and regularly update on progress.
- Demonstrate how people can get involved, using case studies where

possible, and contain clear contact information for those that wish to give feedback.

Provide resources on how people can reduce their own carbon and ecological footprint.²⁴

- Provide information about costing, budgeting and funding.

Include a communication strategy.
The local authority needs to communicate, through all available channels:

- Why the Plan, and actions, are necessary.
- How to influence the Plan and how residents can access it once published and feedback on its contents.
- How residents can get involved.
- The impact actions will have on emissions.
- When actions will be implemented.



Land Use and Biodiversity

Include arrangements for regular updates.

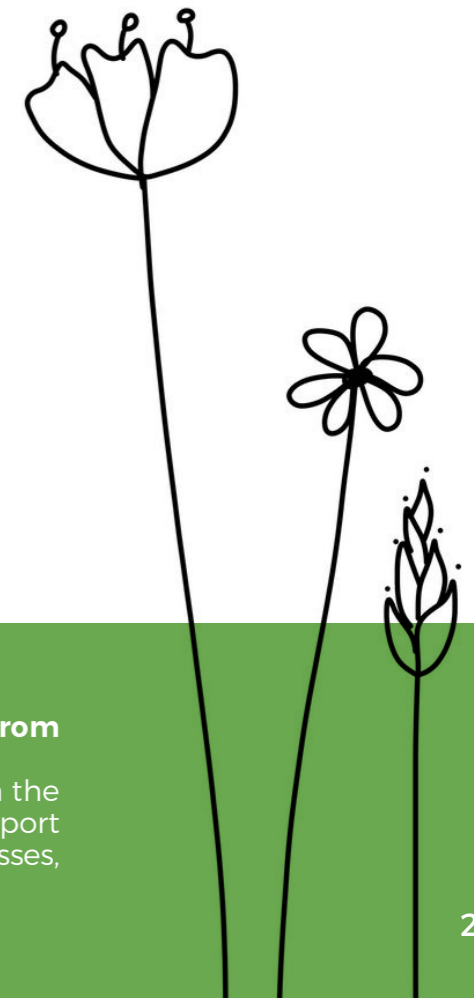
The Plan should provide updates at least once per year on emissions data, alongside more regular updates on projects and any changes in national government support, resources, funding, technology or scientific knowledge. Friends of the Earth suggest publishing a twice-yearly independent and audited public report on progress²⁶. Plymouth City Council has committed to “monitor our progress against each action and review the plans in a public forum every 6 months.”²⁷

Commit to celebrating progress.

Coming together as a community to celebrate key milestones and achievements will keep up the momentum and demonstrate that actions are working.

Number	Action	Activity	Latest Update
1	Securing tree planting through development proposals and Biodiversity Net Gain from new development	Clear numbers now in a newly adopted Supplementary Planning Document for tree replacement.	Ongoing
2	Support more approaches by communities for tree planting on our land where there aren't any trees.	Create a formal system to facilitate a process as part of the new grounds maintenance scheme.	Underway
3	Develop and adopt a more biodiversity/ environmentally conscious Grounds Maintenance procedure	New Ground Maintenance procedure will review various elements, including eliminating weedkiller.	Underway
4	Pushing tree planting agenda within Neighbourhood Plans and supporting mapping of local ecological networks and corridors.	Climate Change and Biodiversity Strategy to be sent to Neighbourhood Plan groups.	In progress
5	Ring-fencing and promoting a % of Members grant schemes (SCLF/Localities Fund) towards tree planting schemes for community groups.	Develop formal process and framework.	Rolling out 2021

Source: South Hams Climate Change Website.²⁸ The latest updates will be updated every 6 months.



1.3

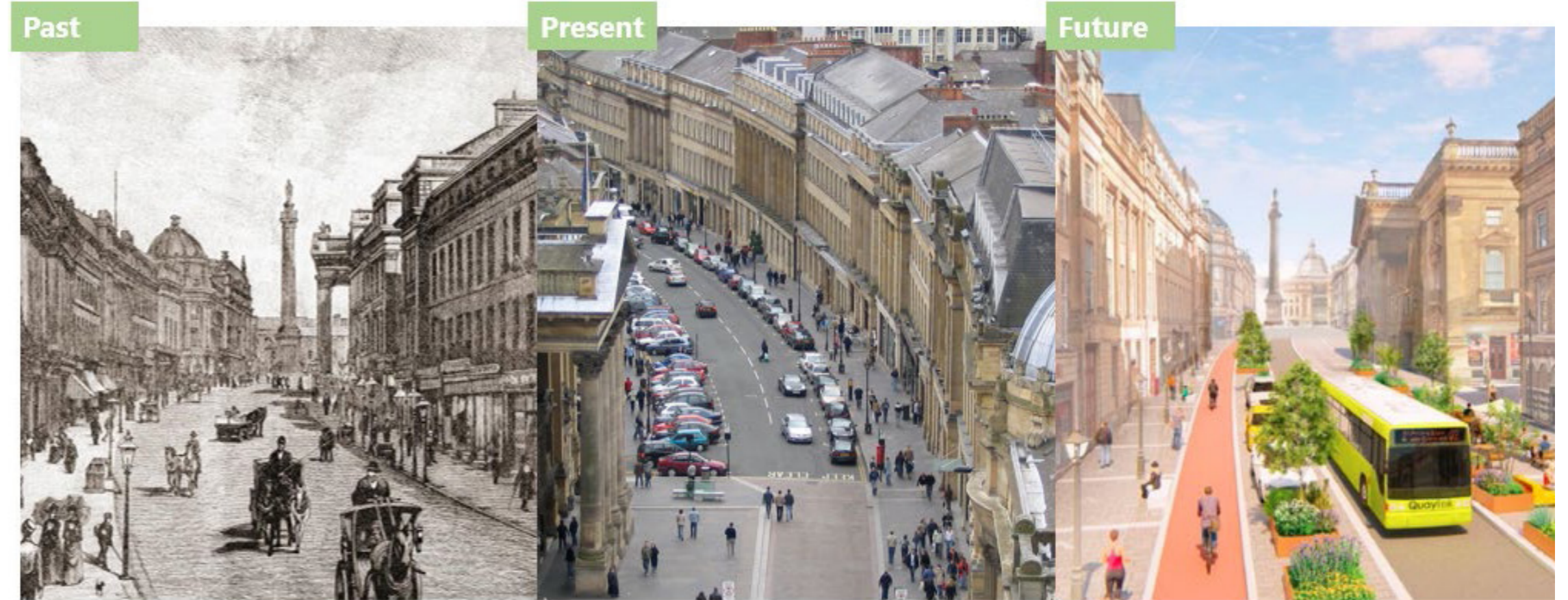
Structure and Delivery

Reaching net-zero will transform our communities. While there is no 'right way', Action Plans should be structured and delivered in a transparent, readable, accessible and exciting manner. The goals and responsibilities of the plan must be completely clear.

Here are some recommendations, tick them off when you've met them:

Have a clear structure.
Plans should be easy to read and to navigate, including: a table of contents, an executive summary, clear outlines of objectives, timelines for action and a table summary of actions.

Be accessible for a range of disabilities²⁹.
Avoid jargon where possible and, if jargon is used, ensure it is defined. It can help to include a glossary.



Source: Net Zero Newcastle - 2030 Action Plan³¹

Present a positive vision of what net-zero, and the journey to it, looks like for the area.

This could include: quiet safe streets, warm homes, green jobs, equity and social cohesion, community resilience, healthier people, and more local consumption keeping wealth within the community³⁰. This reframes the climate conversation from giving things up to strengthening and improving communities.

Set out who is responsible for delivery.

The Plan should set out who will take ownership of each action to ensure all targets are achieved.



1.4

Scope

The goals and responsibilities of the Plan need to be clear and realistic. Acknowledge the limitations of the Plan and set out how some of those limitations can be overcome. Reaching net-zero emissions will need more technological, funding and policy support from higher levels of government. Keep this section of the Plan under constant review to ensure that advantage is taken of Government initiatives as they emerge.

Plan development should look like the following, tick these actions off when you've met them:

Present a realistic view of what the local authority can and cannot do.

The Plan should be ambitious. However, it is important to recognise those places where ambition meets current realities³²

The Plan needs to:

- State how limitations will be overcome, including where others need to act.
- Reference the responsibilities, resources and capabilities of the local authority.

Commit the authority to lobby higher levels of government.

Where local authorities cannot act themselves, they can influence policy by lobbying higher levels of government for changes in legislation, policy and funding³³.

This includes County (if a District/Town/Parish Council), Combined Authorities, Devolved Administrations and the UK Government. Local Authorities can also take part in public information campaigns.

The Plan should state the actions the local authority will take to lobby the Government/s.

- Local authorities can lobby as part of a special interest group (such as the LGA or

APSE Energy Network), or in partnership with other organisations. An example of such a partnership is the Blueprint Coalition who have published a plan for accelerating climate action and a green recovery at the local level³⁴. This sets out the national leadership, policies, powers and funding needed to empower local authorities to deliver at scale.

Acknowledge that climate change is a 'grand challenge.'³⁵

There are no single or simple solutions to tackle the climate and ecological crisis. The Plan needs to recognise the multifaceted nature of this 'grand challenge.'

Ensure that no-one is left behind or disadvantaged unfairly.

The climate and ecological crisis is already worsening inequities and inequalities. Actions must ensure that no-one is left behind. For example, the Plan should lay out how those in carbon intensive industries can be supported into low carbon sectors³⁶.

Be clear about the scope of your net-zero target.

Which gases are covered - CO₂, all greenhouse gases, or a subset? When will net-zero be reached? And is the intent to reduce, remove or offset the emissions? A strong Plan will aim to reduce and remove all gases, only offsetting what absolutely cannot be removed in time for an ambitious deadline of 2030 or earlier.

NET ZERO COMMITMENT

Our Net Zero target relates to Scope 1 and Scope 2 emissions, in accordance with the GPC emissions inventories and frameworks developed on the basis of the Paris Agreement.

Newcastle City Council also recognises the critical importance of adopting a consumption-based approach in order to address Scope 3 emissions on an equitable basis, and to address GHGs other than CO₂.

We do however recognise that it is important that we focus our immediate efforts on addressing the Scope 1 and Scope 2 emissions because we can have a much more direct impact on reducing these emissions. We intend to explore further the emerging options for delivering a consumption based approach as it does not help the climate if we simply move production to another country. In the meantime, we will evaluate options to eliminate Scope 3 emissions and non-CO₂ based GHGs directly, through partnership working, and by lobbying for change at national and international forums.

In order to address the three scope emission categories, we will follow our Carbon Management Hierarchy ([here](#)).

Source: Net Zero Newcastle - 2030 Action Plan³⁷.

1.5

Costing the Plan

The climate emergency is likely to challenge or overwhelm response capacity, demanding the use of all available resources. Local authorities will have to develop institutional capacity and decision-making processes to evaluate costs and harness appropriate resources. Cost information is also an important way of measuring performance³⁸. To find out more about costing read UCL's *Declaring a Climate Emergency Guide*³⁹.

Plan development should look like the following, tick these actions of when you've met them:

Implement costing mechanisms. Use costing mechanisms to set out the costs of the actions in the Plan. Better use of costing will ensure policy decisions are well informed and realistic.



It will also help to deliver services which are value for money.

Build partnerships with other councils when developing a costing strategy.

Working with other local authorities can help all parties to benefit from coordinated use of resources, and make value-for-money comparisons.

Be transparent. Display information on costing and budgeting clearly on the Climate Emergency section of the website⁴⁰.

Key to symbols

- Financial cost/risk to Craven District Council: £ - under £10k ££ - £10k-£100k £££ - £100k-£500k ££££ - over £500k
- Time to realise carbon benefit: ⌚ - 0-2 years ⌚⌚ - 3-5 years ⌚⌚⌚ - greater than 5 years
- Potential carbon impact for Council operations: ⬠ - under 1% of our emissions ⬠⬠ - between 1% and 5% ⬠⬠⬠ 5% or over
- Potential carbon impact for Craven District: 🌐 - under 1% of emissions 🌐🌐 - between 1% and 5% 🌐🌐🌐 5% or over
- Potential social impact/s of this action: 👤 - potential positive social impact/s 👤 - potential negative social impact/s
- Potential economic impact/s of this action: 💰 - potential positive economic impact/s 💰 - potential negative economic impact/s

TRT01	EV Charging Network	Review the availability of charging points across the District and support the installation of a complete and coherent network, including installing EV charging points in Council car parks	£££-£	⌚⌚-⌚	⬠🌐🌐🌐🌐🌐	👤👤	💰
TRT02	EV Charging in Developments	Require electric vehicle charging points linked to new buildings wherever possible	£-£	⌚⌚-⌚	🌐🌐🌐🌐	👤👤	💰
TRT03	Safer Walking and Cycling Network	Develop safe walking and cycling routes to ensure that the district is accessible for commuting and leisure	£££-£	⌚⌚-⌚	⬠🌐🌐🌐🌐	👤👤	💰
TRT04	Support Staff Transition to ULEVs	Revise the structure of subsidised parking for staff to increasingly incentivise the take-up of Ultra Low Emissions Vehicles for commuting	£	⌚-⌚	⬠🌐	👤	💰
TRT05	Improve Car-free access to Skipton	Improve the Skipton Station area to ensure a higher proportion of journeys by train, continue to update Skipton's walking and cycling infrastructure and considering options for park & ride schemes.	££-££	⌚⌚	⬠🌐🌐🌐🌐	👤👤	💰
TRT06	A coordinated approach to Public Transport improvement	Implement a District transport plan containing a co-ordinated series of improvements to public transport into and around Skipton & The Dales, using Craven's network of railway stations as local travel hubs.	££-££	⌚⌚	🌐🌐🌐🌐	👤👤	💰

Source: Craven Climate Emergency Strategic Plan 2020-2030. Rough Costing, Social, Economic and Emissions Impact of Transport Actions from Craven District Council⁴¹. The key (first image) explains the symbols.



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1.1. Plan Development

16 Lewes District Council include an Engagement and Strategy Development Timeline in their Plan:

<https://data.climateemergency.org/media/data/plans/lewes-district-council-f540f81.pdf>

1.2. Community Engagement

17 Article in Nature on three ways to fix vague net-zero targets:

<https://www.nature.com/articles/d41586-021-00662-3>

18 Ashden has a toolkit on resident engagement for local authorities:

<https://ashden.org/wp-content/uploads/2020/09/CAC-TOOLKIT-CHAPTER-6.pdf>

PSE Energy & The Consultation Institute have issued the results of Public Engagement Survey on local community engagement:

<https://www.apse.org.uk/apse/index.cfm/local-authority-energy-collaboration/apse-energy-publications1/climate-emergency-public-engagement-survey/>

19 Birmingham has a Route to Zero Task Force of people from a wide range of backgrounds, parties, and ages who are developing recommendations for Birmingham's climate action plan: https://www.birmingham.gov.uk/info/20015/environment/2026/climate_emergency/4

Devon have a youth parliament to help develop their climate action plan:

<https://www.devonclimateemergency.org.uk/devon-carbon-plan/>

Leeds Climate Commission, which include Leeds City Council, launched the Leeds Climate Change Citizens Jury, whose report and recommendations were presented to Leeds City Council's Climate Emergency Advisory Committee:

<https://www.leedsclimate.org.uk/leeds-climate-change-citizens-jury>

20 <https://www.leedsclimate.org.uk/leeds-climate-change-citizens-jury>

21 Devon's Climate Emergency Response Group, a group of c.25 organisations have a target to have, "A plan from each signatory to the Devon Climate Declaration, within 6 months of signing, to reduce their organisational carbon emissions.

<https://www.devonclimateemergency.org.uk/governance/devon-climate-emergency-response-group/>

22 PCAN (Place-Based Climate Action Network) has supported a range of local authorities in launching climate commission partnerships in England, Scotland and Northern Ireland:

<https://pcancities.org.uk/climate-commissions>

23 NHS England recently released their strategy.

<https://www.england.nhs.uk/greenernhs/a-net-zero-nhs/>

24 South Hams District Council has an easy to use climate and biodiversity emergency action website linked from their homepage. It has an overview of council actions, ways to get involved, and actions residents, businesses, and organisations can take:

<https://www.climatechange.southhams.gov.uk/>

Another good example is Somerset's Action Plan section of the website:

<https://www.somerset.gov.uk/climate-emergency/>

25 <https://www.climatechange.southhams.gov.uk/>



26 Friends of the Earth,
<https://climate.friendsoftheearth.uk/download/climate-action-plan-councils>

27 Plymouth City Council Climate Emergency page,
<https://www.plymouth.gov.uk/environmentandpollution/climateemergency>

1.3. Structure and Delivery

28 South Hams Climate Change Website - Land Use and Biodiversity Actions.
<https://www.climatechange.southhams.gov.uk/land-use-and-biodiversity>

29 The UK Government has a helpful guide on understanding accessibility requirements for public sector bodies: <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>. They also provide training and webinars on increasing accessibility of websites and digital resources.

1.4. Scope

30 For ideas see Ashden's Toolkit for City Regions and Local Authorities:
https://ashden.org/wp-content/uploads/2020/09/CAC-Chapters-all_new-brand.pdf

31 Net Zero Newcastle - 2030 Action Plan:
https://newcastle.gov.uk/sites/default/files/Climate%20Change/Net%20Zero/Net%20Zero%20Newcastle%20-%202030%20Action%20Plan_0.pdf

32 The London Borough of Islington has a good example of present realities and ambition:
<https://www.climateemergency.uk/wp-content/uploads/2020/02/IslingtonNet-Zero-Carbon-Strategy-2020-2030.pdf>

33 Every action in Nottingham's Action Plan has a section dedicated to 'How Central Government Can Help' -
<https://data.climateemergency.uk/media/data/plans/nottingham-city-council-54c9ac2.pdf>

34 The Blueprint Coalition Plan can be found here:
<https://www.adeptnet.org.uk/documents/blueprint-accelerating-climate-action-and-green-recovery-local-level>

35 CAT's Zero Carbon Britain report discusses the complexities of climate change as a wicked problem: <https://cat.org.uk/info-resources/zero-carbon-britain/research-reports/zero-carbon-britain-rising-to-the-climate-emergency/>

Cornwall Council has explored the challenge of addressing climate change as a wicked problem reframed as grand challenges (see Paragraph 10.2) -
<https://www.cornwall.gov.uk/media/y5mctbyu/climate-change-action-plan.pdf>

36 Bristol's One City Strategy includes discussions in each delivery theme on engagement, culture and inclusion as well as reducing emissions:

<https://www.bristolonecity.com/wp-content/uploads/2020/02/one-city-climate-strategy.pdf>

37 Net Zero Newcastle - 2030 Action Plan

https://newcastle.gov.uk/sites/default/files/Climate%20Change/Net%20Zero/Net%20Zero%20Newcastle%20-%20202030%20Action%20Plan_0.pdf

1.5. Costing the Plan

38 UCL Declaring a Climate Emergency Guide, p. 88.

https://climateemergency.org.uk/wp-content/uploads/2020/11/Declaring_a_Climate_Emergency_76-end.pdf

39 Ibid.

40 Newcastle City Council have given estimated costs for each of their c.90 priority actions, alongside a timeline for these actions:

https://www.newcastle.gov.uk/sites/default/files/Climate%20Change/Net%20Zero/Net%20Zero%20Newcastle%20-%20202030%20Action%20Plan_0.pdf

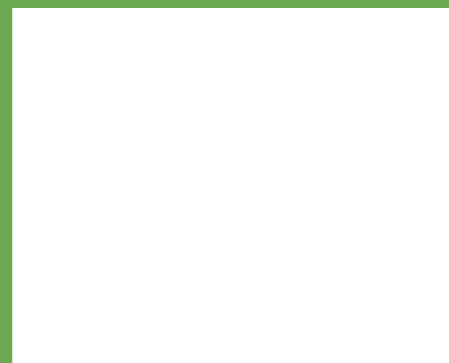
41 You can see more of the actions and their costing and predicted impact on Craven District Council's plan:

<https://www.cravendc.gov.uk/media/9460/cdc-climate-emergency-strategic-plan-february-2020.pdf>



Creating and Presenting the Plan

TICK
OFF
HERE



2.0

Components of a Strong Action Plan

This section outlines the major components of a strong Climate Emergency Action Plan. It is divided into three main themes.

Reducing climate emissions.

Creating resilient, socially inclusive and healthy communities.

The need for strong commitment from the local authority to carry the Plan through to completion.

2.1
Emissions

2.2
Ecological
Emergency

2.3
Circular
Economy

2.4
Resilient,
Socially Inclusive
and Healthy
communities

2.5
Local
Authority
Commitment

2.6
Delivering
the Action
Plan



2.1.1

Measuring and
Setting Emission
Targets
Development

2.1.2

Co-benefits

2.1.3

Climate
Impacts &
Adaptation
and Delivery

2.1.4

Monitoring

2.1

Emissions

Reducing levels of Greenhouse Gases (GHG) is the main purpose of a Climate Emergency Action Plan. Reducing emissions is also known as climate mitigation. Setting emission targets provides a baseline, sets a goal and allows the impact of actions to be monitored. It is essential to monitor the progress of the Action Plan in order to assess its effectiveness and reevaluate when necessary.

Climate change will lead to many more extreme weather events and sea-level rise.⁴² Climate adaptation is the process of becoming resilient to the current, and expected climate impacts. PCAN's review of local authorities' climate action found that climate adaptation received less focus, only mentioned in less than 12% of council's climate emergency declarations.⁴³ Both mitigation and adaptation are crucial to include in an Action Plan.

2.1.1

Measuring and Setting Emission Targets

Plan development should look like the following, tick these actions of when you've met them:

Include a Baseline Emission Inventory for Greenhouse Gas Emissions.

It is standard practice to measure emissions reductions using a baseline of 1990⁴⁴. This provides the point that local authorities need to aim for in their emissions reductions.

Quantify current GHG emissions for the area. There are many data sets and tools available that local authorities can access when assessing their emissions. Some examples are BEIS, SCATTER, IMPACT, and the Tyndall Carbon Budget Tool.⁴⁶

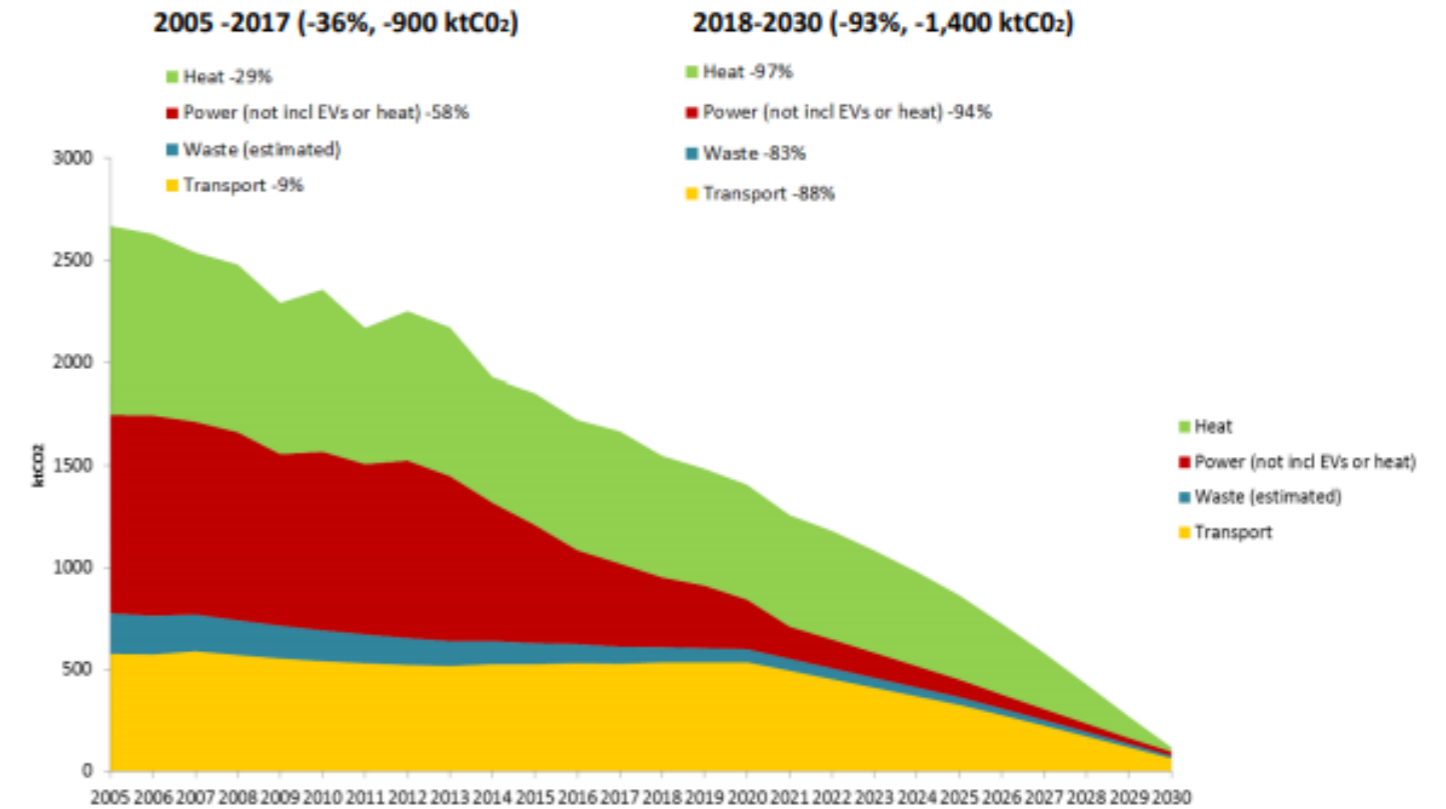
The Tyndall Carbon Budget Tool projects carbon budgets for UK local authorities, in line with the Paris Climate Agreement⁴⁷.

Provide a breakdown of Scope 1, 2 and 3 emissions.

The breakdown should quantify the local authority's own emissions and also the emissions for the entire authority area. This shows which emissions the local authority is directly and indirectly responsible for, as well as emissions they have no control over but can encourage reductions in⁴⁹. The Local Government Association (LGA) has a free tool to calculate Scope 1, 2 and basic Scope 3 emissions⁵⁰.

Clearly state science-based GHG emission reduction targets for the whole area.

These targets need to, at the very least, be in line with the Paris Agreement. Over 100 local authorities have set a target to reach net-zero emissions by 2030⁵¹. Many others have set targets for their area that are well before the UK Government Target of 2050.



Source: Bristol net zero by 2030: the evidence base⁴⁵.

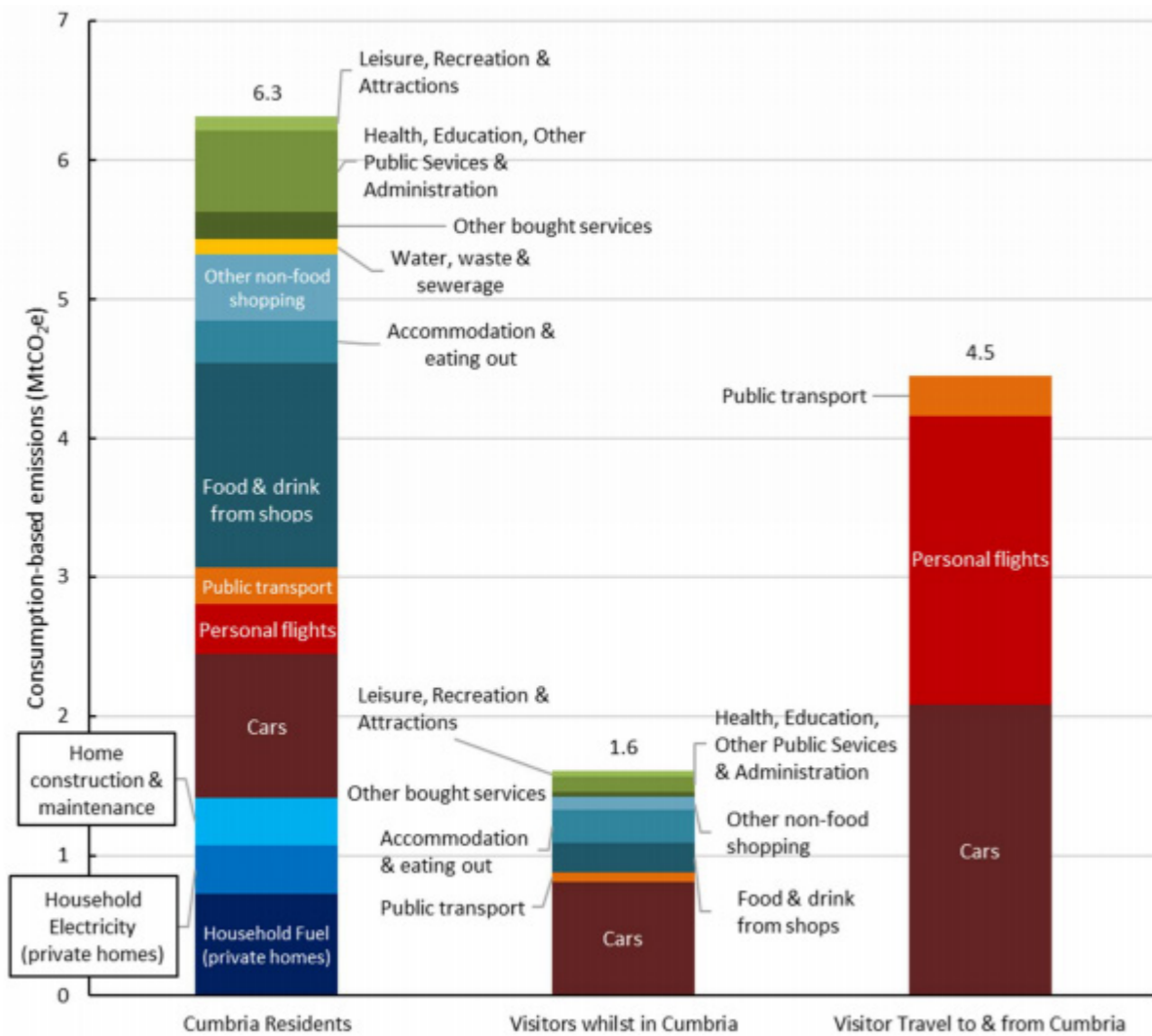
There are tools from Climate View, BEIS, IMPACT, SCATTER, the Tyndall Centre and the LGA to help authorities set out how to deliver these targets. Links to these tools can be found in Section 4: Resources.

Carefully define the terms. This is not straightforward. 'Carbon neutral', 'climate neutral', 'net-zero', 'zero emissions', 'zero carbon' and 'decarbonisation' have been used

interchangeably. The University of Manchester and Tyndall Centre for Climate Change Research have set out a consistent approach for policymakers to help avoid falling into the 'net-zero' jargon trap⁵².

Highlight key action areas for emissions reductions. The Plan should identify key areas for reducing emissions and identify partners who can help with each action area⁵³.





Consumption-based Emissions baseline. Source: A Carbon Baseline for Cumbria⁴⁸.

These partners can be particularly helpful for those areas outside of local authority control. Critical areas to reduce emissions include: energy, transport, heat, embodied emissions in construction, consumption and waste, dietary choices, biodiversity/nature and land use. A local authority may not have direct influence in all these areas. However, there are many actions local

authorities can take to support emission reductions⁵⁴. For example, plant based school meals will reduce emissions from dietary choices. For an expanded list on key areas and specific actions see Section 3: Action Areas.

Focus on reducing emissions and not carbon offsetting.

Avoid using carbon offsetting or use of



Consumption-based Emissions baseline. Source: A Carbon Baseline for Cumbria⁴⁸.

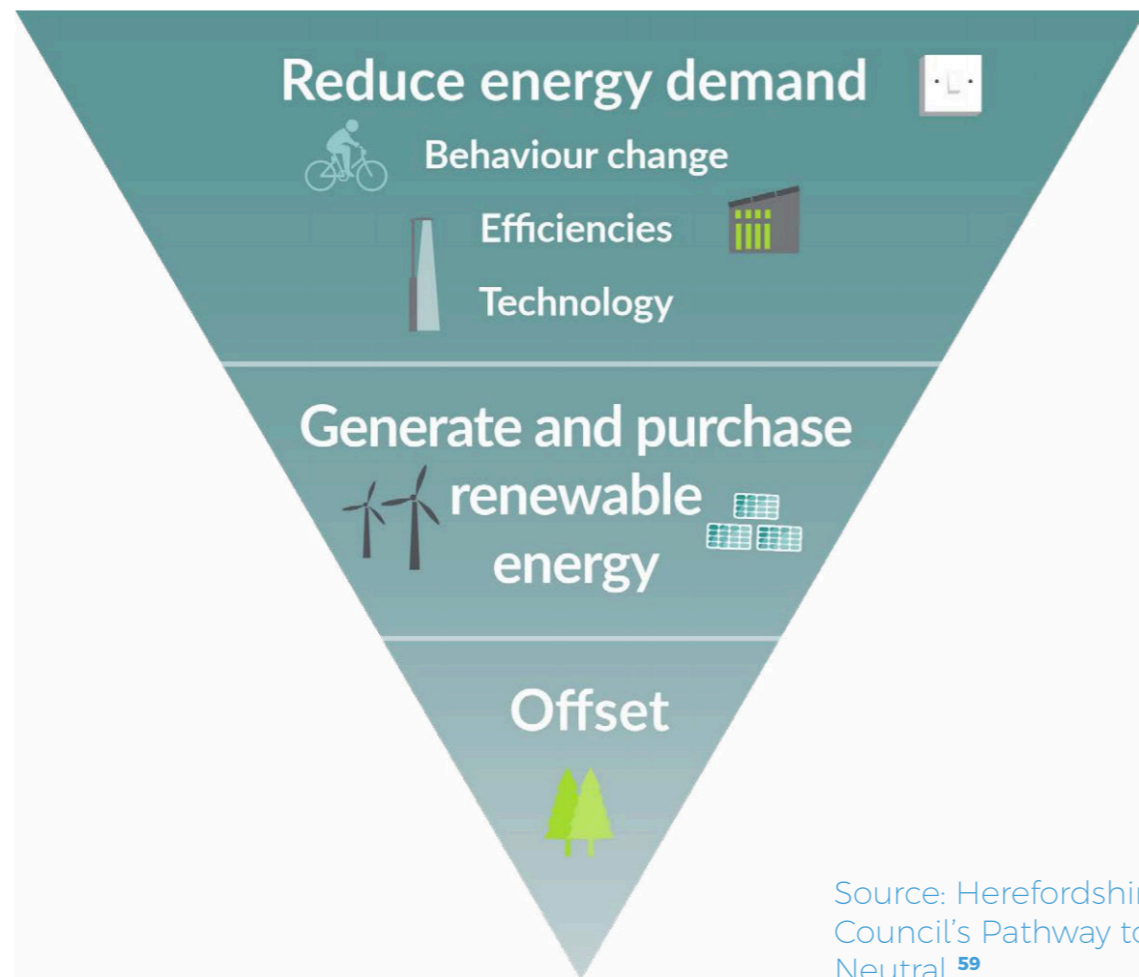
unproven or not-yet developed technology as an excuse to continue high emission behaviours⁵⁶. Carbon removal activities, such as tree planting, need to be used only after careful consideration of each scheme⁵⁷ - see the Grantham Institute's Q&A⁵⁸ for more information.

Include a recognition of projected population and regional economic

activity and the impact on emissions.

Plans should take into account future changes in emissions due to projected population and economic growth/shrinkage. To reach net-zero, emissions per person will have to reduce further if the local population grows. Belfast's Climate Commission provides this analysis in A Net-Zero Carbon Roadmap for Belfast⁶⁰.





Source: Herefordshire Council's Pathway to Carbon Neutral ⁵⁹

Commit to comparing progress globally.

Climate change requires global engagement. One way local authorities can achieve this is through the CDP platform⁶¹. The platform compares progress on reducing emissions from local authorities around the world.

BEST PRACTICE

Highlight key action areas for emissions reductions.

Liverpool City Region Combined Authority has nine action areas in its Plan. These are Climate Change and Resilience; Air Quality and Transport; Water; Accessible Green Spaces, Habitats and Biodiversity; Waste and Resources; Health and Wellbeing; Carbon and Environmental Literacy; Sustainable Energy; and Food and Agriculture.

Focus on reducing emissions and not carbon offsetting.

Newcastle City Council has a Carbon Management Hierarchy which prioritises avoiding carbon intensive activities and places carbon offsetting as a last resort option.



2.1.2

Co-benefits

SUMMARY OF CO-BENEFITS OF ACTING ON CLIMATE CHANGE		
ECONOMIC	SOCIAL	ENVIRONMENTAL
Clean and inclusive growth in the local economy	Improved air quality	Reduced flood risk (coastal, pluvial and fluvial)
Low carbon technologies	Lower living costs	Improved access to greenspace and nature
High quality employment	More active, outdoor lifestyles	Improved & enhanced biodiversity and habitats
Improved productivity	Healthier diets	Improved land management
Diversification to more sustainable markets	Fuel poverty alleviated	Cleaner air
Reduced heat & energy costs	Less demand on health services	Cleaner water
Increased energy security	Improved mental health	Greater water security
Reduced imported fuels and materials	Fewer work & school days missed	Carbon sequestration in all habitats
Reduced congestion	Less premature deaths	Less risk of heatwaves and extreme weather events
Reduced costs from flood & extreme events	Warmer, healthier homes	Less waste/less resource use
Reduced waste	Quieter, safer streets	Reduced/reverse species decline
A circular economy	Improved community cohesion	
	Better work/life balance	
	Less waste	

Source: Towards a Climate Resilient Somerset: Somerset's Climate Emergency Strategy⁶⁴.

Plan development should look like the following, tick these actions of when you've met them:

Include the co-benefits in all action areas.

Taking action to reduce emissions has co-benefits for all areas of society. This includes improving public health, creating new jobs, rewilding green spaces, building a resilient economy and advancing equity and social cohesion. Take a look at Ashden's Climate Action Co-benefits Toolkit for councils for more ideas.

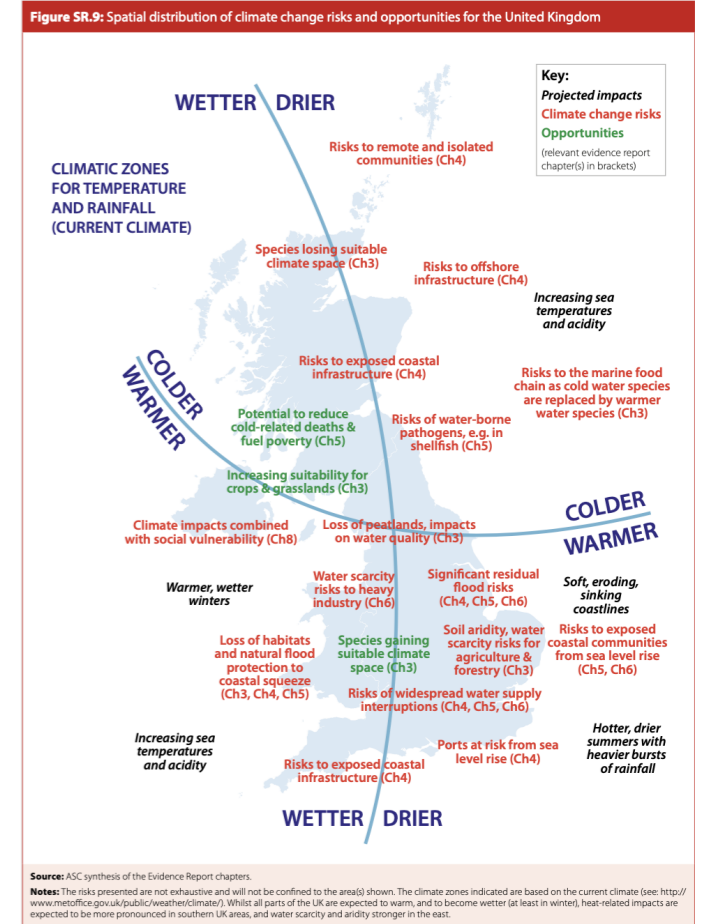
2.1.3

Climate Impacts & Adaptation

Plan development should look like the following, tick these actions of when you've met them:

The implications of climate change for the local area.

The changes each area sees will depend on its location. These may include: increasingly extreme local weather; sea level rise; coastal erosion; flooding; creation of heat islands; shortages of public water supply and problems with food production. The Plan needs to consider the impact of these on: residents (e.g. health, housing, education, employment); critical infrastructure; supply chains; the local natural environment; service delivery; the local economy; and pandemics/epidemics. It should also consider the impact of climate migration.

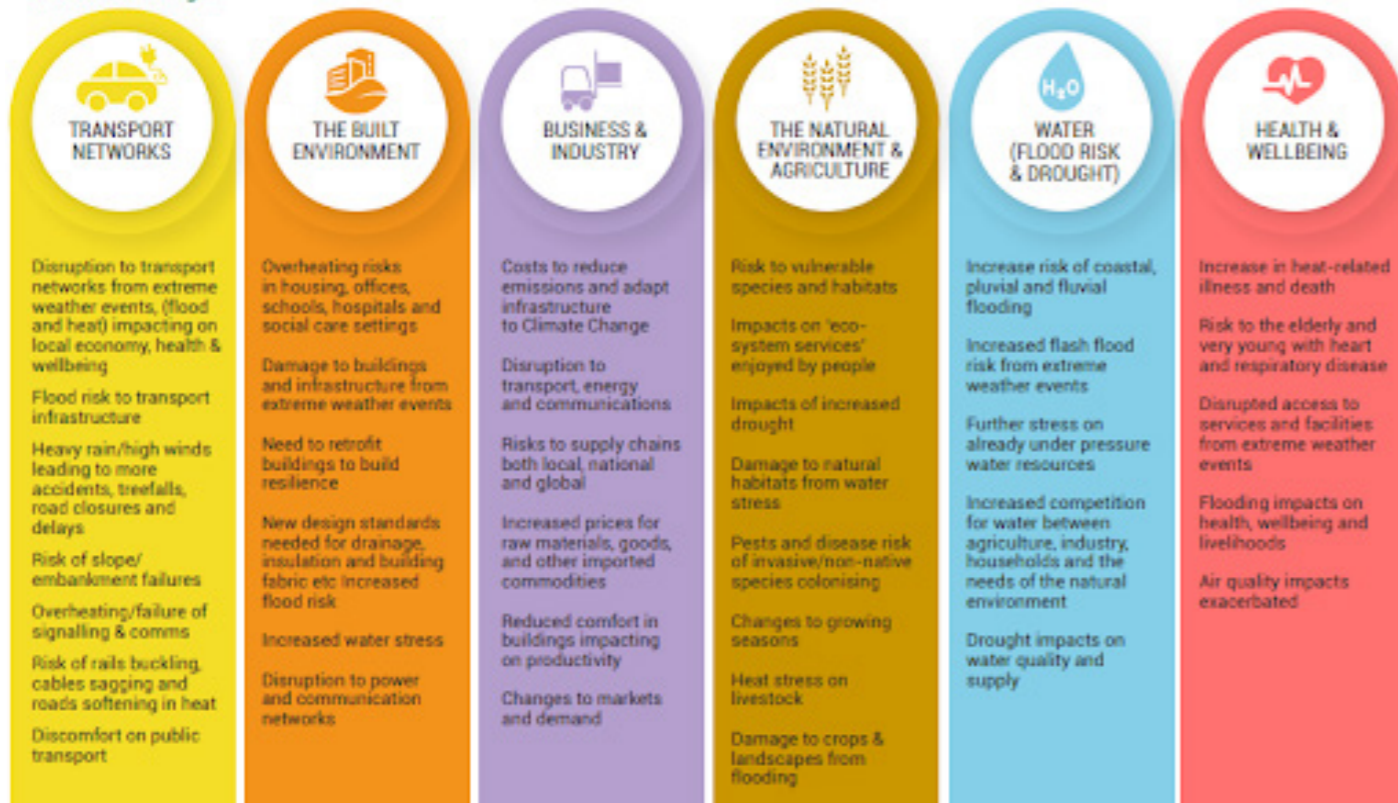


Source: Committee on Climate Change 2017⁶⁵.

Climate migration will increase as some areas of the UK, and the rest of the world, become less or even uninhabitable⁶⁶. This section of the Plan will need updating as predictions of climate impacts improve.



3.5.2 Summary of expected local impacts of Climate Change



Source: Towards a Climate Resilient Somerset: Somerset's Climate Emergency Strategy⁶⁷.

Adaptation actions in every action section.

Climate adaptation should be as important in the Action Plan as reducing emissions. Actions to adapt to climate change need to be included in every action section. For example, transportation adaptation actions could include permeable pavements and roads, which help prevent, or alleviate, flooding⁶⁸. Built environment adaptation

actions could include plant covered buildings which cool the surrounding urban environment. Check out Section 3: Action Areas for more Adaptation actions.

The co-benefits of climate adaptation.

Just as there are co-benefits for reducing emissions, Action Plans should include the co-benefits of adapting to climate change.

2.1.4 Monitoring

Plan development should look like the following, tick these actions of when you've met them:

Put into place a monitoring system for the revision and evaluation of targets.

Plans could, for example, assign each action to an officer to be in charge of monitoring its progress⁶⁹. UCL recommends that local governments cover at least one of the following components to monitor their adaptation and mitigation actions⁷⁰:

For adaptation:

- Tracking progress of implementation, including sharing lessons.
- Adaptation goals and targets.
- Assess the adaptive capacity of local communities.



For mitigation:

- Greenhouse gas emissions and trends.
- Mitigation goals and trends.
- Policy measures.
- Projected outcomes and emissions reductions.

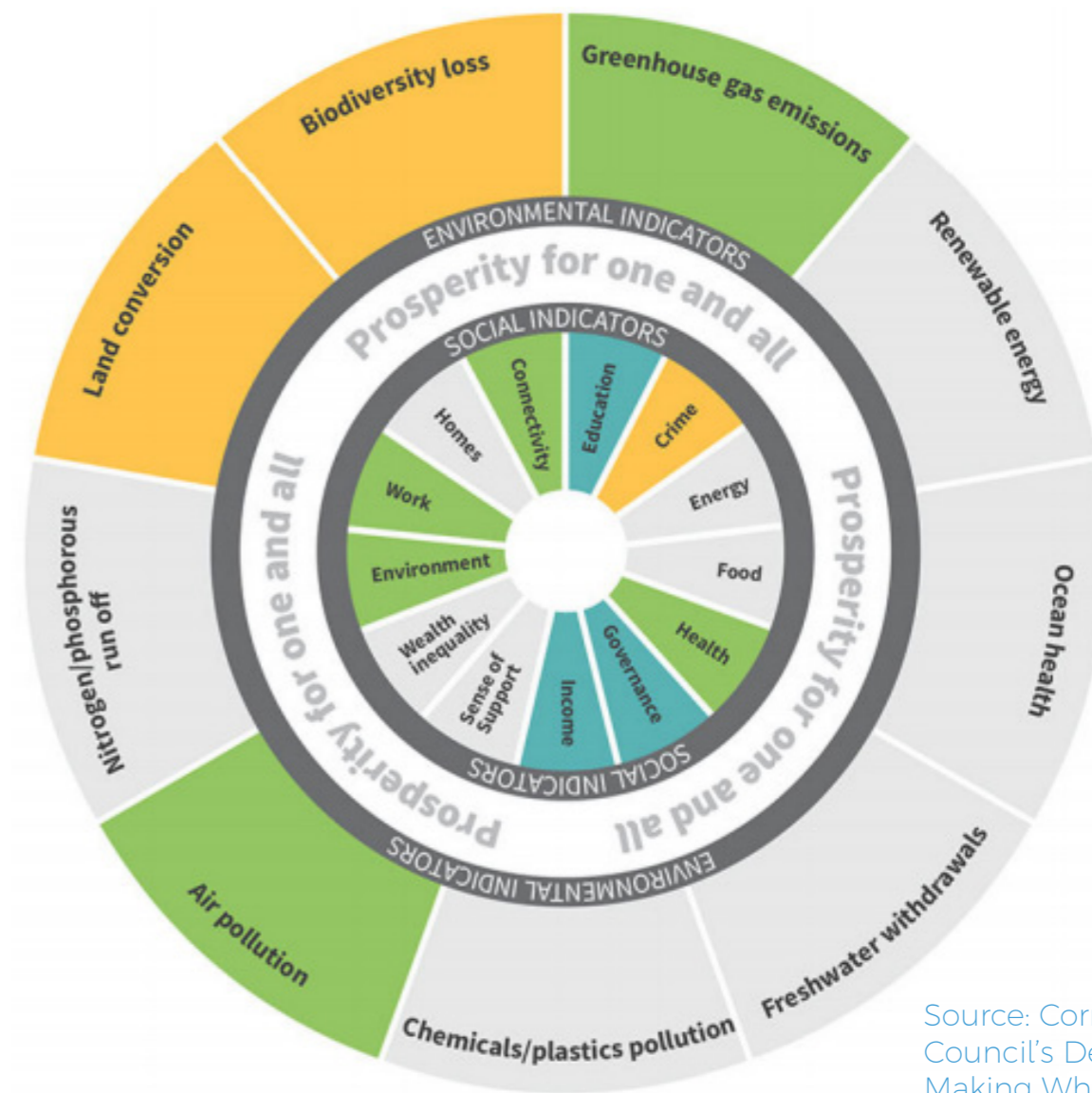




2.2

Ecological Emergency

The climate and ecological emergencies are intertwined⁷¹. Some local authorities have recognised the problem by declaring ecological/biodiversity emergencies in addition to their climate emergency declarations. If a local authorities Ecological Emergency Action Plan or Biodiversity Plan is a separate document then this must be clearly linked.



Source: Cornwall Council's Decision Making Wheel⁷⁴.

Plan development should look like the following, tick these actions of when you've met them:

Recognise the impact climate change is having on biodiversity loss and vice versa.

Plans need to recognise the impact that climate change and human activities are having on biodiversity and nature. Plans need to also recognise that the destruction of habitat is accelerating climate change.

Acknowledge planetary boundaries.

Plans can be structured around planetary boundaries, using the doughnut model⁷². The doughnut model provides a system for decision-making that ensures everyone is able to have life's essentials without overshooting Earth's systems. This can also help to identify areas that action should be focused on.

Cornwall Council has adopted a Decision Making Wheel based on the doughnut model⁷³.



Include actions that address the ecological emergency.

Earth Overshoot Day⁷⁵ marks the date when humanity's demand for ecological resources and services in a given year exceeds what Earth can regenerate in that year. The date gets earlier every year. Plans should include actions to reverse this, for example through rewilding projects. Action Plans need to link to any separate biodiversity or ecological emergency plans, strategies and actions. For a more comprehensive list of actions see Section 3.

Focus on nature-based solutions for climate mitigation and adaptation.

As well as specific actions to address the ecological emergency, nature-based solutions should be prioritised for climate mitigation and adaptation. Green and Blue Infrastructure, such as urban forests and wetlands⁷⁶, provide ecosystem services (see below), can capture emissions and improve biodiversity. Many nature-based solutions work, can often be cost-effective and therefore should be prioritised over newer, unproven technologies.

Commit to understand the ecological impact of Council actions.

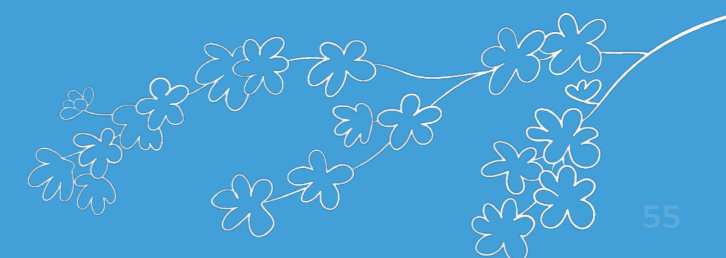
Actions by a local authority, including strategies to reduce emissions, may have a positive or negative impact on nature and the surrounding ecosystem. These impacts need to be noted and, if negative, actions should be taken to address the loss. Policies that require Biodiversity Net Gain can also help protect key habitats⁷⁷. Cornwall's Decision Making Wheel (above) can also prove useful to understand whether the benefits outweigh any loss. But, local authorities need to be careful that this does not result in 'greenwashing' destructive practices.

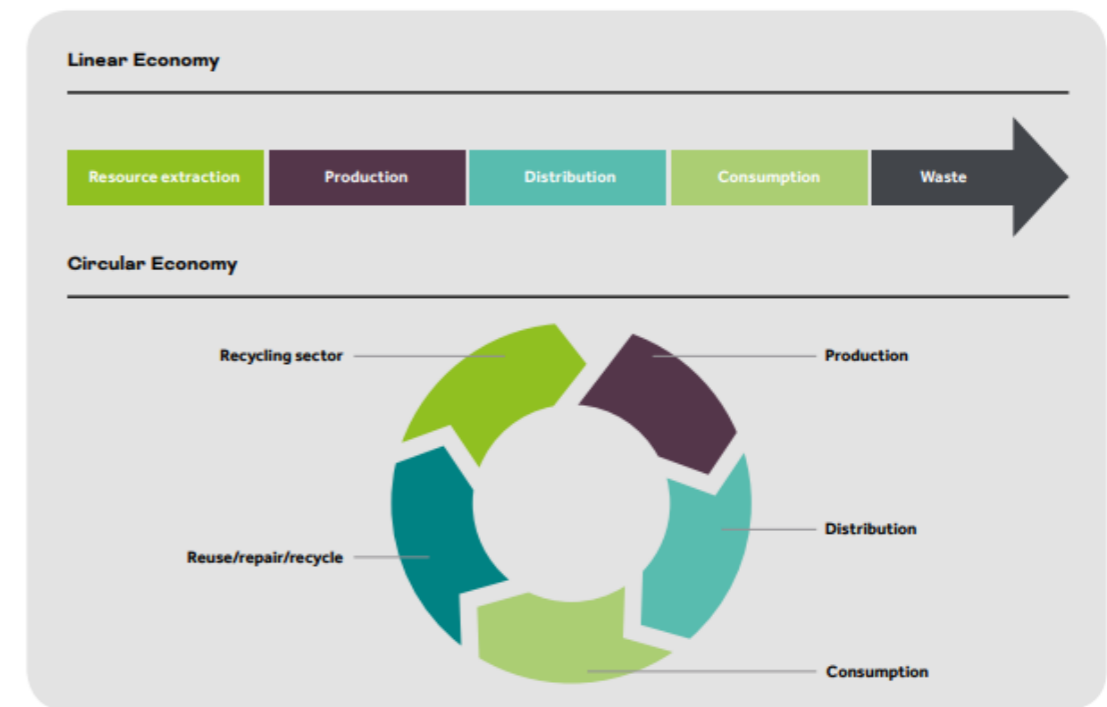
Recognise the ecosystem services provided by habitat within the area.

Nature provides food, water and flood protection, regulates our climate and oxygen production and gives us opportunities for recreation, recuperation and spiritual fulfilment⁷⁸. Traditionally, these ecosystem services have been undervalued. It can be helpful to understand the impact of ecosystem services by including them within local authorities' budgets. The Economics of Biodiversity report stated that "Introducing natural capital into national accounting systems would be a critical step towards making inclusive wealth our measure of progress."⁷⁹

Acknowledge planetary boundaries

Cornwall Council has adopted a Decision Making Wheel based on the doughnut economics model, balancing climate action against social justice. It has been used in all cabinet decisions since Sept 2019.





Source: Dundee Climate Action Plan⁸².

Plan development should look like the following, tick these actions of when you've met them:

Set out current and future waste strategies.

The local authority should lay out what percentage of waste is currently recycled, composted and/or anaerobically digested. The Plan should use this as a baseline for future waste reduction by establishing a strategy which works towards as much waste as possible being recycled, composted or

anaerobically digested. The goal is to create a circular economy, eliminating the need for waste to be incinerated or go to landfill.

Plan to build a circular economy.
A circular economy is a regenerative system which reuses materials rather than following the 'take-make-waste' linear model. Local authorities should take steps to develop a circular economy for their own operations and to encourage the development of a circular economy in the wider area⁸⁰. Learn more about the circular economy at the Ellen Macarthur Foundation⁸¹.

2.3

Circular Economy

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Plan to build a circular economy
The London Borough of Richmond has committed to transitioning to a circular economy and reducing waste, amongst other strategies, by embedding the waste hierarchy of avoid, reduce, reuse, recycle, recover, dispose into its operations and promoting it to the wider public.



2.4

Resilient, Socially Inclusive and Healthy Communities

The effects of climate change do not and will not affect communities equally. Action Plans must leave no-one behind and support those most vulnerable in the community. Taking action to decarbonise has the co-benefit of increasing equity and social cohesion. These co-benefits include reducing fuel poverty, improving air quality, improving access to green spaces and creating jobs⁸³.

2.4.1
Diversity
& Social
Inclusion

2.4.2
Climate
Resilience

2.4.3
Public
Health

2.4.4
Education,
Skills and
Training

2.4.1

Diversity & Social Inclusion

Plan development should look like the following, tick these actions of when you've met them:

Recognise who climate change will harm most.

The Plan needs to include an equalities impact assessment. For example: older people are at most risk of extreme heat and cold. People living in deprived areas have less access to green space and are more likely to experience the urban heat island effect⁸⁴. Tenants are less able to change their homes to adapt to climate change. Black and Minority Ethnic (BAME) communities are disproportionately affected by air pollution. The local authority should ensure that there are no unintended outcomes to their climate action projects,

which result in marginalised communities being disadvantaged.

Propose how to focus resources to support vulnerable communities.

Include actions across all areas that support communities that are more vulnerable to climate impacts⁸⁵. Areas to be addressed include: energy and fuel poverty; public health; food insecurity; improving job skills; clean air and reducing pollution; flood risk and recovery; educational risks and social risks; quality of public space, green space and assets.

Addresses accessibility and connectivity to key services.



Address, at a minimum: affordability of transport, transport connectivity, and accessibility to key services such as places of education and healthcare facilities.

Ensure under-represented groups will be included.

Actively support those who are currently underrepresented in the environmental movement and within local authorities (e.g. Black, Asian and other ethnic minorities, those with disabilities, people on lower incomes, working class backgrounds, etc.) to get involved⁸⁶.

Recognise the intergenerational inequity of climate change impacts.

Young people will be more affected by climate change. Therefore the Plan should seek to include youth at all stages. This will ensure young people shape the world they will grow old in. It will also give young people the tools to be resilient in a less climate stable future⁸⁷. North Tyneside contained a specific aim in their Climate Emergency declaration to “include young people in the development, delivery and review of actions, ensuring that they have a voice in shaping the future.”⁸⁸

Recognise and address differing levels of responsibility.

Local authorities need to accept responsibility for the current and historic emissions of their area, recognising that some areas have contributed more to the climate crisis than others. They should also recognise that wealthier authorities have more scope to take climate action and so should help and support those who have fewer resources. For example, areas with greater staff capacity need to lead on sharing best practice and learning to avoid costly mistakes.



Include faith communities as allies in the climate response.

Faith communities are already active in responding to the climate emergency including: building community resilience, placemaking, and supporting residents⁸⁹. Faith communities can also be allies in reaching under-represented groups. One initiative is Cycle Sisters, a group of Muslim women who cycle together, which has been supported by Waltham Forest Council⁹⁰.

Include the arts sector. The arts sector can help with delivering climate action by engaging communities, creating the stories for how we want our cities to look⁹¹, and contributing to placemaking⁹². The 'Garden to Garden' project at South-Cliff Gardens in Scarborough, commissioned by Invisible Dust, explored the changing ways we see, hear and experience nature; all through the lens of bees.



Looking at Bees. Source: Invisible Dust. Artist: Feral Practice, Commissioned by: Invisible Dust in partnership with the South Cliff Gardens National Lottery Heritage Fund Team, Scarborough Borough Council, with the support of the Wellcome Trust and Arts Council England⁹³.

Propose how to focus resources to support vulnerable communities.

ClimateJust has a free tool for local authorities to "Identify who is vulnerable to climate change and fuel poverty and why and help you decide what actions to take".

Include faith communities as allies in the climate response.

Waltham Forest Council support the initiative Cycle Sisters, which is a group of Muslim women who cycle together, by having bikes available to borrow and funding bike maintenance courses.

Include the arts sector.

In Sweden, a group of cities have employed a Chief Storyteller to help write the future of a carbon neutral 2030 with residents.

2.4.2

Climate Resilience

Plan development should look like the following, tick these actions of when you've met them:

Help residents prepare for changes in climate and extreme weather.

The Plan should outline how the local authority will help residents better prepare for extreme weather. For example: publishing a leaflet on how to prepare for emergencies; actively engaging with homeowners to increase flood protection for their homes; encouraging volunteers in emergency response groups; hosting information sessions on preparing for extreme weather, etc.

Use language that portrays the urgency of the climate emergency.

Language used in the Plan, and local authority messaging, must reflect the urgency of the climate crisis. It is important that local authorities are honest about the risks to their communities.

Outline how the local authority will support programmes that bring people together.

The local authority can increase community resilience by supporting programmes that increase social cohesion, community engagement, and local self-sufficiency. When communities face hardships such as extreme weather events, they are much less vulnerable if they are already connected and used to working together effectively. Ideas that address climate action as well as community resilience include: facilitating community networks between emergency

services, residents, local clubs etc.; community repair workshops; community fridges; community gardens; local food hubs; tool sharing clubs; kitchens for people to cook food and take it home; energy advice cafes and bicycle giveaway schemes⁹⁴. The parish sector is very effective at grassroots community engagement so engaging with them will help to unlock local knowledge and enthusiasm. Higher tier councils can not be everywhere and parish councils can reach much further into smaller, harder-to-reach communities.

Risk assess actions in the Plan. The Plan should consider how each action will be impacted by:

- Risks associated with climate change, such as flooding etc.
- Risks of implementation such as funding and human resources.



The BACILAT (Business Areas Climate Assessment Tool) developed by UKCIP can be useful in developing a methodical approach to identifying threats and opportunities⁹⁵.



2.4.3

Public Health

Plan development should look like the following, tick these actions of when you've met them:

Public health as a key component across the different action themes.

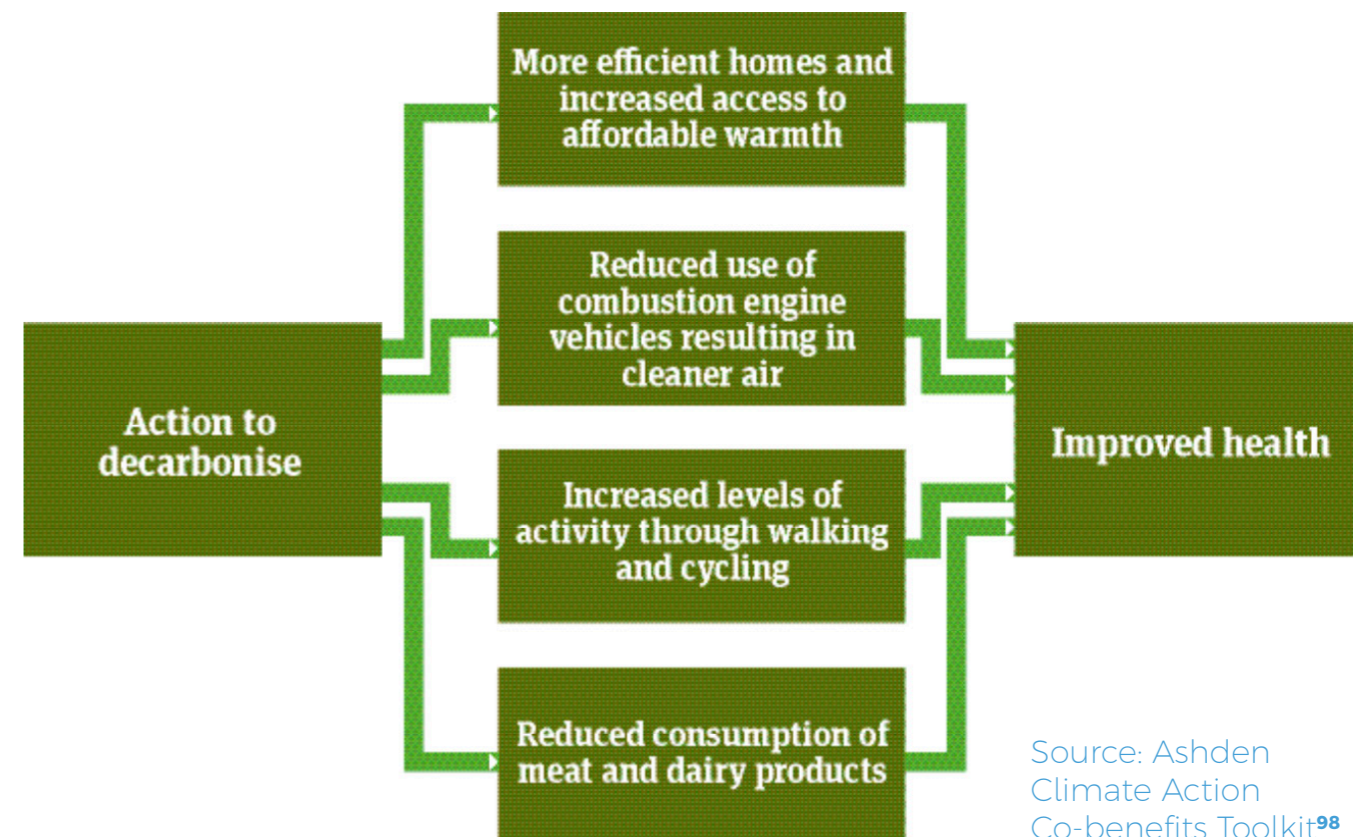
Local authorities need to consider the impacts to public health as the climate changes. These range from the effects of air pollution, to disruptions in supply chains and preparing residents for heat waves⁹⁶. Actions to mitigate the impacts of more extreme cold weather/heat waves could be built into current Cold Weather and Heatwave Plans. These plans include a cascading system of responsibilities to minimise harms from winter and summers but are currently reactive, rather than proactive. Action Plans can also consider the long term health impacts from the increase in food insecurity.

A strategy for addressing epidemics and pandemics as part of wider climate actions.

The current Covid-19 pandemic has highlighted the ways in which ecological collapse can impact human populations and economies. The Action Plan needs to consider how preparing for further epidemics and pandemics can be combined with climate action.

The public health co-benefits.

Public health and the climate crisis are intrinsically connected. Public Health England estimates that up to 36,000 people die each year in the UK as a result of air pollution⁹⁹. The Plan should make links with the Joint Strategic Needs Assessment, identifying how climate action can deliver public health objectives such as reducing childhood obesity or respiratory disease.



Source: Ashden Climate Action Co-benefits Toolkit⁹⁸.



Source: Greater Manchester Made to Move¹⁰⁰.



2.4.4

Education, Skills and Training

Plan development should look like the following, tick these actions of when you've met them:

Include sustained climate training for staff and councillors.

Local authorities need to ensure that all staff and councillors understand the causes of climate change, potential actions for mitigation and adaptation and the role that the council can play. Free carbon literacy training materials from The Carbon Literacy project are available for local authorities¹⁰¹. This needs to be embedded in staff and councillor training and constantly be refreshed.

Include ongoing climate education for the public as a key component

across the different action themes.

Local authorities need to include education and outreach to help local communities come to terms with the climate crisis and the actions needed to address it¹⁰².

Include support for schools. The Plan should help schools to reduce their own emissions¹⁰³.

This can be done through higher building standards for new schools, retrofitting current school buildings and providing infrastructure and training for active travel, such as School Streets¹⁰⁴ and BikeAbility programs¹⁰⁵. Schools can also be encouraged to help pupils learn about climate change in and out of the classroom. Leicester City Council has a target to deliver carbon literacy training for school staff and students¹⁰⁶. Initiatives could also include running 'Eco' or 'Green' clubs¹⁰⁷ and planting trees/orchards/hedgerows on school grounds¹⁰⁸. The Plan may also detail actions to lobby the UK government to include the climate emergency across the school curriculum¹⁰⁹.



Source: School Street in Wandsworth¹¹⁰.

Include how the expertise and research skills of universities will be utilised.

Universities can provide expertise, skills and evidence and should be priority partners¹¹¹. Many local authorities are already working with universities, including Plymouth City Council who commissioned Exeter University to provide emission forecasts for their 2030 net-zero target¹¹². Universities can also play a key role in gathering evidence and providing analysis once climate and ecological initiatives have been implemented¹¹³. They have already played a key role in local climate commissions, providing expert advice and chairing the commissions to provide a level of independence¹¹⁴.

Identify the retraining of the workforce that is necessary to transform the local economy at the scale and pace needed.

The Plan needs to outline who will need to be trained or retrained to meet the needs of the green economy, for instance workers in high-carbon industries. Friends of the Earth have a report on the need for green apprenticeships to train young people¹¹⁵.

Identify areas of the workforce that will need to be upskilled.

Wide scale upskilling is required to make sure every sector is trained to function in the low carbon economy. For example, education providers and careers advisors will need to be upskilled in identifying future employment trends and opportunities¹¹⁶. The Plan should include how and when these skills will be met.

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PRACTICE**

Include education as a key component across the different action themes.

Vancouver (CA) created dialogue kits to help residents talk to each other on proposed actions and gain feedback.

Include support for schools.

Wandsworth and Lambeth councils have introduced School Streets to restrict traffic around schools to improve road safety and air quality and increase the number of children travelling actively to school.

Leicester City Council provides Carbon literacy training for school staff and students and teaches them to deliver their own carbon literacy training in their schools. It also works with schools to help them achieve Eco-schools status.

Identify areas of the workforce that will need to be upskilled

Hull City Council has a strong focus on education and skills, green jobs, and a fair transition, with these being core themes in their action plan. Actions include 'continuing to reduce fuel poverty' and 'ensuring staff... have the training and skills required for the green economy.'



2.5

Local Authority Commitment

There is no legal obligation on local authorities to declare a Climate Emergency or deliver an ambitious Action Plan. This can reduce the ambition and quality of Action Plans¹⁷. So, sustained political will and leadership is needed. A local authority must gain cross party support and commit to a change in organisational culture, prioritising climate mitigation and adaptation measures across all the authority's activities.

2.5.1
Political
Commitment

2.5.2
Governance

2.5.1

Political Commitment

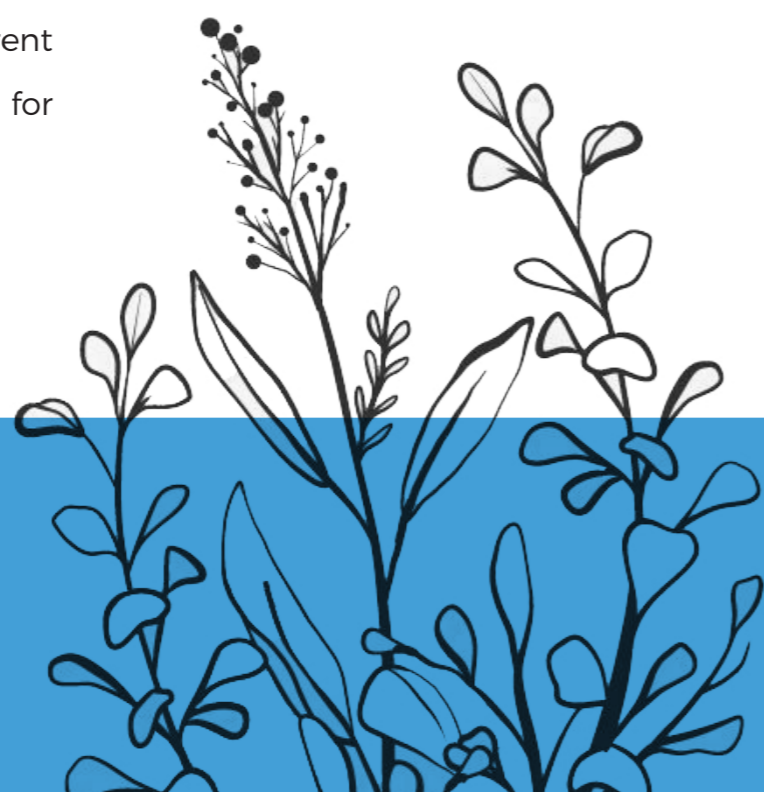
It's important that Action Plans incorporate the following, tick these actions of when you've met them:

Has strong political commitment across all parties.

It is vital that delivery of the Action Plan is not weakened as local authority makeup changes or national government shifts. There must be cross-party commitment to sustained, ongoing support for climate action. The Plan should include a strong cross-party statement of intent at the beginning. This statement needs to include a pledge to do what is possible with current resources and powers and to campaign for more when these are lacking.

Include the wording of the original motion that was passed.

For transparency it is important to include the wording of the climate/ecological emergency declaration and include a reference to the minutes where it can be found in context.



2.5.2

Governance

Plan development should look like the following, tick these actions of when you've met them:

Commit the local authority to include the climate and ecological emergencies in all decisions and actions.

The Plan needs to clearly explain how it integrates across council functions. It should also commit the Council to view all future decisions through a 'climate emergency lens'¹¹⁸. Every £ of local authority spend is a decision that has climate implications - every planning application; every road scheme; every green space; every bin emptied. A section outlining the climate and environmental implications of actions needs to become part of all Council and committee reports¹¹⁹. This would ensure the climate emergency forms an integral part of all decision making.



Set out how the climate emergency will integrate with and impact existing organisational policies, procedures and investments.

Plans need to make clear that reducing emissions and increasing biodiversity must be a key aim of all strategies and investments. This is likely to include the Local Plan¹²⁰, Corporate Plan, Biodiversity Plan, Air Quality Plan, Transport or Movement Strategy, Local Industrial Strategy, Asset Management Plan, Investment Plans, Covid-19 Recovery Plan etc. The Action Plan must provide links to existing strategies that are important to reduce emissions and improve biodiversity. This is especially important if the linked strategies go into greater detail than the Action Plan for the specific section. For example, if one of

the action sections focuses on improving active travel infrastructure, a link would be provided to the current Transport strategy or relevant section of the Local Plan.

Departments that need to be included, as a minimum, are:

- Finance (procurement, Capex, supply chain requirements, etc.). For example, divestment of pensions and investments and investment of pensions in renewable energies¹²¹.
- HR (individual objectives, recruitment, competencies, accountability, etc.). For example, placing climate mitigation and adaptation into all job descriptions¹²² and providing climate focused training¹²³ and resources.
- Parks (equipment and procedures). For example, stopping the use of pesticides¹²⁴, purchasing electric park equipment and mowing less.
- Planning (policies and procedures). For example, creating walkable communities and requiring higher efficiency standards for new build houses.

- Food (policies and procedures). For example, creating a sustainable food policy for the area and redesigning food supply chains and procurement in the council to consider the carbon emissions of food at every stage of its production, delivery and consumption¹²⁵.

Set out how the Council will be accountable for delivering the Plan.

The Plan should identify which body and/or process is responsible for scrutiny, accountability, oversight, review, and developing best practice. It needs to also identify who is responsible for: annual reporting on emission data; regular reporting on actions taken to reduce emissions; strategic level review; action level review and regularly updating the Plan. One approach is to create an independent oversight body formed of a cross section of the local population. The Local Government Association has published 10 Questions to ask if you are scrutinising climate action¹²⁶.

BEST PRACTICE

Commit the local authority to include the climate emergency in all decisions and actions.
Oxford City Council has introduced a climate emergency lens so that all their decisions and actions will take the climate emergency into consideration.

Set out how the climate emergency will integrate with and impact existing organisational policies, procedures and investments.
Southwark Council has divested from fossil fuels and invested £65 million in renewable energy funds.

A plan to support the bodies that local authorities have responsibility over
Somerset County Council has provided funding for carbon literacy training, as well as grants for climate solutions, for Town and Parish Councils.



2.6

Delivering the Action Plan

To be effective, the Plan needs to include provision for how it will be funded and monitored. Actions that reduce emissions involve upfront financial costs. But many actions have measurable financial co-benefits, long term economic benefits or can be paid back in a variety of ways, such as through energy savings. The Plan needs to have a clear timeline and assign who will be responsible for the delivery of actions.

2.6.1
Partnerships

2.6.2
Funding

2.6.3
Timelines
and
Momentum

2.6.1

Partnerships

Plan development should look like the following, tick these actions of when you've met them:

Identify the key bodies needed to deliver actions.

The local authority will not be able to implement a comprehensive plan on its own. For each action, the Plan needs to identify who is responsible for delivering it. This may be the local authority, the local authority in partnership or other organisations/groups. This could include: local residents; local statutory organisations; VCSE/third sector; anchor institutions; local businesses; NGOs; other councils in the area; Distribution Network Operators (DNOs); Utility companies; the National Government; Arts organisations; Local Enterprise Partnerships (LEPs); community organisations¹²⁷. The Plan should set out



how the local authority will work with these partners (e.g. through a climate action commission, climate boards or partnership) and how partners can help steer the delivery of the plan.

Include how the local authority and its leaders will work to influence other bodies.

Does the Plan outline how the local authority will influence a wide range of other organisations (e.g. Local Enterprise Partnerships, Combined Authorities, Sub-national Transport bodies, Contractors etc.) to reduce their own emissions and increase biodiversity¹²⁸?



Set out how a local authority will support the bodies it has responsibility over.

For a district council this could be in the form of climate emergency packs for parish councils in their area¹²⁹. Somerset has provided funding for carbon literacy training, as well as grants for climate solutions, for Town and Parish Councils¹³⁰.

Commit the Council to collaborate with neighbouring and cross-tier local authorities on net-zero strategies and plans¹³¹.

Working with other local authorities will ensure net-zero plans are coherent. Areas for collaboration could include transportation, energy, housing, infrastructure and skills. Sharing best practice between authorities ensures that action spreads beyond borders and avoids reinventing the wheel.



2.6.2 Funding



Plan development should look like the following, tick these actions of when you've met them:

Identify funding for actions.

The Plan should identify if funding exists for an action/measure or where it will be sought¹³². This could include sources such as: capital spend; revenue spend; grants; SALIX funds¹³³ or other public sector borrowing; Community Municipal Bonds¹³⁴; part of regular maintenance/upgrades; council tax increases; payback from implementing the measure over a number of years; polluter pays schemes. Plans should also consider the council's own internal budgets to ensure they are being used most effectively to support carbon neutrality¹³⁵.

Set out the financial return on investment. Some projects, such

as renewable energy, will provide a return on investment.

A business case can be made, including if the initial outlay can be recouped through cost reductions or new revenue streams. Economies of scale can improve the financial return, through collaboration with other local authorities, anchor institutions or community organisations (e.g. community energy groups).

Set out other returns on investment.

A cost benefit analysis should include the co-benefits of climate action. This could include health, wellbeing, ecosystem and economic benefits. According to Public Health England: "Investment in walking

and cycling infrastructure or behaviour change programmes can be expected to deliver low cost, high-value dividends for individual health, the NHS, the transport system and the economy as a whole."¹³⁶

Identify actions that will no longer be supported.

The local authority must identify any high emitting activities it currently supports and commit to stop funding them.

Focus on taking immediate action where extra investment is not needed.

Not all actions need new investment. For example, "updating performance requirements in contracts for public transport, waste management and other services needn't come at significant additional cost."¹³⁷

Include actions where the UK Government can support the local authority.

The Plan should focus on funding schemes that are already in place. But it could include, although not rely on, actions that need changes in UK Government policy or large amounts of funding to achieve them. If the Plan identifies places where Government funding is needed, but not available, it needs to include a commitment to lobby the Government.

Include actions where respective devolved Governments can support the local authority.

As above, but taking account of the different funding structures available to councils in Scotland, Wales and Northern Ireland.

Identify ways of raising funds.

Councils can raise money through schemes such as introducing a Workplace Parking Levy¹³⁸ and licensing and inspecting the private rented sector¹³⁹. Check out Friends of the Earth's list for more ideas¹⁴⁰. They can also look for equity investors in infrastructure projects¹⁴¹.

Identify funding for actions.

West Berkshire was the first council to launch a green bond in the UK raising £1 million for local climate initiatives.

Identify ways of raising funds.

Nottingham City Council has introduced a successful Workplace Parking Levy which charges employers who offer workplace parking and ringfences the funds for public transport projects in the city. It is also looking for equity investors to support infrastructure projects.

2.6.3

Timelines and Momentum

Plan development should look like the following, tick these actions of when you've met them: :

Set target dates for actions.
The Plan needs to clearly lay out timelines and target completion dates for actions the local authority is responsible for, as well as their desired targets for actions taken by partners and residents. This should include ongoing as well as short, medium, and long-term goals. See BANES (short term), Wandsworth and Exeter (long term) for examples¹⁴². It is also helpful to include milestones between now and the net-zero target date, for example the London Borough of Richmond Upon Thames has a page dedicated to 'where we will be in 2024'¹⁴³.

Keep the public informed about meeting/missing targets.

As mentioned in Section 1.2, the local authority needs to have an easy to find section on their website for their Climate Action Plan. This could include a dashboard that demonstrates progress on meeting/missing targets and commitments. The local authority needs to also consider other appropriate ways of communicating and demonstrating progress to the local community.

Recognise the implications of not meeting emissions goals.

The Plan should set out the consequences of not reducing emissions quickly enough, with a focus on impacts for the local area.

Set out how the local authority aims to maintain momentum and continued support for the Plan.

The Action Plan needs to include strategies to keep momentum and support for the Plan, including actions that can be taken quickly, providing emission analysis with every Council decision and a strong collaborative approach across the Council.



Set target dates for actions
For each action Exeter City Council states whether it will be completed in the short term (2020 - 2022), the medium term (2023 - 2026) or the long term (2027 - 2030).

The London Borough of Richmond Upon Thames includes a milestone in 2024, just less than half way to their net-zero target date of 2030, in which they ask 'where will we be in 2024?'



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More information on the Cool Wirral partnership can be found in Wirral's Cool2 strategy: <https://www.wirral.gov.uk/sites/default/files/all/About%20the%20council/climate%20change/Cool2-Strategy-2020.pdf>

128 CACE (Council Action in the Climate Emergency) has a helpful graphic for visualizing council influence: <https://www.caceonline.org/>

129 Centre for Alternative Technology, Zero Carbon Britain, <https://cat.org.uk/info-resources/zero-carbon-britain/research-reports/zero-carbon-britain-rising-to-the-climate-emergency/>

130 Somerset's Town and Parish Council grant system, <https://somersexpress.com/2020/02/19/councils-1m-boost-for-green-initiatives/>

131 Local Authorities and the Sixth Carbon Budget, <https://www.theccc.org.uk/publication/local-authorities-and-the-sixth-carbon-budget/>

132 UK100 has a report on financing local energy initiatives with some excellent UK Local Authority Examples: <https://www.uk100.org/campaigns/financing-local-energy>

133 Salix Finance Ltd. provides Government funding to the public sector to improve energy efficiency, reduce carbon emission and lower energy bills: <https://www.salixfinance.co.uk/>

134 Abundance investment help local authorities finance infrastructure projects through crowdfunding: <https://issuers.abundanceinvestment.com/council-climate-bonds>

The first Council to launch a green bond was West Berkshire - <https://www.businessgreen.com/news/4021677/uk-local-government-green-bond-raises-gbp-west-berkshire-district-council>

135 City of Nottingham, Carbon Neutral Nottingham: <https://data.climateemergency.uk/media/data/plans/nottingham-city-council-54c9ac2.pdf>

136 Public Health England report on working together to promote active travel: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/523460/Working_Together_to_Promote_Active_Travel_A_briefing_for_local_authorities.pdf

137 Arup have put together a guide of next steps following local authorities' declarations of a climate emergency <https://www.local.gov.uk/sites/default/files/documents/ARUP-Climate-Emergency-What-Next.pdf>

138 City of Nottingham's Workplace Parking Levy: <https://www.nottinghamcity.gov.uk/wpl>

139 Friends of the Earth, 33 actions local authorities can take on climate change: <https://policy.friendsoftheearth.uk/insight/33-actions-local-authorities-can-take-climate-change>

140 Ibid.

141 City of Nottingham, Carbon Neutral Nottingham: <https://data.climateemergency.uk/media/data/plans/nottingham-city-council-54c9ac2.pdf>

2.6.3. Timelines and Momentum

142 Bath & North East Somerset Climate Emergency Action Plan:

<https://data.climateemergency.uk/media/data/plans/bath-and-north-east-somerset-council-f749e7b.pdf>

Wandsworth

<https://data.climateemergency.uk/media/data/plans/london-borough-of-wandsworth-93ad29c.pdf>

Exeter

<https://data.climateemergency.uk/media/data/plans/exeter-city-council-101625a.pdf>

143 The 'Where will we be now' page is included Richmond's Action Plan

<https://data.climateemergency.uk/media/data/plans/london-borough-of-richmond-upon-thames-5692edc.pdf>



Components of a Strong Action Plan

TICK
OFF
HERE





3.0

Action Areas

The following list of actions gives an indication of some of the key action areas that should be included in local climate action plans. It is not a comprehensive list. Of course, the specific actions that a Council can take will depend on the type of council and the powers and responsibilities that it has¹⁴⁴. Some examples of good practice are included.

However, we would like to add to these. If you know of actions that should be included here please get in touch: checklist@climateemergency.uk

¹⁴⁴ Local authorities come in many shapes and sizes and their powers depend on their region and which country they are in the UK. For a quick guide to local authorities for those engaging with their council as an activist or resident see: <https://takeclimateaction.uk/resources/understanding-how-your-council-works>

Planning & Land Use

Local authorities' planning functions are a key lever in reducing emissions and adapting localities to a changing climate. Planning for the climate & ecological emergencies leads to walkable communities, greener buildings and fossil free communities. It is a Council's greatest power to reduce emissions. Check out our document to find out more actions and good practice from councils across the UK.

Buildings, Housing & Infrastructure

Energy used in domestic, council, industrial and commercial buildings makes up a large part of an area's emissions. It is essential that buildings are energy efficient and powered by renewable energy sources. Check out our document to find out more actions and good practice from councils across the UK.

Transport

Transport accounts for 34% of UK emissions, making it the largest source of emissions in the UK. It is vital to reduce emissions from transport, particularly travel by car, by encouraging active travel, improving public transport and investing in electric vehicle charging points. The Action Plan should consider council, business, non-profit, and personal travel. It is useful to set out an overall ambition, for example, the Cool Wirral strategy has an objective for Clean Travel which is "A complete transition to fossil fuel free local travel by around 2030". Check out our document to find out more actions and good practice from councils across the UK.

Commercial & Industrial

Data from BEIS shows that emissions from business and industry make up 20% of the annual carbon emissions for the UK. Local authorities have an important role in supporting the shift to a low carbon economy, including taking action in areas such as renewable energy, energy efficiency and supply chains within commercial and industrial sectors. Check out our document to find out more actions and good practice from councils across the UK.



Energy Generation & Heating

It must be acknowledged that councils will be dependent on national action to decarbonise electricity e.g. expansion of offshore wind. However, within their areas they should also play a role in renewable generation - solar and creating space for onshore wind. Heating accounts for large shares of energy use, it amounts to half of all energy consumed in Scotland. Therefore work to decarbonise energy and heat networks is critical. Check out our document to find out more actions and good practice from Councils across the UK.



Agriculture & Food

Influence on most farmland is more limited and government policy will be crucial. But, some councils have county farms, for example, Cornwall County Council aims to “make our Council Farms exemplars in low carbon and regenerative agriculture”. Local authorities can also support local agriculture and food production, encourage new allotments, and more. Check out our document to find out more actions and good practice from Councils across the UK.



Natural Environment & Biodiversity

While the primary focus of this checklist is on reducing emissions there is also an ecological crisis. Therefore, restoring nature and increasing blue and green infrastructure should be integral to addressing the climate crisis. Healthy ecosystems will provide adaptation services such as flood water storage and increase carbon sequestration as well as a number of other co-benefits. Check out our document to find out more actions and good practice from Councils across the UK.

Waste

Depending on the type of council, local authorities may have control over recycling, non-recyclable waste and food waste in both domestic and non-domestic settings. Plans should include actions to reduce waste in all areas under its jurisdiction, and move towards a circular economy whilst adopting a refuse, reduce, reuse, repair, recycle approach to waste. Check out our document to find out more actions and good practice from Councils across the UK.

Carbon Sequestration & Carbon Capture

Councils should aim to reduce their emissions as much as possible and not rely on carbon sequestration, however, it will be necessary in reaching net-zero by 2030. Check out our document to find out more actions and good practice from Councils across the UK.

Public Health

Improvements in public health will be delivered as co-benefits of many of the actions listed above including more active travel and more green space. It is vital that the Plan includes public health as a key component across its different action themes. Check out our document to find out more actions and good practice from Councils across the UK.

Education & Youth

Today's young people are among those who will be most impacted by climate change, as they will be forced to live with climate breakdown in the decades to come. They are also the leaders of tomorrow and must be prepared for the challenges they will have to face. Check out our document to find out more actions and good practice from Councils across the UK.

Community Resources, Engagement & Place Making

The local authority can provide resources for the community to help people upgrade their homes effectively and economically. It can also create and support places where people can increase their climate resiliency, learn new skills and also promote a lower carbon sharing economy. Read our document to find out more actions and good practice from Councils across the UK.



RESOURCES



Accessibility

The UK Government has a helpful guide to accessibility requirements for public bodies. They also provide training and webinars on increasing accessibility of websites and digital resources: <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>

Active wellbeing

Active wellbeing society: <https://theaws.co.uk/>

We are Cycling UK supports cycling groups, advocacy, bike repair and more: <https://www.cyclinguk.org/>

Public Health England report on working together to promote active travel: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/523460/Working_Together_to_Promote_Active_Travel_A_briefing_for_local_authorities.pdf

Biodiversity

Pesticide Action Network UK has information on local authorities becoming pesticide free: <https://www.pan-uk.org/pesticide-free/>

Information on biodiverse roofs: <https://www.susdrain.org/case-studies/case-studies/ruislip-green-roof-retrofit-tube-depot-london.html>

Information on rewilding streets at: <https://www.rewildmystreet.org/>

Blue and Green Recovery

ADEPT has published a blueprint for a locally-based blue and green recovery: <https://www.adeptnet.org.uk/news-events/climate-change-hub/show-your-support-five-immediate-priorities-green-recovery>

Ashden outlines some key elements of a green recovery here: <https://ashden.org/news/delivering-a-green-recovery-in-our-city-regions/>

Buildings

Zero carbon buildings design: <https://www.leti.london/cedg>

Retrofit: <https://www.ukgbc.org/ukgbc-work/driving-retrofit-of-existing-homes/>
<https://www.ukgbc.org/news/new-interactive-map-shows-local-authorities-leading-the-way-on-home-retrofit/>

Climate Change Committee

6th carbon budget report on local government: <https://www.theccc.org.uk/publication/local-authorities-and-the-sixth-carbon-budget/>

Climate Impacts

Climate Central has maps that can provide a starting point for understanding coastal changes with rising sea level: <https://sealevel.climatecentral.org/maps/>

Climate Justice

ClimateJust has a free tool for local authorities to understand climate justice: <https://www.climatejust.org.uk/>

Co-benefits

Ashden's co-benefit toolkit for local authorities: <https://ashden.org/wp-content/uploads/2020/09/CAC-Chapters-all-new-brand.pdf>

Collaboration

Local Government Association (LGA) - <https://www.local.gov.uk/>

APSE Energy - Local Authority Energy <https://www.apse.org.uk/apse/index.cfm/local-authority-energy-collaboration/>

Community Engagement Research

Ashden has a co-benefits toolkit with an entire chapter dedicated to creative ideas for council engagement with their communities: <https://ashden.org/wp-content/uploads/2020/09/CAC-TOOLKIT-CHAPTER-6.pdf> See also: <https://ashden.org/news/how-can-councils-engage-citizens-in-climate-action/>

APSE Energy & The Consultation Institute have issued a joint survey & report on engagement <https://www.apse.org.uk/apse/index.cfm/local-authority-energy-collaboration/apse-energy-publications1/climate-emergency-public-engagement-survey/>

Civic Tech Field Guide is a crowdsourced, global collection of tech for good tools and projects and contains lots of information on Engagement platforms: <https://civictech.guide/>

Shared Futures helps councils lead citizen juries and assemblies as well as providing a range of other resident engagement support.

<https://sharedfuturecic.org.uk/wp-content/uploads/2020/08/Shared-Future-PCAN-Climate-Assemblies-and-Juries-web.pdf>

MySociety has a helpful guide to digital tools for citizen assemblies:

<https://research.mysociety.org/publications/digital-tools-citizens-assemblies>

As well as a practical guide for good practice for citizen assembly websites including design, evaluation of data, and archiving:

<https://research.mysociety.org/publications/citizens-assembly-websites>

Involve have created a long list of various engagement methods with detailed descriptions, cost estimates, strengths and weaknesses: <https://www.involve.org.uk/resources/methods>

The Innovation in Democracy Programme (IiDP) has produced a handbook for local authorities on how to run citizen assemblies and also provides case studies of deliberative democracy in action: The Innovation in Democracy Programme (IiDP) Climate Assembly UK's report on what a cross section of the UK public thinks the

National Government should be doing to reach carbon targets can be read here: <https://www.climateassembly.uk/index.html>

It is a helpful launch point to begin thinking about different areas of concern and pros and cons for different actions.

Footsteps: Faiths for a Low Carbon Future and Birmingham Council of Faiths have created a report aimed at helping 'councillors, politicians, campaign groups, decision makers and civil society to engage more deeply and work more effectively with faith communities': <https://footstepsbcf.org.uk/wp-content/uploads/2019/09/>

[BIRMINGHAM-CLIMATE-EMERGENCY-The-Role-for-Faith-Communities-Sept-2019.pdf](https://www.birmingham.gov.uk/media/111111/BIRMINGHAM-CLIMATE-EMERGENCY-The-Role-for-Faith-Communities-Sept-2019.pdf)

PB Network is an organisation that brings together resources, best practice and organisations that are interested in and support Participatory Budgeting: <https://pbnetwork.org.uk/>

PB Scotland provides the latest events, news & ideas on Participatory Budgeting in Scotland: <https://pbscotland.scot/>

Community Engagement Tools & Platforms

Commonplace is an online community engagement platform which allows you to connect with the whole community and involve them in all stages of plan development, from consultation to delivery. They offer a free Heatmap tool which allows residents to make comments on a proposed project. Amongst many other tools, they also offer a design feedback programme and run social media outreach campaigns advertising your action plan: <https://www.commonplace.is/>

Consul is a free software for citizen participation that allows you to host debates, consultations, proposals and participatory budgeting: <https://consulproject.org/en/>

Delib provides platforms and digital tools that are designed for people to be involved in policy decisions and the design of public services: <https://www.delib.net/>

Engagement HQ provides a "complete suite of listening, information, analysis, reporting and relationship management features enable you to mix and match precisely the right online tools for your community

engagement objectives.": <https://www.bangthetable.com/engagementhq-community-software>

Mutual Gain provides platforms, tools and facilitation to help organisations, governments and communities connect: <https://www.mutualgain.org/>

Your Priorities, run by the Citizens Foundation, is a platform that connects governments & citizens through constructive ideas, debate and constructive dialogue: <https://www.yrpri.org/domain/3>

Councils that have declared a climate emergency and their action plans

Climate Emergency UK has a database of the Councils who have declared a climate emergency, the dates they have set for net zero emissions targets and their action plans: <https://data.climateemergency.uk/councils/>

Emissions: Datasets & Tools

Climate View: <https://www.climateview.global/>

National Atmospheric Emissions Inventory (NAEI) produces GHG and energy datasets for local and regional areas. They also have CO2 interactive maps with emissions data by sector within each Local Authority.

<https://naei.beis.gov.uk/data/local-authority>

The Carbon Trust offers services that help organisations understand and reduce their emissions:

<https://www.carbontrust.com/resources/briefing-what-are-scope-3-emissions>

SCATTER provides local authorities and city regions with the opportunity to standardise their greenhouse gas reporting and align to international frameworks, including the setting of targets in line with the Paris Climate Agreement:

<https://scattercities.com/>

Tyndall Centre: The Tyndall Centre 'Carbon Budget Tool presents climate change targets for UK local authority areas that are based on the commitments in the United Nations Paris Agreement, informed by the latest science on climate change and defined by science based carbon budget setting': <https://carbonbudget.manchester.ac.uk/reports/>

LGA: This tool assists local authorities creating carbon baseline and benchmarking against other local authorities: <https://www.local.gov.uk/greenhouse-gas-accounting-tool>

IMPACT: the parish-level carbon emission estimator, gives parishes and small communities usable data on their carbon emissions that is easy to interpret and easy to share: <https://impact-tool.org.uk/>

Greenhouse Gas Protocol for Cities: produces an accounting and reporting standard and methodology for community-scale emission inventories for cities to follow. <https://ghgprotocol.org/greenhouse-gas-protocol-accounting-reporting-standard-cities>

The Nature Friendly Farming Network has a guide for farmers on ways to achieve net zero: <https://www.nffn.org.uk/net-zero-a-practical-guide/>

Energy

The Centre for Alternative Technology provides tools, training and research to reach a Zero Carbon Britain:

<https://www.cat.org.uk/> and <https://www.cat.org.uk/info-resources/zero-carbon-britain/>

The National Grid has put together a report on environmental electricity transmission: <https://www.nationalgrid.com/uk/electricity-transmission/document/134511/download>

Funding

UK100 has a report on financing local energy initiatives with some excellent UK Local Authority Examples: <https://www.uk100.org/campaigns/financing-local-energy>

Salix Finance Ltd. provides Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills: <https://www.salixfinance.co.uk/>

Abundance investment help local authorities finance infrastructure projects through crowdfunding: <https://issuers.abundanceinvestment.com/local-authoritie>

FOE 50-point plan to tackle the climate

Ideas for Action Plans

and nature emergencies and corona virus recovery: <https://takeclimateaction.uk/sites/default/files/documents/2020-06/Climate%20Action%20Plan%20for%20councils%20June%202020.pdf>

Ashden 31 Climate Actions for Councils: <https://ashden.org/climate-action-co-benefits-toolkit/>

The Town and Country Planning Association and Royal Town Planning Institute have a guide for local authorities for planning for climate change in their Local Plan: <https://www.tcpa.org.uk/Handlers/Download.ashx?IDMF=0acefe4f-9712-4b37-b2a1-06cd0f8b0293>

UCL and Arup have put together a manual on what makes a good action plan including some of the main challenges: https://climateemergency.org.uk/wp-content/uploads/2020/11/Declaring_a_Climate_Emergency_76-end.pdf

Arup's guide to next steps after declaring a climate emergency: <https://www.local.gov.uk/sites/default/files/documents/ARUP-Climate-Emergency-What-Next.pdf>

National and International Comparisons

The CDP platform allows local authorities to “measure, manage and disclose their environmental data” and also to compare their data to other global local authorities: <https://www.cdp.net/en/cities>

CASE tracks local authority climate emergency declarations. It is a good resource to see which local authorities are taking action: <https://www.caceonline.org/councils-that-have-declared.html>

Partnerships

Place-Based Climate Action Network has supported a range of local authorities in launching climate commission partnerships in England, Scotland and Northern Ireland: <https://pcancities.org.uk/climate-commissions>

The Cool Wirral Partnership has set out a mechanism for working in partnerships. It has a list of bullets for how the partnership works and commitments of the partners: <https://www.wirral.gov.uk/about-council/climate-change-and-sustainability/cool-wirral-partnership>

Food and agriculture

Sustain: The Alliance for better Food and Farming runs campaigns to improve food and farming in the UK: <https://www.sustainweb.org/>

Their latest webinar focused on assessing local food action: <https://www.sustainweb.org/webinars/jan21-assessing-local-food-action/>

Roots to Work for sustainable food jobs: <https://www.rootstowork.org/>

Nourish Scotland: <https://www.nourishscotland.org/>

Latest work on Fork to Farm local dialogues: <https://www.nourishscotland.org/wp-content/uploads/2021/02/Fork-to-Farm-Local-Dialogues-Guidance-.pdf>

Many cities are working towards becoming a sustainable food place: <https://www.sustainablefoodplaces.org/>

Brighton and Hove's Food Strategy Action Plan: <https://bhfood.org.uk/wp-content/uploads/2018/11/Final-FULL-WEB-Food-Strategy-Action-Plan.pdf>

Resources for identifying and supporting action needed from National Government

FOE guide to how the government can help English councils act on the climate emergency: <https://policy.friendsoftheearth.uk/insight/how-can-government-help-english-councils-act-climate-breakdown>

ADEPT blue print for accelerating climate action and green recovery at local level: <https://www.adeptnet.org.uk/documents/blueprint-accelerating-climate-action-and-green-recovery-local-level>

Resources for Northern Ireland

FOE Climate Action Plan for Northern Ireland Councils: https://takeclimateaction.uk/sites/files/climate/documents/2020-10/October_2020_Climate_Action_Plan_Northern_Ireland.pdf

Resources for residents and community action <http://energysavingtrust.org.uk/> <https://transitionnetwork.org/>

FOE guide to help activists and residents understand their local authorities
Understanding how your council works |
Climate Action: takeclimateaction.uk

Resources for Scotland

The Low Carbon Infrastructure Transition Programme supports local authorities in building renewable networks: <https://www.gov.scot/policies/renewable-and-low-carbon-energy/low-carbon-infrastructure-transition-programme/>

Adaptation Scotland is funded by the Scottish Government and aims to help communities, organisations and businesses adapt to climate change: <https://www.adaptationscotland.org.uk/>

Resources for staff training

Information on citizens assemblies: <https://www.climateemergency.uk/blog/citizens-assemblies-jurys/>

The Carbon Literacy Project has free climate literacy toolkits for local authorities: <https://carbonliteracy.com/>

Resources for Wales

The Centre for Alternative Technology (CAT) mission is to inspire, inform and enable

people to achieve practical solutions for sustainability: <https://cat.org.uk>

The Zero Carbon Britain Hub and Innovation Lab exists to support Councils, communities and organisations to address the climate emergency:

<https://cat.org.uk/info-resources/zero-carbon-britain/>

The Well Being of Future Generations Act gives us the permission, ambition and legal obligation to improve our social, cultural, environmental and economic well being:

<https://www.futuregenerations.wales/about-us/future-generations-act/>

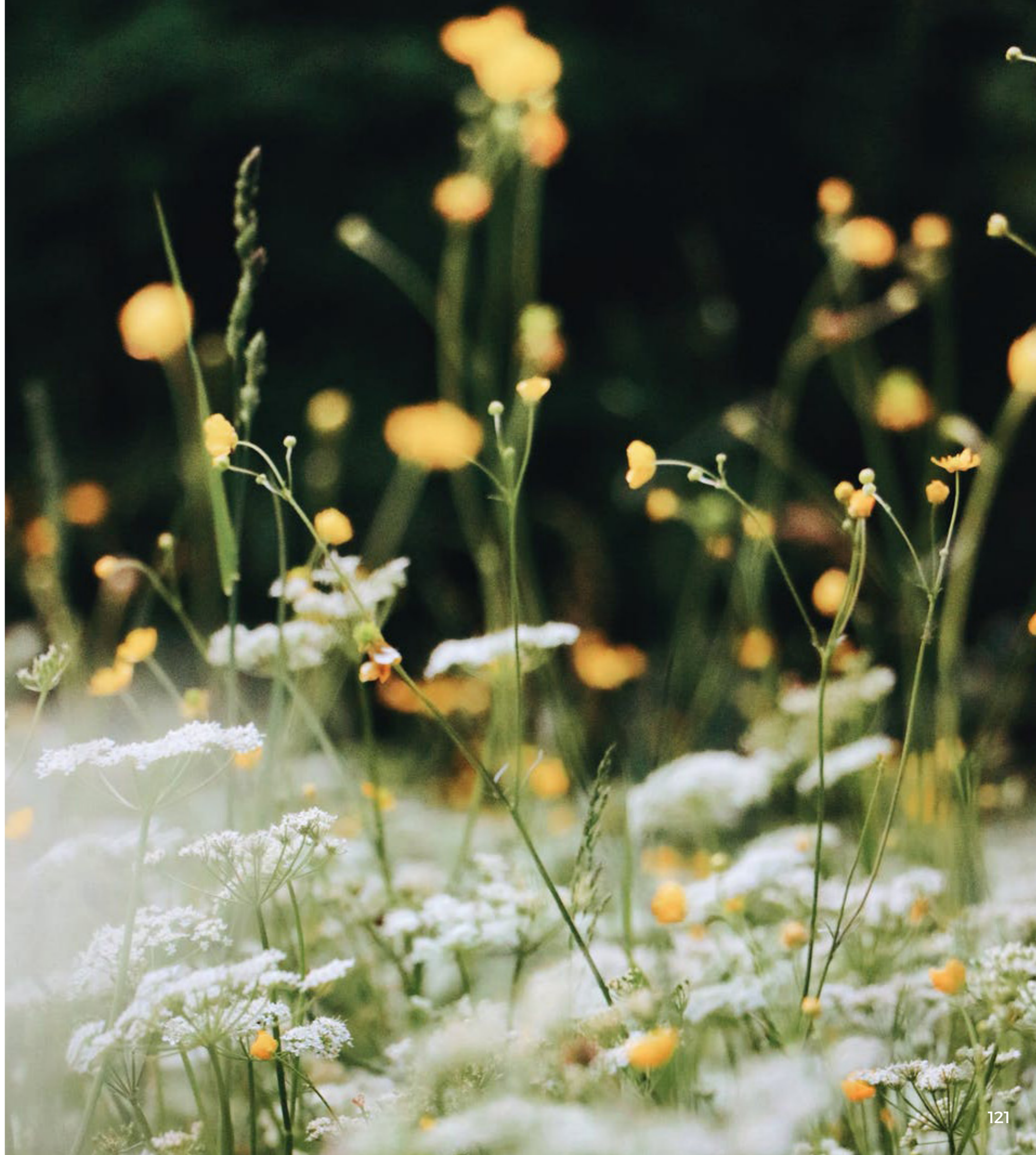
Cynnal Cymru - Enabling action towards a fair and just society, a low carbon economy and a thriving natural environment:

<https://cynnalcymru.com>

The Climate Change Committee - The path to Net Zero and progress on reducing emissions in Wales.

<https://www.theccc.org.uk/publication/the-path-to-net-zero-and-progress-reducing-emissions-in-wales/>

Welsh Government Climate Change Strategy for Wales. <https://gov.wales/climate-change>



Thank you

Thank you for reading our check list. We hope that through its use you can make a difference in your local area, and in doing so make a difference for the planet.

This check list could not have come into existence without the help of our supporters at Ashden, the Centre for Alternative Technology, Friends of the Earth, and APSE Energy.

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It discusses the different types of accounts, such as assets, liabilities, equity, and income, and explains how they are used to record and summarize business transactions. It also covers the rules of debits and credits, which are essential for maintaining the balance of the accounting system.

The fourth part of the document discusses the importance of adjusting entries. It explains how these entries are used to ensure that the financial statements reflect the true financial position of the business at the end of the accounting period. Examples are provided to show how adjusting entries are recorded and how they affect the financial statements.

The fifth part of the document discusses the preparation of financial statements. It explains how the adjusted trial balance is used to prepare the income statement, balance sheet, and statement of owner's equity. It also discusses the importance of comparing the financial statements to the actual performance of the business to identify any discrepancies.

The sixth part of the document discusses the importance of internal controls. It explains how internal controls are used to prevent and detect errors and fraud, and to ensure the accuracy and reliability of the financial information. Examples are provided to show how internal controls are implemented in a business.

The seventh part of the document discusses the importance of the closing process. It explains how the temporary accounts are closed to the permanent accounts, and how the closing entries are recorded. It also discusses the importance of reviewing the closing process to ensure that all transactions are properly recorded and that the financial statements are accurate.

The eighth part of the document discusses the importance of the accounting system. It explains how the accounting system is used to record and summarize business transactions, and how it provides the information needed to make informed business decisions. It also discusses the importance of choosing the right accounting system for the business.

The ninth part of the document discusses the importance of the accounting profession. It explains the role of accountants in the business world, and the skills and knowledge needed to succeed in this profession. It also discusses the importance of continuing education and staying up-to-date on the latest accounting practices.

The tenth part of the document discusses the importance of ethics in the accounting profession. It explains the ethical standards that accountants must follow, and the consequences of unethical behavior. It also discusses the importance of maintaining objectivity and integrity in all accounting transactions.