

**Subject:** Environment and Climate Change Ward Guidance  
**To:** Ward Councillors  
**From:** Environmental Strategy Team, MCC  
**Date:** April 2015

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## **1. Purpose**

- 1.1 To provide guidance to assist councillors to help deliver climate change action in their local areas as described in *Manchester – A Certain Future*.

## **2 Context: Manchester – A Certain Future**

- 2.1 Manchester's climate change commitments are set out in the city's climate change action plan, *Manchester – A Certain Future* (MACF), which was written in 2009 and then refreshed in 2013. Actions are categorised under 5 themes: buildings, energy, transport, sustainable consumption and production (food, waste and procurement), and green infrastructure.
- 2.2 MACF contains 4 objectives:
- **One:** Reduce the city's CO<sub>2</sub> emissions by 41% by 2020 (from 2005 levels).
  - **Two:** Culture change - embed 'low carbon thinking' in the lifestyles and operations of the city.
  - **Three:** Prepare for and actively adapt to a rapidly changing climate.
  - **Four:** Make a rapid transition to a low carbon economy (currently under consideration).
- 2.3 MACF is overseen by an independent stakeholder Steering Group, but every resident, pupil, student, employee and organisation has a part to play in its delivery. Most activities will be delivered at a local level. This guidance will help inform ward members how they can work with their ward co-ordinators and local communities to deliver MACF action on-the-ground.
- 2.4 For further information and news articles on MACF, and to download the MACF Annual Report for 2014 which shows progress the city is making, see: [www.manchesterclimate.com](http://www.manchesterclimate.com)

### **3 How can councillors make a difference in their wards?**

- 3.1 By leading, communicating, networking, mobilising, signposting and supporting delivery, councillors have a unique opportunity to drive more climate change action in their local areas.
- 3.2 Many activities bring wider benefits than just environmental, such as healthy living, cheaper energy and food bills, developing new skills and jobs, improving community cohesion and supporting local businesses.
- 3.3 An Eco Neighbourhoods project is currently in development. This will provide practical examples of how communities can become self-sufficient, resilient, low carbon, future-proofed, healthy and green places to live, study and work. The identified areas will benefit from third sector support to build local capacity, change behaviours, deliver environmental projects and provide residents with the knowledge and skills required to sustain change in their area over the long-term. Funding is currently being sought to pilot this project and the long-term vision is that the Eco Neighbourhoods model is rolled out across Manchester.

### **4 Guidance**

- 4.1 There are four main stages that members can take when implementing climate change action locally. Councillors can choose to either take a light-touch approach for each stage or a more in-depth approach, which may require extra resource to be secured.
- 4.2 When undertaking stages 2, 3 and 4, it is important to be realistic in terms of resources available and what can be achieved, in order that progress is sustainable.

	Stage	Light-touch	In-depth	Resources Available
1	<b>Carbon Literacy Training</b>  To gain understanding, awareness and motivation	Complete the MCC Member Carbon Literacy Training to become certified. This is in 2 parts:  <ul style="list-style-type: none"> <li>- E-learning package</li> <li>- Workshop (2 hours)</li> </ul>	Read the more detailed CLASP <sup>1</sup> member briefing packs. These are also circulated following the member Carbon Literacy training.	Carbon Literacy training package including e-learning and workshop. Contact <a href="mailto:a.marshall@manchester.gov.uk">a.marshall@manchester.gov.uk</a>  CLASP member briefing packs can be downloaded from: <a href="http://www.claspinfo.org/member_briefing_pack">http://www.claspinfo.org/member_briefing_pack</a>
2	<b>Environmental Audit</b>  To help understand what's going on already and gaps and opportunities	When refreshing your ward plan (or other local plans), conduct a light-touch environmental audit of actions by having a discussion with your ward co-ordinator. This should take around 1 hour and include the following points: <ul style="list-style-type: none"> <li>- How many of your actions have an environmental angle?</li> <li>- Do they cover a range of environmental topics or are there any gaps?</li> <li>- Are they spread out geographically or are there any gaps?</li> <li>- Could more environmental benefits be gained from these actions or do any new actions need to be created?</li> </ul> This might help identify gaps either geographically or on certain topics, for example there might be lots of food growing	The following is a template of a workshop audit, which could take 2-3 hours: <ul style="list-style-type: none"> <li>• Invite schools, third sector, community groups, businesses, active residents and local public sector representatives. Hold in a local community venue.</li> <li>• Hear from local case studies to set the scene and provide inspiration.</li> <li>• Conduct a mapping exercise by plotting existing environmental activities onto large maps and discuss what's going on</li> <li>• Identify where the gaps are, where there are opportunities for linking up projects or organisations, and where successful initiatives can be scaled up.</li> <li>• Agree on next steps and actions – what is everyone going to take away from the workshop and who is going to</li> </ul>	Ward co-ordinator support for light-touch audits when refreshing ward plans.  Third sector (Green Leaders) partners are available for engagement and auditing purposes, but funding is required. Potential pots might include CASH grants.

<sup>1</sup> CLASP is a not-for-profit sustainability support service for public sector in the North West of England.

	Stage	Light-touch	In-depth	Resources Available
		projects but you've identified a need to help residents make their homes more energy efficient.	commit to delivering actions?	
3	<b>Action Plan</b>  To agree what needs to happen, by when and who will lead	<p>Reflect MACF in your ward plan (or other local plans). This could be by including an environmental/climate change statement at the start, or embed it into your other priorities. Ensure there are actions in your plan that will deliver environmental benefits. These could be new actions, existing actions that you could challenge to deliver more environmental outputs, or existing actions that could be expanded into other areas. Example actions are included in appendix 1.</p> <p>By embedding actions in existing plans this shouldn't take extra resource.</p> <p>Deliver the personal actions you committed to in your Carbon Literacy training.</p>	<p>Develop this from the audit above, you may need to prioritise actions, target certain areas and consider what is realistic.</p> <p>Some actions may form part of larger citywide programmes, so identify what can be done locally to add value and gain greater impact in your communities.</p>	<p>Ward co-ordinators when refreshing ward plans.</p> <p>Carbon Literacy training package including the workshop where personal actions will be created.</p> <p>Third sector (Green Leaders) partners are available for action planning purposes, but funding is required.</p>
4	<b>Delivery</b>  To drive local action and change	<p>Deliver ward actions through ward meetings with partners and communities. Secure additional resources for environmental actions as appropriate and available.</p> <p>Monitor and evaluate through existing ward plan processes.</p>	<p>Deliver more in-depth environmental action plan with partners and communities. Secure additional resources for environmental actions as appropriate and available.</p> <p>Monitor and evaluate through existing ward plan processes or a dedicated project team if appropriate and it can be resourced.</p>	<p>Potential funding pots to apply for include: CASH grants, business contributions, CSR networks, Registered Providers' small grants and lottery grants.</p>

## Appendix 1 – Example actions for Ward Plans

The table below lists different examples of actions that could be included in ward plans. Variations of these may already exist in some plans.

A small (approx 1-4) number of actions should be selected for the first year depending upon ward priorities, resources available and whether a lead individual or organisation can be found to take it forward. Then other actions should be taken on in future years, or current actions expanded. Also bear in mind the resources needed to coordinate and monitor performance against each action and your chosen performance indicator, particularly where data collection may be time-consuming.

Members should identify actions that are realistic and achievable within given time frames. In order for progress to be sustainable it should be incremental, building on existing strengths over time.

Funding or other resources may need to be secured in order to deliver some of these actions, so this could influence which actions are chosen.

Potential indicators have been included here to measure the impact of ward-level actions. The associated relevant MACF objective or indicator is also shown, to enable ward-level actions to demonstrate a contribution to citywide climate change action.

Audience/ Theme	Example action	Potential Leads	Potential KPIs	MACF Objective / KPI	Further Info/Support
ALL	<ul style="list-style-type: none"><li>• Conduct an in-depth environmental audit of your area.</li></ul>	Members, Regeneration and all ward partners	<ul style="list-style-type: none"><li>- No. of audits undertaken</li><li>- No. of partners involved</li></ul>	Culture Change objective	See workshop template in Stage 2 in the table above.
Communities/ residents	<ul style="list-style-type: none"><li>• Increase environmental sustainability of all neighbourhoods. For example by allocating CASH grants towards sustainability projects or applying for other funding.</li><li>• Promote Carbon Literacy training to partner organisations and communities to help increase their understanding of climate change and what they can do.</li></ul>	Members, Regeneration and all ward partners	<ul style="list-style-type: none"><li>- No. of CASH grant allocations to environmental projects</li><li>- No. partners undertaking Carbon Literacy</li></ul>	- No. of citywide carbon literate citizens.	CASH grants  <a href="http://www.carbonliteracy.com">www.carbonliteracy.com</a>

Audience/ Theme	Example action	Potential Leads	Potential KPIs	MACF Objective / KPI	Further Info/Support
			training		
Schools	<ul style="list-style-type: none"> <li>Encourage local schools to gain Green Flag Eco School status.</li> <li>Encourage local schools to have biodiversity and food growing projects in their grounds.</li> </ul>	Schools	<ul style="list-style-type: none"> <li>No. of Eco Schools.</li> <li>No. of Green Flag Eco Schools.</li> </ul>	<ul style="list-style-type: none"> <li>No. of Eco Schools.</li> <li>No. of Green Flag Eco Schools.</li> </ul>	To find out who is an Eco School: <a href="http://www.eco-schools.org.uk">www.eco-schools.org.uk</a> And for advice: <a href="http://www.meen.org.uk">www.meen.org.uk</a> <a href="http://www.green-growth.org.uk">www.green-growth.org.uk</a>
Businesses	<ul style="list-style-type: none"> <li>Increase environmental performance and resource efficiency of SME businesses. The GM Green Growth Programme offers general environmental information, DIY toolkits and networking to all Manchester businesses, plus 1:1 support for eligible SMEs.</li> </ul>	Businesses, Regeneration	<ul style="list-style-type: none"> <li>No. of partners registered for environmental business support</li> </ul>	<ul style="list-style-type: none"> <li>No. of businesses registered for environmental business support</li> </ul>	
Buildings and Energy	<ul style="list-style-type: none"> <li>Help improve energy efficiency of local homes and encourage renewable energy like solar panels. For example promote the Little Bill campaign in your area and through your networks to help households become more energy efficient.</li> </ul>	Private housing reps, Regeneration, Members	<ul style="list-style-type: none"> <li>No. of Green Deal measures installed by partners</li> </ul>	<ul style="list-style-type: none"> <li>No. of Green Deal measures installed</li> <li>Citywide domestic CO2 emissions.</li> </ul>	<a href="http://gmenergyadvice.co.uk/little-bill-manchester/">http://gmenergyadvice.co.uk/little-bill-manchester/</a>
Transport	<ul style="list-style-type: none"> <li>Encourage residents to use more sustainable transport. For example by promoting the free adult cycling training available through Transport for Greater Manchester or installing cycle parking facilities.</li> </ul>	Registered Providers, Businesses, GMP, Members, Regeneration	<ul style="list-style-type: none"> <li>No. of partners signed up to TfGM Business Travel Network</li> </ul>	<ul style="list-style-type: none"> <li>Citywide transport CO2 emissions.</li> </ul>	<a href="http://cycling.tfgm.com/Pages/Training.aspx">http://cycling.tfgm.com/Pages/Training.aspx</a>  <a href="http://www.tfgm.com/travelchoices/Pages/business-benefits.html">http://www.tfgm.com/travelchoices/Pages/business-benefits.html</a>
Food	<ul style="list-style-type: none"> <li>Increase the number of community food growing projects or community orchards, (permanent or meanwhile) and the number of residents using them.</li> </ul>	Members, Registered Providers, voluntary sector	<ul style="list-style-type: none"> <li>No. of Growing Manchester projects.</li> </ul>	<ul style="list-style-type: none"> <li>No. of Growing Manchester projects.</li> </ul>	<a href="http://www.foodfutures.info">www.foodfutures.info</a> see Growing Manchester page
Waste and recycling	<ul style="list-style-type: none"> <li>Deliver a project or campaign to improve recycling rates or reduce the amount of waste generated (link with Clean City projects and existing recycling campaigns).</li> </ul>	NDTs, Registered Providers, voluntary sector partners	<ul style="list-style-type: none"> <li>Ward household recycling</li> </ul>	<ul style="list-style-type: none"> <li>Citywide household recycling</li> </ul>	NDTs and Clean City projects

<b>Audience/ Theme</b>	<b>Example action</b>	<b>Potential Leads</b>	<b>Potential KPIs</b>	<b>MACF Objective / KPI</b>	<b>Further Info/Support</b>
	<ul style="list-style-type: none"> <li>• Encourage communities to set up a project to reuse unwanted goods, share items like gardening equipment, or showcase existing local reuse or recycling projects e.g. furniture and clothing.</li> </ul>		rates. - No. of projects.	rates.	
Green Infrastructure	<ul style="list-style-type: none"> <li>• Deliver biodiversity projects like street tree and wildflower planting.</li> <li>• Install green roofs on suitable community buildings.</li> <li>• Hold 'Celebrate nature' events in parks.</li> </ul>	CCS, Registered Providers, NDTs, Schools, Regeneration, voluntary sector	- No. trees planted by partners - No. of events held.	- No. of trees planted citywide.	Red Rose Forest, Groundwork