Carbon Literacy for Local Authorities

Leadership and Management

Toolkit Overview

This taster pack should give you an idea of what is included in the Carbon Literacy Local Authorities Leadership and Management Toolkit

For more information please see our website:
https://carbonliteracy.com/toolkits/local-authorities/

Getting Started

Welcome to your Carbon Literacy Training Pack. This pack contains all the information you need for your training. Please read the attached documents to understand more about your training pack, how your learners gain certification and what steps to take to ensure your learners get the best Carbon Literacy experience.

The toolkit can only be used for certified Carbon Literacy training, as stipulated in the Legal Terms and Conditions. Please do not share the toolkit with anyone outside of your organisation as it's important that we can keep track of who has the toolkit. Instead, please direct interested parties to https://carbonliteracy.com/local-authorities/ **where they can find out more and get in touch.**

Our documents change from time to time. To ensure you're always using the most up-to-date version, please refer here to find any documents that are starred (*) over these two pages.

Documents to get you ready to deliver Carbon Literacy training:

1. **Getting Started**
   This folder contains our Certificate Marking Guide, Trainer Code of Conduct and Bank Details doc.

2. **Powerpoint Slides**
   You should also have received a copy of our slide deck and accompanying slide notes.

3. **Trainer Manual**
   This manual covers all of the information the trainer(s) will need to deliver the course, including the knowledge and information needed to run the activities.

CARBON LITERACY FOR LOCAL AUTHORITIES

LEADERSHIP AND MANAGEMENT COURSE
Trainer Manual

Distance Delivery

Public Sector Project Toolkit

COURSE CODE: CC000195

Detailed Trainer Guide

This guide will provide you with all the information you need in order to deliver this Distance Delivery course. Please note that it is not meant to be read as a script but to be used as a guide for the activities. For more succinct delivery notes (flashcard style), please see the slide notes underneath the PowerPoint slides. This guide will provide instructions for every section of the training, including how to set up your training online and how to run the various activities.

Highlighted in blue- customisation needed by trainer/ organisation/ note for trainer
Optional content is highlighted in the running order and detailed notes are written in this colour (under trainer discretion whether to include or not).
The scientific and policy content around climate change is subject to change as data and political policy evolves. This is a section that trainers are advised to review to ensure that the scientific and policy content is up to date before course delivery.

Materials checklist

- Slide deck (the slides have notes which are a condensed summary of this trainer manual. For more in-depth information on a particular slide or to create your own notes refer to the relevant section in this trainer manual).
- Trainer manual
- Activity materials (PDF). ***Please inform learners that the Activity PDF is interactive and that they can type/write/tick in the boxes.* Trainers must ensure that learners have access to the Activity PDF throughout the course.**
- Participant details and evidence form. You can access the participant details and evidence form here.
- Certificate request form. You can access the certificate request form here.
- Pre and post course surveys

Layout of trainer guide

Name of section
Timing
Material/preparation
Purpose/aim of activity
(Group size)
Delivery notes – the content which actually needs to be presented to the learners in each section- key points
Additional notes- supporting information on the topic (science/facts/data/stats)

Running Order Colour Coding:

Breakout room activity

Activity (non breakout room) N.B. Chat box exercises are NOT highlighted but are clear in the notes

Videos are part of this section (links shown above and also in the trainer manual and slide notes)

Slides requiring additional input from the trainer

	Activity	Time	Duration
	Introduction: What is Carbon Literacy?	09:30:00	0:10:00
	All or Nothing?	09:40:00	0:15:00
	Training overview	09:55:00	0:02:00
Module 1	The role of Local Authorities	09:57:00	0:09:00
	What role do Local Authorities have? (optional 1 minute)	10:06:00	
	Weather vs climate	10:06:00	0:01:00
	The Carbon Cycle	10:07:00	0:03:00
	The greenhouse effect	10:10:00	0:02:00
	The greenhouse gases	10:12:00	0:02:00
	Global emissions over time	10:14:00	0:02:00
	The scientific consensus and emission trajectories	10:16:00	0:05:00
	Global impacts	10:21:00	0:07:00
	The urgency of taking early, decisive action	10:28:00	0:09:00
	BREAK	10:37:00	0:10:00
	The Global Risks Report	10:47:00	0:02:00
	Tipping points	10:49:00	0:05:00
	Climate change and the economy	10:54:00	0:04:00
	The Carbon Map	10:58:00	0:15:00
	Equity and vulnerability	11:13:00	0:02:00
	How will climate change impact our .... (trainer to research local examples)	11:15:00	0:20:00
	Climate change impacts in "your local area"	11:35:00	0:07:00
	Climate vulnerability and health	11:42:00	0:05:00
	How's everyone feeling... any questions?	11:47:00	0:05:00
Module 2	International policy & summary of the Paris Agreement	11:52:00	0:03:00
	UK's carbon footprint	11:55:00	0:02:00
	UK policy & current UK progress	11:57:00	0:04:00
	Recent UK policy developments	12:01:00	0:02:00
	Regional policy (optional 2 mins)	12:03:00	
	Local climate strategy	12:03:00	0:05:00
	BREAK	12:08:00	0:10:00

Module 3	Climate change and COVID-19	12:18:00	0:07:00
	Leadership and management in an emergency	12:25:00	0:10:00
	How do we integrate climate change into decision-making?	12:35:00	0:20:00
	How should we act in an emergency?	12:55:00	0:01:00
	Why should we make the recovery green & how do we build back better?	12:56:00	0:12:00
Total Session (M1-3) Time	03:38	**13:08:00**	

	Activity	Time	Duration
Module 4	Introductions/Tech check	13:30:00	0:05:00
	Personal carbon footprints	13:35:00	0:02:00
	Opportunities in our area	13:37:00	0:03:00
	How action on climate sits with society video	13:40:00	0:03:00
	Co-benefits definitions	13:43:00	0:02:00
	Co-benefits of climate action	13:45:00	0:30:00
	Climate action in Local Authorities videos	14:15:00	0:07:00
	How can we fund climate action?	14:22:00	0:10:00
	The carbon budget and GHG inventory of your Local Authority	14:32:00	0:15:00
	BREAK	14:47:00	**0:10:00**
Module 5	Action planning and levers of influence	14:57:00	0:06:00
	Transform the change targets using the levers of influence	15:03:00	0:30:00
	Your action pledge	15:33:00	0:04:00
	Dragons Den	15:37:00	0:20:00
	BREAK	15:57:00	**0:10:00**
	Dragons Den pitches	16:07:00	0:10:00
	Developing your action plan	16:17:00	0:20:00
Module 6	Talking about climate change video	16:37:00	0:05:00
	Britain Talks Climate slides	16:42:00	0:10:00
	Britain Talks Climate activity	16:52:00	0:20:00
	Talking about climate change	17:12:00	0:02:00
	The discourses of delay	17:14:00	0:02:00
	Wrapping up	17:16:00	0:04:00
	Time to act video (optional 5 mins)	17:20:00	
	Finishing Time	**17:20:00**	
Total Session (M4-6) Time	03:50		
Total Training time (M1-6)	07:28		

How can we fund climate action?	
Material:	Slides
Timing	10 minutes
Aim:	To make learners aware that there are many different ways Local Authorities can fund climate action.

SLIDE: How can we fund climate action?

● This slide acts as an introduction to the following slides which outline case studies of how Local Authorities have funded climate action.

SLIDE: Community municipal bonds

● Municipal bonds are a model of public sector crowdfunding, which allow the general public to invest in bonds that deliver social and environmental initiatives.
● Municipal bonds can be used to fund specific projects or refinance existing debt.

Case studies:
● **Swindon Borough Council**
  o Swindon Borough Council, together with Abundance Investment created the UK's first ever Local Authority solar bond in February 2016. This helped to fund a £4.8 million solar farm on council-owned land.
  o Abundance Investment is an online crowdfunding platform which is regulated by the Financial Conduct Authority.
  o The bond raised its £1.8 million target from investors and sold out a month early. The remaining £3 million was invested by the Local Authority.
  o Due to the success of the first initiative, a second bond was launched in November 2016, which was the UK's first ever ISA-eligible solar bond. This helped to fund a £5.4 million solar farm.
  o The second bond raised over £2.3 million from investors. The remaining £3 million was invested by the Local Authority.

References: https://www.theguardian.com/money/2016/nov/05/green-energy-isa-invest-swindon-abundance
https://issuers.abundanceinvestment.com/case-studies/swindon-common-farm-chapel-farm

● **West Berkshire Council**
  o West Berkshire Council, together with Abundance Investment launched the UK's first ever green bond in 2020.
  o 640 investors each invested an average of approximately £1,500. Over 20% were West Berkshire locals.
  o The bond reached its £1 million target five days early.
  o The bond offered returns of 1.2% annually over a 5 year period.

'By the end of this course you will have...'

- Gained an understanding of the **basic science of climate change** and how climate change will affect your Local Authority

- Explored how leaders can provide leadership in the climate emergency

- Discussed how climate change can be integrated into decision-making

- Learned about climate action initiatives in other Local Authorities

- Explored levers of influence to reduce your Local Authority's carbon footprint

What have we learnt from the COVID-19 crisis?

- We must listen to the **science** to guide an appropriate response

- Collective, coordinated, rapid action **saves lives**

- Leaders have a key role in **influencing public behaviour** and **driving social change**

- We have a limited window of opportunity to act

Leadership in the climate emergency

- Declaring a climate emergency:

    - should place the climate emergency at the centre of your Local Authority's agenda

    - assigns responsibility to **all** employees to tackle climate change

    - signifies the climate emergency must be at the centre of **all** decision-making processes

    - requires all leaders to be educated in climate-related risks/opportunities

    - assigns responsibility to educate others within your sphere of influence and empower a low carbon culture through behaviour change

Activity: How do we integrate climate change into decision-making?
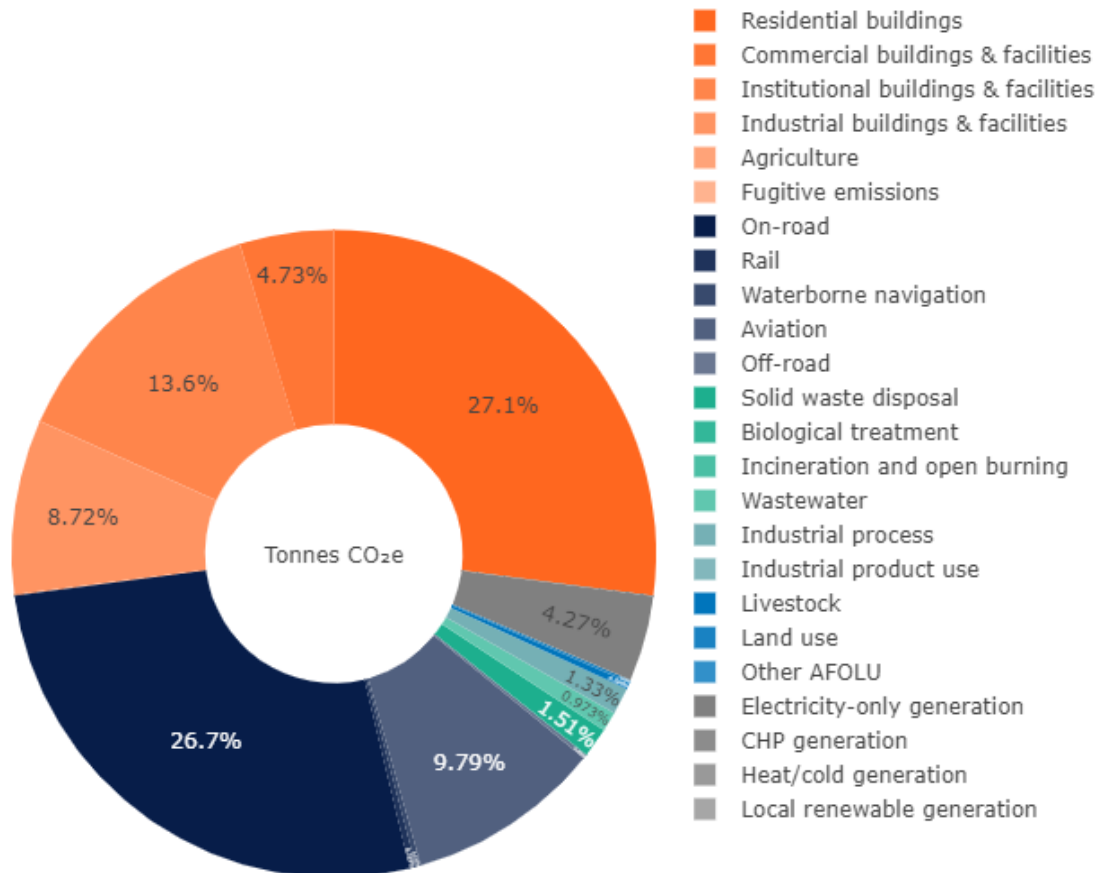
Discuss:

- What criteria should we use to assess whether a proposal is 'low carbon' or not?

- What are the right questions to ask when people are putting proposals forward?

- Which personnel could offer advice/a second opinion?

- What additional decision-making criteria could be used in your Local Authority?

Local Authority's GHG inventory

Subsector inventory summary for Greater Manchester with Total

Activity: Transform the change targets using the levels of influence

Breakout room 1
Change targets:
1. Reduce energy demand from buildings
2. Smooth patterns of energy demand
3. Decarbonise heat delivery

Breakout room 2
Change targets:
1. Decarbonise power generation
2. New buildings and developments are net zero
3. Incentivise circular economy

Breakout room 3
Change targets:
1. Massively reduce flying
2. Reduce car use, switch to electric vehicles
3. Improve public transport

Breakout room 4
Change targets:
1. Reduce meat & dairy consumption and food waste
2. Reduce agricultural emissions
3. Capture carbon through natural restoration

Taking Action: Why is your action pledge important?

- Everyone plays a part in the transition to a **low carbon society.**

- By pledging two actions today, you are one step closer to reducing your **carbon footprint to a sustainable size.**

- This is also essential in order to receive your **Carbon Literacy certificate!**