

3. Item for Information

Subject	Response to recommendation: NESC/16/13 Manchester City Council Climate Change Action Plan and Emissions Report
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Summary

At its meeting in July 2016, the Committee recommended that a report describing the alternative options considered to deliver Carbon Literacy Training be submitted to the November 2016 meeting.

Response

1.0 Introduction

- 1.1 This paper sets out the options which are available to provide elected Members with Carbon Literacy Training.

2.0 Background

- 2.1 In 2013, the Council committed to providing a day's worth of Carbon Literacy Training to its staff and elected members in order to help meet the carbon reduction targets of Manchester City Council and the city.
- 2.2 Carbon Literacy Training has been successfully delivered to 985 members of staff and 23 elected members. Another 21 members have engaged in one part of the training and 52 members have not completing either element of the training. Initially, training was delivered by Council officers, however following an internal review, trainers from Manchester Metropolitan University were recruited to deliver the second half of Phase 1 training to staff and members.
- 2.3 The Carbon Literacy Training consists of two parts. The first is an e-learning package accessed via Virtual College, the Council's e-learning portal. The second part is a two hour face-to-face group training session. Both parts of the training need to be completed for individuals to be certified as 'Carbon Literate'.
- 2.4 The Council is currently in the process of transferring all e-learning packages to a new platform. As such, the Carbon Literacy e-learning training will be unavailable for a period after December 2016. It is unclear at present how long the Carbon Literacy e-learning will be unavailable for. A new system will be in place in 2017 and the corporate e-learning team will need to roll out new log in details throughout the whole Council.

3.0 Previous options available to elected members

- 3.1 Carbon Literacy training has been available for elected members since 2013. To encourage members to complete the e-learning package assistance has been provided by officers in the form of:
- A dedicated laptop and member of staff available in the Town Hall Extension;
 - E-learning training sessions available at a variety of times and dates in the Town Hall ICT suite;
 - The identification of a dedicated officer whose details were provided to assist members to log on to the e-learning system and complete the training.
- 3.2 A number of member specific face-to-face training sessions have also been made available in the Town Hall Extension at a variety of times and dates to accommodate members schedules. The face to face sessions involve group discussion and require a minimum of three participants for them to be viable due to the peer learning elements of the course. Unfortunately several of these have been subsequently cancelled as less than three members have been able to attend.

4.0 Current Training Options

There are several options available in delivering training to those members that have not yet received it.

4.1 Option 1: Continue to provide ad hoc face-to-face training delivered by MMU and promote the e-learning module –

This option has been used for the past 3 years but has delivered limited success.

The disadvantage of this approach is that the MCC e-learning portal is being transferred to a new provider from December 2016 making the e-learning package inaccessible for several months. As such, members would only be able to complete half of the required training.

The advantages of this option are that the processes and training material are already established and the costs of delivering the training are relatively low, providing attendance at each face-to-face session is high e.g. a minimum of 15 participants.

4.2 Option 2: Members to attend city wide training programmes - Several organisations across the city are currently running Carbon Literacy Training sessions for their staff. Officers could negotiate with these organisations to enable Members to attend and could provide details of these sessions to Members who could then attend these sessions.

The disadvantages of this approach are that members would need to make contact with the organisations themselves and the training modules would not

have been created specifically for members. It is also likely that there would be some additional cost to the authority to access other organisations' training sessions. The cost of these courses is unknown at present and is likely to vary between organisations.

The advantages of this option are that members have the potential to pick the training option that suits them e.g. location, timing and organisation. Another benefit is that some of the training organisations may be community based.

- 4.3 Option 3: Develop a bespoke full day member training package –** For officers and members to work with MMU to develop a full day face-to-face training session. Officers will work with an identified lead member to develop the training course content and to organise suitable dates and times for members to attend session.

The advantages of this approach are that a bespoke member training package will be developed that is entirely face to face. There could potentially be scope to hold these sessions away from the Town Hall and to invite additional community representatives if appropriate.

The disadvantages of this option is that due to the resources required this package will not be developed until early 2017 and will require dedicated member resource to develop the package and to drive member engagement. This option will also have higher costs associated with it in terms of staff resource, training development and delivery.

5.0 Recommendations

5.1 It is recommended that:

- The Committee note the options for member Carbon Literacy Training outlined above; and
- The Committee recommend that option 3 is progressed as this will enable a large number of members to access the training. In order to overcome some of the previous challenges, it is recommended that a lead member for carbon literacy training is identified to promote Carbon Literacy Training to other elected members and work closely with officers to ensure effective delivery.