



Carbon Literacy for Local Authorities

Generic Staff Course Overview

This document gives you an overview of what's included in the Carbon Literacy Local Authorities Toolkit. This includes extracts from the slide deck, trainer manual and other support documents.

For further details please see our website: <https://carbonliteracy.com/local-authorities/>

Getting Started

Complete Kit

All materials needed for a day's worth of certified Carbon Literacy training are included.

Sector Specific

Co-developed by Local Authorities & designed to be delivered by peers.

Adaptable

Tailor the materials to your cohorts using the customisable sections.

How to start

Please attend a CL course and a Delivering Successful CL Workshop before delivery.

The Toolkit is only licensed for the purpose of certified Carbon Literacy training within the sector - all learners must pledge an individual and group action. Learners' evidence forms must be submitted by the trainer to evidence@carbonliteracy.com within approx. 2 weeks of the training with a [certificate request form](#). Many organisations bulk purchase certificate applications in advance from accounts@carbonliteracy.com

[Becoming a Carbon Literate Organisation](#) showcases commitment to a low-carbon culture.

**What
does
the
Toolkit
include?**

**Getting
Started
Pack**

**Slide
Deck**

**Trainer
Manual**

**Pre &
Post-
Course
Forms**

**Resources
Document**

**Activity
PDF**

**Carbon Literacy
Project**



Carbon Literacy for Local Authorities

Trainer Manual

**Generic Staff Course
Workshop Pathway
CC000592
V4**

2023

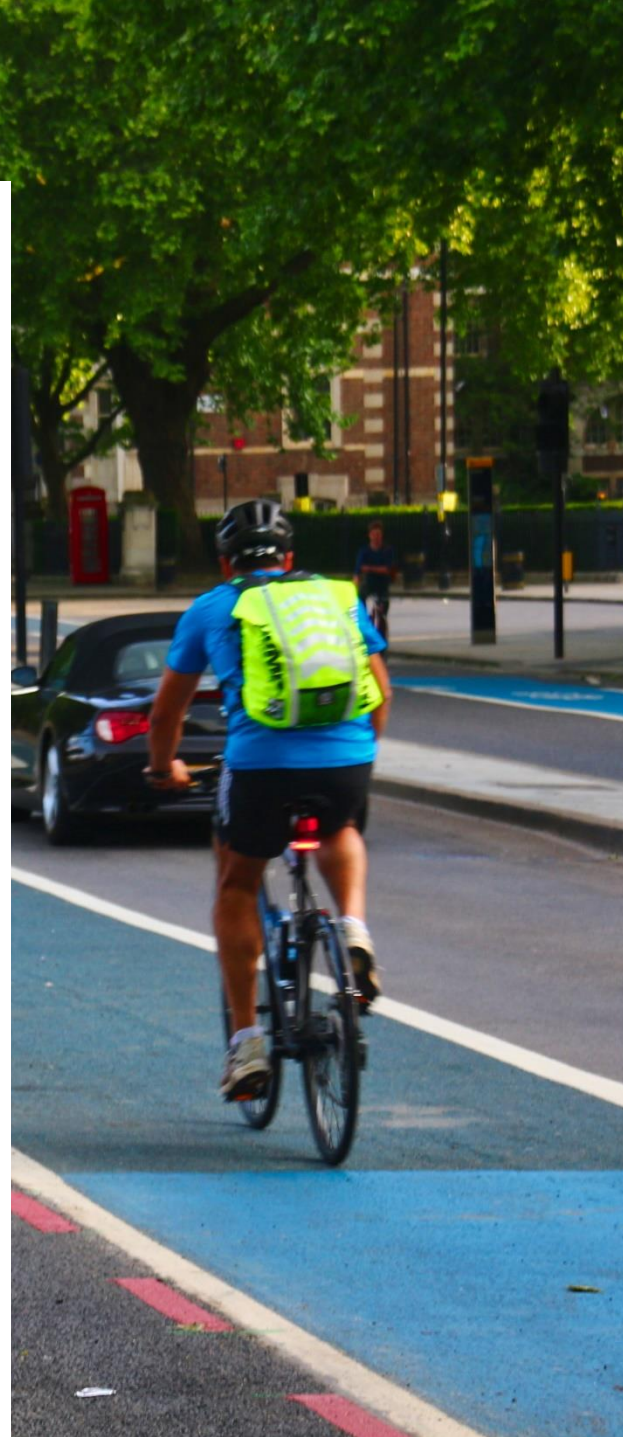
The Carbon Literacy Project



Department for
Business, Energy
& Industrial Strategy

GMCA GREATER
MANCHESTER
COMBINED
AUTHORITY

**Carbon Literacy
Project**





Carbon Literacy Local Authorities Generic Staff Course Workshop Pathway - detailed trainer guide

This guide will provide you with all the information you need to deliver the Carbon Literacy for Local Authorities Generic Staff Course. Please note that it is not meant to be read as a script but to be used as a guide for delivering the training. For more succinct delivery notes, please see the slide notes underneath the slide deck.

Carbon Literacy:

“An awareness of the carbon costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis”

Materials checklist

This trainer manual

Slide deck

Activity pdf

Evidence forms - there are three versions of our evidence form. We have an offline downloadable Word version and an offline pdf version which are available here:

<https://carbonliteracy.com/trainer-consultant/documents/> and a live online Microsoft Forms link:

https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJupg1jFuy5lFI

Certificate request form. [You can access the certificate request form here.](#)

Pre-course work. Please ask learners to calculate their carbon footprint using the WWF's carbon footprint calculator <https://footprint.wwf.org.uk/> before their training. If the trainer calculates their carbon footprint, it can help to initiate discussion. N.B. Alternatively learners could calculate their carbon footprint as part of the session (at the trainer's discretion).

Evaluation forms (optional – pre course survey can be sent before the training and post course survey sent after the training)

Additional materials if delivering training in-person:



We would recommend asking learners to bring a device such as a laptop/iPad. If there is not a device per table, instead of using the activity pdf, each group will either need a whiteboard and whiteboard marker pens or pens and paper to take notes.

Slide projection equipment

Tables and chairs set up so that learners can see the screen and be easily split into small groups

Basic stationery (pens)



Preparing for your training session

Documents

Getting started

Please read the getting started document in full which explains what is included in the Toolkit and how to use it.

Slides

A PowerPoint slide deck is included with accompanying notes underneath each slide. The slide notes are a condensed summary of this trainer manual and a guide of what to cover for each slide.

Trainer manual

Ensure you have a good understanding of what is outlined in the trainer manual.

Activity pdf

This is for activities used throughout the course. Please inform learners that the activity pdf is interactive and that they can type/write/tick in the boxes. Please ensure that learners have access to the activity pdf throughout the course. To avoid formatting issues, please advise learners to open this document in an offline pdf viewer.

If delivering in-person training, consider how learners will access the Activity PDF for group work. Learners may need access to a digital device, or activities could be printed out, with pens or pencils provided.

Evidence form

All learners need to fill in an evidence form. It is best for learners to complete the evidence form during the training session, to ensure timely submission to The Carbon Literacy Project.

There are three versions of our evidence form. We have an offline downloadable Word version and an offline pdf version which are available here: <https://carbonliteracy.com/trainer-consultant/documents/> and a live online Microsoft Forms link: https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJupg1jFuy5IFl



Running order

Blue slides – slides that are designed to be edited by the trainer.

Orange slides – are activities or involve active learner engagement.

Green slides – contain videos that learners watch on their own devices.

This training is a day of learning. This day of learning can be delivered in a single day, or over multiple days – this depends on the delivery structure that is best suited to your organisation and your learners.

We recommend leaving no more than one week between training sessions for continuity.

If the training is being delivered on different days, allow a little more time at the beginning of each session to do a quick welcome and recap.

There are several 'Break' slides throughout the Toolkit. These breaks can be moved if necessary.

The allocated time for each slide is an estimate. If the trainer finishes a section early the time can be used for other sections and discussions.



Day 1			
		Duration (hrs:mins)	Start time
Module 1	Intro & What is Carbon Literacy?	00:11	9:30
	All or nothing? / Icebreaker	00:12	9:41
	Training overview	00:01	9:53
	The difference between weather and climate	00:02	9:54
	The carbon cycle	00:03	9:56
	The greenhouse effect and GHGs	00:04	9:59
	Greenhouse gas game	00:09	10:03
	Greenhouse gas emissions in the UK	00:03	10:12
	How is the climate changing?	00:08	10:15
	The scientific consensus	00:02	10:23
	Emission trajectories	00:03	10:25
	Pathways to our future	00:04	10:28
	Break	00:10	10:32
	What are the impacts of climate change?	00:18	10:42
	Local impacts	00:15	11:00
	Climate change impacts in *your local area*	00:06	11:15
	How's everyone feeling ... any questions?	00:05	11:21
Module 2	The Carbon Map	00:15	11:26
	Inequality and carbon emissions	00:02	11:41
	Vulnerability	00:02	11:43
	Local climate vulnerability	00:05	11:45
	What is climate justice?	00:02	11:50
	Break	00:10	11:52
	The role of local authorities	00:03	12:02
	Opportunities in our area	00:03	12:05
	The economic position	00:06	12:08
	Co-benefits of climate action	00:37	12:14
Finishing Time:	12:51		
Total Session (M 1 & 2) Time	03:21		



Day 2			
		Duration (hrs:mins)	Start time
Module 3	International policy	00:11	13:30
	UK Policy	00:09	13:41
	The carbon budget of your local authority	00:04	13:50
	Local climate strategy	00:04	13:54
	Carbon footprints vs carbon handprints	00:01	13:58
	Your carbon footprint	00:05	13:59
	Higher or lower?	00:04	14:04
	Food: GHG emissions across the supply chain	00:02	14:08
	The carbon footprint of transport	00:03	14:10
	Greening buildings	00:02	14:13
	How does home working influence your carbon footprint?	00:04	14:15
	Personal choices to reduce your contribution to climate change	00:02	14:19
	Workplace carbon footprints	00:15	14:21
	Break	00:10	14:36
	What does a low carbon *Local Area* look like?	00:30	14:46
	Climate action in local authorities	00:10	15:16
Module 4	Prioritising actions	00:02	15:26
	You and your influence	00:11	15:28
	Dragons' Den	00:31	15:39
	Break	00:10	16:10
	Communicating climate change	00:11	16:20
	Complete your evidence form	00:42	16:31
	Time to act	00:11	17:13
	Wrapping up	00:03	17:24
Finishing Time:	17:27		
Total Session Time (M 3 & 4)	03:57		
Total Training Time (M 1, 2, 3 & 4)	07:18		



The role of local authorities

Material: Slides

Timing: 3 minutes

Purpose: Highlighting how the climate emergency affects councils and the local communities that they serve. There are serious impacts to be considered but also many opportunities!

Why should local authorities act? (1) (01:00)

Before the training: Polls with multiple choice answers can be created in Zoom and Microsoft Teams. If you have this facility available, create your poll in a meeting template prior to the training. If you do not have polling as an option, ask learners to answer in the chat box.

If in-person, ask for a show of hands.

It's about creating resilient, self-reliant, healthy and prosperous communities. But how much influence do we actually have as Local Authorities?

Launch your poll to ask/ask learners:

What percentage of UK emissions are direct Local Authority emissions?

a) 2% b) 5% c) 10% -Show poll answers

Launch your poll to ask/ask learners:

What percentage of UK emissions can be influenced by Local Authorities?

a) 10% b) 25% c) 33% - Show poll answers

Reveal the answers with the next slide

Why should local authorities act? (2) (01:00)

Direct Local Authority emissions – 2% of UK emissions.

However Local Authorities can influence around a third of emissions in their local areas - big influence and power for change.

'Emissions under our influence'- refers to buildings, energy, transport and waste in our boroughs.

Note that the UK Government has estimated that as much as 82% of emissions could be within the scope of influence of local authorities. This is through their convening and influencing powers.



We need to make better use of our powers in areas such as procurement, planning, housing, education and transport to help drive reductions in society.

We look after the finances of towns/boroughs – have the responsibility to spend it wisely.

References:

'Around a third of the UK's emissions are dependent on sectors that are directly shaped or influenced by Local Authority, practice, policy or partnerships,'

<https://www.theccc.org.uk/publication/local-authorities-and-the-sixth-carbon-budget/> (p 16)

82% figure - <https://publications.parliament.uk/pa/cm5802/cmselect/cmcomloc/34/3404.htm>

What role do local authorities have? (01:00)

These are some of the roles that local authorities have in their work and communities.

Worth reminding learners about the vast influence, potential and reach that they have. Can add jobs/roles/areas to this list.

Emission trajectories

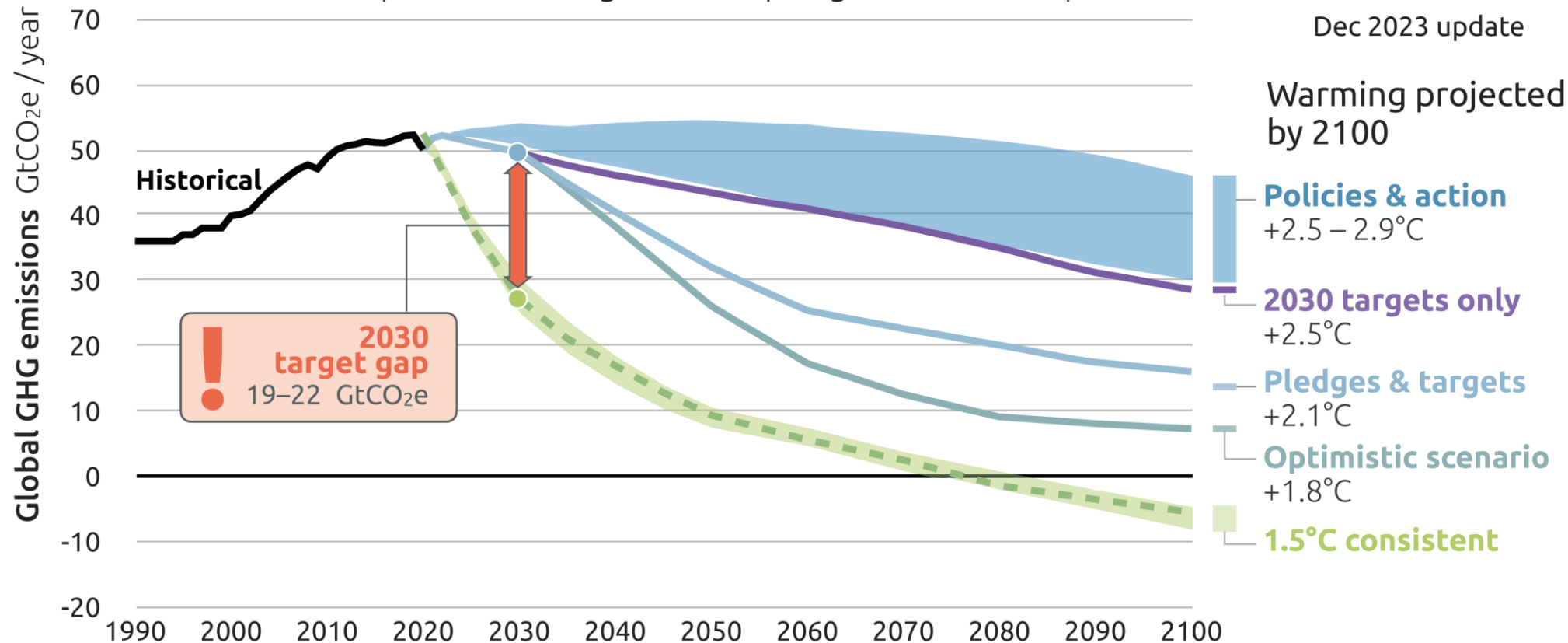
2100 WARMING PROJECTIONS

Emissions and expected warming based on pledges and current policies



Dec 2023 update

Warming projected by 2100



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Activity: Co-benefits game example

Retrofitting means upgrading old buildings to energy-efficient ones. E.g., wall and loft insulation, draught-proofing, double glazing, LED lighting, and installing renewable energy systems

North East Derbyshire District Council

- External wall insulation for 324 energy inefficient council-owned homes
- Expected to deliver a carbon saving of 343 tonnes per year and a financial saving of £286 per household per year
- On-site training delivered for 10 workers in external wall insulation



[Case study within the Ashden Co-Benefits Toolkit](#). Also produced by [Friends of the Earth](#)



Health



Equity &
community



Jobs &
economy



Resilience



Resources
& capacity



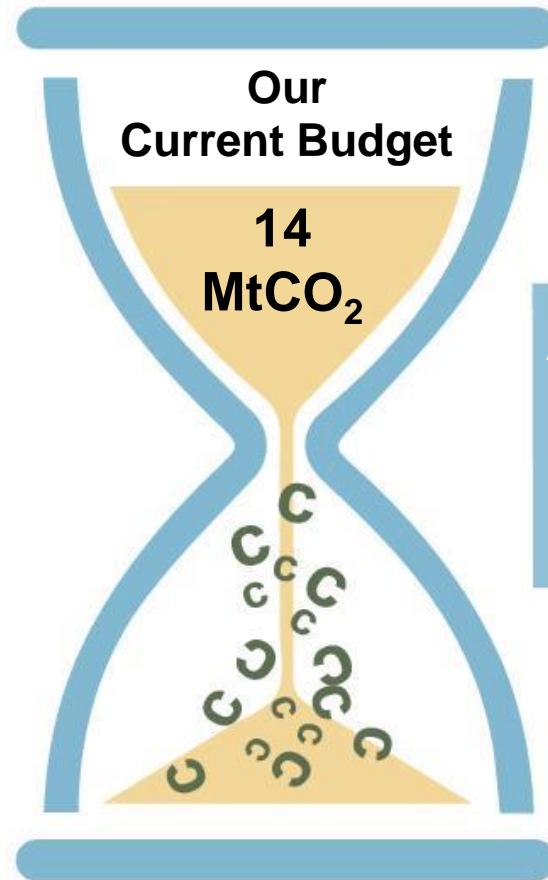
Green space

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Local authority's carbon budget

2020



2027



At 2017 emission rates
this budget will be
gone
within 7 years

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Activity: Reducing ***Local Authority's*** carbon footprint

1. What are we doing currently?
 2. What should we be doing? How can we reduce our **internal** emissions?
- Buildings
 - Waste
 - Energy
 - Procurement
 - Vehicle emissions
 - Water use



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Activity: Dragons' Den

- Discuss within your teams some **interventions and ideas** which would **significantly reduce carbon emissions in your local area** (external emissions under your influence).
- Consider the **co-benefits (financial & health)** and choose your **best idea** to **pitch back: Dragons' Den style** to the rest of the group.

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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 more sustainable size.
- This is also essential to receive your Carbon Literacy certificate!

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