Carbon Literacy for Parish, Town and Community Councils

Trainer Manual

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V2

2023

The Carbon Literacy Project

Department for Business, Energy & Industrial Strategy

GMCA GREATER MANCHESTER COMBINED AUTHORITY

Carbon Literacy Project

CL for Parish, Town & Community Councils - detailed trainer guide

This guide will provide you with all the information you need in order to carry out the Carbon Literacy Parish, Town and Community Councils course. Please note that it is not meant to be read as a script but to be used as a guide for running the training. For more succinct delivery notes, please see the slide notes underneath each slide.

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"

You can choose to either deliver the documentary pathway or the workshop pathway in Module 1:
Documentary pathway - ask learners to watch the full 1 hr David Attenborough Climate Change The Facts Documentary, and skip/hide the slides 'The carbon cycle' to 'Wetter winters, what's the issue?'.
Workshop pathway – don't play the full 1 hr David Attenborough Climate Change The Facts Documentary. Instead deliver all the remaining slides in Module 1.

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_6j6ypvR5m
W5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUlZTRi4u&sharetoken=cF19PB
DJupg1jFuy5lFl
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 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_6j6ypvR5m W5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUlZTRi4u&sharetoken=cF19PB DJupg1jFuy5lFl

If you would like to use our online Microsoft form, you need to duplicate our template using your own email address. If trainers share the link to the template form without duplicating the form, learners will not be able to submit their answers (the submit button will be greyed out). A guide to duplicating this form can be accessed via:

https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5m W5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJupg1jFuy5lFl

Currently there is no 'Save and continue later' feature in Microsoft Forms. If learners intend to complete the form later, please ask them to record their answers somewhere else.

Pre-course evaluation form

You will find a pre-course evaluation form in the Getting Started folder. This is optional but is recommended to help you gain feedback.

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.

You can choose to either deliver the documentary pathway or the workshop pathway in Module 1:
Documentary pathway - ask learners to watch the full 1 hr David Attenborough Climate Change The Facts Documentary, and skip/hide the slides 'The carbon cycle' to 'Wetter winters, what's the issue?'.
Workshop pathway – don't play the full 1 hr David Attenborough Climate Change The Facts Documentary. Instead deliver all the remaining slides in Module 1.

We have included 4 different running orders: Workshop pathway split into 3 sessions, Documentary pathway split into 3 sessions, Workshop pathway split into 2 sessions & Documentary pathway split into 2 sessions.

There are several 'Break' slides throughout the Toolkit. The breaks that we have included in the slide deck are suggestions for 'Workshop pathway split into 3 sessions', and are merely intended as a guide. We suggest that you move the breaks if you wish to deliver another pathway to the locations suggested in the running order of your choice.

Workshop pathway split into 3 sessions

		Duration (hrs:mins)	Start time
Day 1			
Introduction	Intro & What is Carbon Literacy?	00:10	18:00
	The role of town, parish and community councils	00:06	18:10
	All or nothing? / Icebreaker	00:12	18:16
	Training overview	00:01	18:28
Module 1	The difference between weather and climate	00:01	18:29
	The carbon cycle	00:03	18:30
	The greenhouse effect and GHGs	00:04	18:33
	Greenhouse gas game	00:09	18:37
	How is the climate changing?	00:06	18:46
	The scientific consensus	00:05	18:52
	Break	**00:10**	**18:57**
	Global impacts	00:07	19:07
	Pathways to our future / What the impacts mean for society	00:05	19:14
	Climate change impacts in the UK	00:06	19:19
	Local impacts	00:15	19:25
	Climate change impacts in your local area	00:05	19:40
	How's everyone feeling … any questions?	00:05	19:45
Module 2	The Carbon Map	00:15	19:50
	Inequality and carbon emissions	00:07	20:05
	Vulnerability	00:02	20:12
	Local climate vulnerability	00:03	20:14
	International policy	00:11	20:17
	Emission trajectories	00:03	20:28
	UK policy	00:09	20:31
	Your local authority's climate strategy/progress	00:02	20:40
	Your parish/town/community council's climate strategy	00:03	20:42
Finishing Time:	20:45		
Total Session (M 1-2) Time	02:45		

Day 2			
		Duration (hrs:mins)	**Start time**
Module 3	Tackling the climate emergency: tools for cities video - Ashden	00:03	18:00
	Job creation	00:02	18:03
	Co-benefits of climate action	00:32	18:05
	How can we fund climate action?	00:07	18:37
Module 4	Carbon footprints vs carbon handprints	00:01	18:44
	Your carbon footprint (WWF Calculator)	00:08	18:45
	Food: greenhouse gas emissions across the supply chain	00:02	18:53
	The carbon footprint of transport	00:02	18:55
	Resource consumption	00:03	18:57
	Greening buildings	00:02	19:00
	How does home working influence carbon footprints?	00:04	19:02
	Personal choices to reduce your contribution to climate change	00:02	19:06
	Emissions under your council's influence and neighbourhood planning	00:06	19:08
	Break	**00:10**	**19:14**
	Your local area's footprint	00:04	19:24
	Reducing your local area's carbon footprint	00:05	19:28
	Community engagement	00:03	19:33
	Your best idea for community engagement / Dragons' Den	00:20	19:36
Module 5	Action planning and levers of influence	00:19	19:56
Finishing Time:	20:15		
Total Session Time (M 3, 4 and 5)	02:15		

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Day 3			
		Duration (hrs:mins)	Start time
Module 5	Levers of influence	00:04	18:00
	Transform the change targets using the levers of influence	00:30	18:04
	Case studies of climate action	00:04	18:34
	Taking action	00:06	18:38
	You and your influence	00:11	18:44
	Break	**00:10**	**18:55**
	Completing your evidence form	00:42	19:05
Module 6	Talking about climate change video	00:05	19:47
	Britain Talks Climate / Communicating climate change	00:31	19:52
	How do we empower people?	00:01	20:23
	The discourses of delay	00:02	20:24
	Wrapping up	00:10	20:26
Finishing Time:	20:36		
Total Session Time (M 5 & 6)	02:36		
Total Training Time (M 1-6)	07:38		

How can we fund climate action?

Material: Slides
Timing: 7 minutes
Purpose: To make learners aware that there are many different ways parish, town and community councils can fund climate action.

How can we fund climate action? (01:00)

This slide acts as an introduction to the following slides which outline case studies of how parish, town and community councils can fund climate action.

Section 106 agreements (England & Wales) (02:30)

In England and Wales: Planning obligations under Section 106 of the Town and Country Planning Act 1990 can be used to require developers to pay local authorities a fee to offset the 'planning gain' associated with property development.

Work with your local authority to ensure Section 106 money is used for local environmental projects – Section 106 money is usually awarded to projects in the same town or parish as the property development.

E.g., Chigwell Parish Council used £1.2m in Section 106 contributions from developers to fund three new local bus services. All three services will be free and for residents only.

In Scotland: Planning obligations under Section 75 of the Town and Country Planning (Scotland) Act 1997 can be used to require developers to pay local authorities a fee to offset the 'planning gain' associated with property development.

Work with your local authority to ensure Section 75 money is used for local environmental projects – Section 75 money is usually awarded to projects in the same town or parish as the property development.

Reference:
"Excerpts from Climate change case studies have been reproduced, by permission, from the National Association of Local Councils"

Community shares (02:30)

Community shares allow local residents and businesses to invest in social and environmental initiatives by purchasing shares.

The funds raised through the shares offer a flexible way to raise finance.

Community shares have been invested into co-operative and community businesses including shops, pubs, renewable energy schemes, housing projects and community hubs.

England: The Community Shares Booster Fund is a funding scheme designed to support community share offers. To help groups to prepare community share offers, the initiative offers development grants averaging £5,000 and matches investment pound for pound up to £25,000, providing the minimum share offer target is achieved. Community Energy England lists a selection of share offers on their website: https://communityenergyengland.org/pages/share-offers

Scotland: Community Shares Scotland provides free support and guidance to anybody interested in learning more about community shares. Eligible groups can also receive up to six days of tailored consultancy to help develop a community share offer, and can apply for a Microgrant to support the marketing and promotion of a community share offer. https://communitysharesscotland.org.uk/

Wales: The Community Shares Wales Resilience Project is delivered by Cwmpas. Cwmpas offers support and advice to groups looking to raise investment through community shares. https://cwmpas.coop/what-we-do/services/community-shares-wales/

More information about Community Share Offers:
https://www.uk.coop/start-new-co-op/support/community-shares
https://www.uk.coop/support-your-co-op/community-shares/support
https://www.uk.coop/start-new-co-op/support/community-shares/booster-programme
https://www.uk.coop/start-new-co-op/support/community-shares/standards

Lots of other case studies are available on the Internet including:
https://www.sharenergy.coop/portfolio/
https://www.repowering.org.uk/

Other references: https://www.repowering.org.uk/north-kensington-community-energy/ https://www.thenews.coop/151027/topic/financial/as-high-street-giants-fall-community-shares-help-businesses-thrive/

Bringing people together for bulk purchases (01:00)

Parish, town and community councils can bring together local homeowners and businesses.

Bringing groups of people together for bulk purchases helps local people to achieve discounts through economies of scale and allow parties to purchase clean energy at affordable prices.

The Centre for Sustainable Energy outlines more information about the benefits of bulk buy schemes. https://www.cse.org.uk/news/view/1853

References:
https://www.frometowncouncil.gov.uk/fromes-solar-streets/
20 actions parish and town councils can take on the climate and nature emergency – Friends of the Earth:
https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency
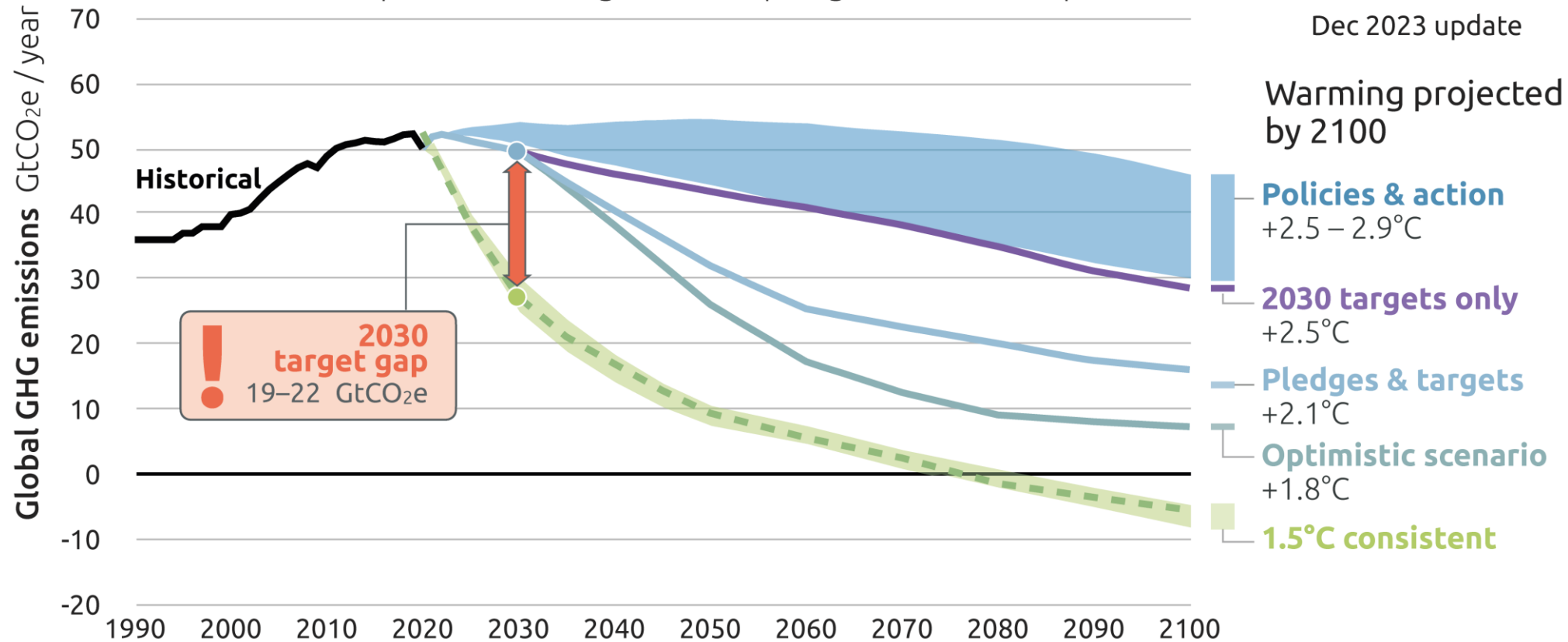
Emission trajectories

2100 WARMING PROJECTIONS
Emissions and expected warming based on pledges and current policies

Climate Action Tracker
Dec 2023 update

Global GHG emissions GtCO₂e / year

Historical

2030 target gap
19–22 GtCO₂e

Warming projected by 2100

Policies & action
+2.5 − 2.9°C

2030 targets only
+2.5°C

Pledges & targets
+2.1°C

Optimistic scenario
+1.8°C

1.5°C consistent

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Promoting a circular economy

Farnham & Hovingham Parish Councils

- From over 60 events, Farnham Repair Café has led to savings of over 35.5 tCO_2e and £105,582. Hovingham Parish Council and a community group run a virtual share shed where tools, cleaning and gardening equipment can be shared.

Case study reported by the Farnham Herald

Health

Equity & Community

Financial savings

Resilience

Green space

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Your local area's footprint

Blandford Forum

14.2t CO$_2$e*

per-household consumption footprint (p.a.)

EMISSIONS BREAKDOWN (t CO$_2$e)

Consumption of goods and services	5.22
Food and diet	3.41
Housing	2.79
Travel	2.7
Waste	0.1

*CO2e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.

IMPACT Tool
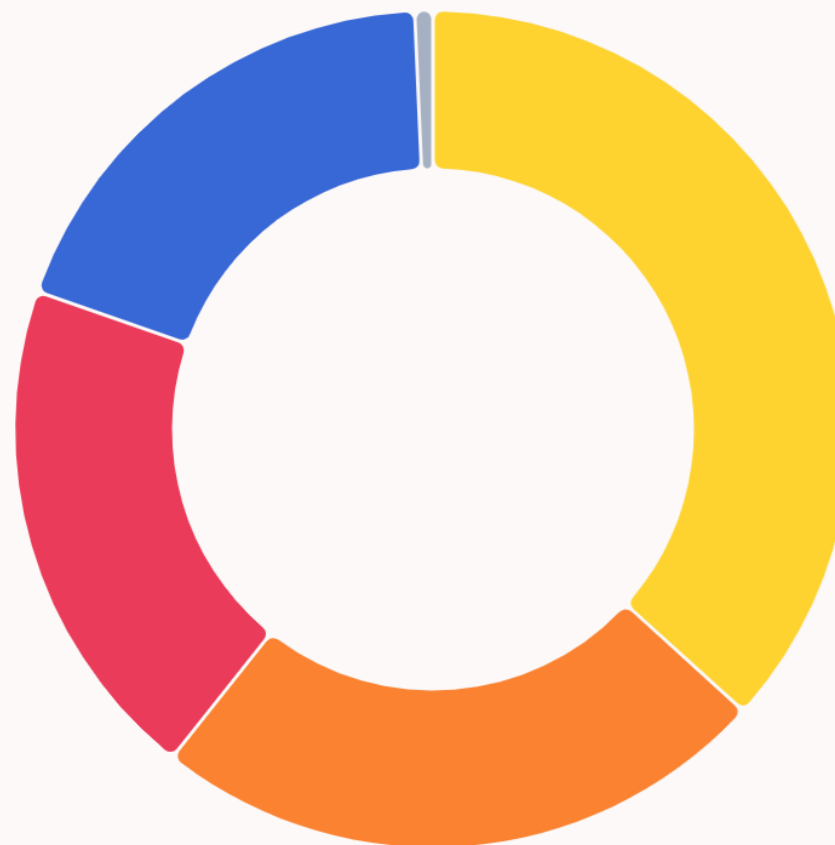
Activity: Your best idea for community engagement

- What low carbon initiatives would be popular with local people?
- How do we actively engage the community in supporting/taking climate action?
- Does your best idea align with local concerns?
- How does it benefit the local community?
- Who do we need to get involved to make this work?

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Community engagement

- Make it about local issues
- Don't do it alone
- Don't wait for everyone to be on board
- Find your angle
- Emphasise the co-benefits of taking action
- Offer practical solutions
- Turn action into engagement
- Build a picture of the future

[David Urry's Community Engagement Tips](#)

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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!