

# Pull Out: Local Authority Climate Plan Checklist

## Section 1. Creating and Presenting the Plan

### 1.1. Plan Development

Plan Development should:

- Be led by a senior lead officer with a cabinet member/committee responsible for developing and delivering the Plan.
- Start with an honest assessment of the local authority's previous climate action.
- Include strong collaboration within and across the council.
- Identify the existing and additional workforce needed to deliver the Action Plan.
- Be clear about the involvement of third parties.
- Include a statement on how the plan was developed.
- Include strong net-zero targets.
  - Which includes milestones, an implementation plan, and longer-term intent for either maintaining net-zero or going net-negative.

### 1.2. Community Engagement

During development and as part of its delivery, the Action Plan should:

- Engage a representative cross section of the community.
- Establish collaborative partnerships and secure commitments from different sectors within the community.

### 1.3. Structure and Delivery

Recommendations:

- Have an up to date Climate Emergency section of the local authority website that is signposted from the homepage.
- Present a positive vision of what net-zero looks like for the area.
- Accessibility is at the heart of the presentation.
- Have a clear structure.
- Include a communication strategy.

- ❑ **Integrate with and link to existing local authority plans and strategies.**
- ❑ **Arrangements for regular updates (minimum once annually).**
- ❑ **Set out strategy for item ownership.**
- ❑ **Risk assess actions in the Plan.**
- ❑ **The Council celebrates milestones.**

## 1.4. Scope

Plans should:

- ❑ **Present a realistic view of what the local authority can and cannot do.**
- ❑ **Commit the authority to lobbying higher levels of government.**
- ❑ **Acknowledge that climate change is a ‘grand challenge.’**
- ❑ **Ensure that no-one is left behind or disadvantaged unfairly.**
- ❑ **Be clear about the scope of your net-zero target.**

## 1.5. Costing the Plan

The Action Plan should:

- ❑ **Implement costing mechanisms.**
- ❑ **Build partnerships with other councils when developing a costing strategy.**
- ❑ **Be transparent on the necessary costs.**

# Section 2. Components of a Strong Action Plan

## 2.1. Emissions

### 2.1.1. Measuring and Setting Emission Targets

Plans should:

- ❑ **Include a Baseline Emission Inventory for Greenhouse Gas Emissions.**
- ❑ **Quantify current GHG emissions for the area.**
- ❑ **Provide a breakdown of Scope 1, 2 and 3 emissions.**
- ❑ **Clearly state science-based GHG emission reduction targets for the whole area.**
- ❑ **Carefully define the terms used.**
- ❑ **Highlight key action areas for emissions reductions.**

- **Focus on reducing emissions and not simply carbon offsetting.**
- **Include a recognition of projected population and regional economic activity and the impact on emissions.**
- **Commit to comparing progress globally.**

### **2.1.2. Co-benefits**

The Action Plan should:

- **Include the co-benefits in all action areas.**

### **2.1.3. Climate Impacts & Adaptation**

Plans should include:

- **The implications of climate change for the local area.**
- **Adaptation actions in every action section.**
- **The co-benefits of climate adaptation.**

### **2.1.4. Monitoring**

Action Plans should:

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

## **2.2. Ecological Emergency**

Action Plans should:

- **Recognise the impact climate change is having on biodiversity loss and vice versa.**
- **Acknowledge planetary boundaries.**
- **Include actions that address the ecological emergency.**
- **Focus on nature-based solutions for climate mitigation and adaptation.**
- **Include the ecological impact of climate mitigation and adaptation actions.**
- **Recognise the ecosystem services provided by habitat within the area.**
- **Plan to build a circular economy.**

## **2.3. Circular Economy**

- **Set out current and future waste strategies.**
- **Plan to build a circular economy.**

## 2.4. Resilient, Socially Inclusive and Healthy Communities

### 2.4.1. Diversity & Social Inclusion

The Plan should:

- Recognise who climate change will harm most.**
- Propose how to focus resources to support vulnerable communities.**
- Addresses accessibility and connectivity to key services.**
- Ensure under-represented groups will be included.**
- Recognise the intergenerational inequity of climate change impacts.**
- Net-zero targets should consider the adequacy and fairness of their goal.**
- Include faith communities as allies in the climate response.**
- Include the arts sector.**

### 2.4.2. Climate Resilience

The Plan should:

- Help residents prepare for changes in climate and extreme weather.**
- Ensure that language used portrays the urgency of the climate emergency.**
- Outline how the local authority will support programs that bring people together.**

### 2.4.3. Public Health

Plans should include:

- Public health as a key component across the different action themes.**
  - Outline the current and future public health risks in the area.**
- A strategy for addressing epidemics and pandemics as part of wider climate actions.**
- The public health co-benefits of taking climate action.**

### 2.4.4. Education, Skills and Training

Plans should:

- Include ongoing training for council staff and councillors.**
- Include education as a key component across the different action themes.**

- **Include support for schools.**
- **Include how the expertise and research skills of universities will be utilised.**
- **Identify the retraining of the workforce that is necessary to transform the local economy at the scale and pace needed.**
- **Identify areas of the workforce that will need to be upskilled.**

## **2.5. Local Authority Commitment**

### **2.5.1. Political Commitment**

The Action Plan should:

- **Have strong political commitment across all parties.**
- **Include the wording of the original motion that was passed.**

### **2.5.2. Local Authorities Leading by Example**

The Action Plan should:

- **Commit the local authority to include consideration of the climate and ecological emergency in all decisions and actions.**
- **Set out how the climate emergency will integrate with and impact existing organisational policies, procedures and investments.**
  - **Set out a plan to divest from fossil fuels.**
- **Include how the local authority and its leaders will work to influence other bodies.**
- **A plan to support the bodies that Local Authorities have responsibility over.**
- **Commitment to collaborate with neighbouring and cross-tier local authorities on net-zero strategies and plans.**

## **2.6. Delivering the Action Plan**

### **2.6.1. Governance & Partnerships**

The Action Plan should:

- **Identify the key bodies needed to deliver actions.**
- **Set out how the Council will be accountable for delivering the Plan.**

## 2.6.2. Funding

The Action Plan should:

- Identify funding for actions.**
- Set out the financial return on investment where applicable.**
- Set out other (non financial) returns on investment.**
- Identify actions that will no longer be supported.**
- Focus on taking immediate action where extra investment is not needed.**
- Include actions where the UK Government can support the local authority.**
- Include actions where respective devolved Governments can support the local authority.**
- Identify ways of raising funds.**

## 2.6.3. Timelines and Momentum

Recommendations:

- Set target dates for actions.**
- Keep the public informed about meeting/missing targets.**
- Recognise the implications of not meeting emissions goals.**
- Set out how the local authority aims to maintain momentum and continued support for the Plan.**

# Section 3: Action Areas

Find recommendations and actions Councils have taken in our separate documents below.

[Planning & Land Use](#)

[Transport](#)

[Buildings, Housing & Infrastructure](#)

[Commercial & Industrial](#)

[Energy Generation & Heating](#)

[Natural Environment & Biodiversity](#)

Agriculture & Food

Waste

Carbon Sequestration & Carbon Capture

Education & Youth

Public Health

Community Resources, Engagement & Place making

## **Section 4. Resources**

Find a list of resources that local authorities used to develop their Plan on our full Checklist - <https://www.climateemergency.uk/local-authority-checklist/>.