



# **Climate Change Ward Action Plans** **Task and Finish Group**

Date: Thursday, 23 March 2023

Time: 2.00 pm

Venue: Council Antechamber, Level 2, Town Hall Extension

Everyone is welcome to attend this subgroup meeting.

## **Access to the Council Antechamber**

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

**There is no public access from any other entrance.**

## **Membership**

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### **Councillors –**

Wright (Chair), Doswell and Shilton Godwin

# Agenda

**1. Urgent Business**

To consider any items which the Chair has agreed to have submitted as urgent.

**2. Appeals**

To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.

**3. Interests**

To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.

**4. Minutes**

To approve as a correct record the minutes of the Climate Change Ward Action Plans Task and Finish Group meeting held on 23 February 2023.

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**5. Approach To Establishing SMART Reporting Of The Outcomes of Climate Change Ward Action Plans**

Report of the Head of Neighbourhoods and the Strategic Lead Neighbourhoods South

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This report considers options for reporting approaches that record the outcomes, impact, and activity of Climate Ward Action Plans. Suggestions of best practise from other work and future aspirations for the monitoring and evaluation of Climate Ward Action Plans.

**6. Terms of Reference and Work Programme**

Report of the Governance and Scrutiny Support Unit

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Members are invited to review the Terms of Reference and agree the Work Programme of the Subgroup.

## Further Information

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For help, advice and information about this meeting please contact the Committee Officer:

Lee Walker  
Tel: 0161 234 3376  
Email: [lee.walker@manchester.gov.uk](mailto:lee.walker@manchester.gov.uk)

This agenda was issued on **Tuesday 14 March 2023** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension, Manchester M60 2LA.

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## Climate Change Ward Action Plans Task and Finish Group

### Minutes of the meeting held on 23 February 2023

#### Present:

Councillor Wright – In the Chair

Councillor Shilton Godwin

**Apologies:** Councillor Doswell

#### Also present:

Councillor Igbon, Executive Member for Vibrant Neighbourhoods

### ECCSC/CCWAP/23/01 Climate Change Action Ward Plans - Introduction

The Task and Finish Group considered the report of the Head of Neighbourhoods and the Strategic Lead Neighbourhoods South that provided an introduction to Climate Change Action Ward Plans (CCAOWPs).

Key points and themes in the report included:

- Describing the current rationale and purpose of Climate Change Action Ward Plans (CCAOWPs);
- The framework on which these plans were produced;
- The role of Climate Change Officers within Neighbourhood Teams; and
- Providing examples of ward level CCAOWPs from each neighbourhood team.

The Chair opened the meeting by welcoming all those present and reiterating the Terms of Reference of the Group, noting that these had been agreed by the Environment and Climate Change Scrutiny Committee.

Some of the key points that arose from the Task and Finish Group's discussions were: -

- Discussing the template used to produce the CCAOWPs and questioning if this was too prescriptive to capture the ambitions of residents;
- Noting that some of the actions described in the examples provided did not initially appear to relate to climate change and asking if these could be reviewed;
- Recognising that the staff working in Neighbourhood Teams had a challenging and busy workload with multiple responsibilities;
- Recognising the difference between wards especially in regard to the prevalence of green space and the types of businesses within ward boundaries;
- Each ward had different opportunities and challenges to address climate change;
- Noting that a consistent approach should be applied across all ward plans, and these should draw upon examples of good practice identified;
- Discussing the need to have meaningful KPIs and measurable targets, noting that this was to be discussed in detail at the next meeting;

- Stating that KPIs needed to be consistent across all ward plans and stating that some outcomes could take years to realise and it was important to recognise and articulate this;
- Discussing the often perceived tension between CCAWPs and the Our Manchester approach to resident engagement, adding that many residents were already engaged in the subject of climate change, however recognising the need to ensure the plans were practical and deliverable yet still capture and articulating the voice of residents;
- To ensure CCWAPs were realistic, consideration needed to be given to being explicit in the plans to identify what activities were measurable and reportable and what were ambitions;
- CCWAPs should differentiate between what we committed to, what we sought to influence and what we would like to see. This approach recognised the powers and resources available so as not to devise a plan that was ultimately undeliverable;
- Welcoming the inclusion in one of the examples that clearly identified and differentiated those partner projects;
- Noting that granular data was available in regard to recycling rates, however recognising that capturing and measuring repair and reuse data was challenging;
- Questioning if the number of events held was a useful metric, adding that an imaginative approach was required and providing an example of a school fashion show to highlight upcycling;
- Data on active travel needed to be collected at a ward level, including that relating to school children;
- Data from different Council departments, such as Highways should be used to inform the reporting of metrics;
- Discussing the need to influence behaviour change and the need to improve the structures and opportunities in the first instance (such as active travel infrastructure etc) to enable this;
- Carbon literacy training needed to be available in all wards;
- Increased tree planting needed to be included in all CCWAPs, noting that targets and outcomes could then be easily obtained and reported;
- Noting that certain programmes and projects were not ward specific and suggesting that consideration should be given to including an additional section on the plans that detailed broader Place Based initiatives that supported initiatives to address climate change; and
- Considering if CCAWPs should be published and available to the public.

The Head of Neighbourhoods informed the Committee that the Manchester Climate Change Agency had been invited to attend the meeting but unfortunately could not attend. She advised that they would be present at the next meeting where the Group would have the substantive item on metrics and reporting. In response to the Members' discussions, she stated that the template was never intended to be restrictive. She said that whilst all wards had used the template the contents of the plans were very different and reflected the ambitions and priorities of the individual wards. She reiterated and endorsed the comments articulated by the Members that the plans needed to be deliverable and explicit regarding the ambitions that were not within our gift to deliver.

The Executive Member for Vibrant Neighbourhoods stated that it was everyone's responsibility, including the different departments of the Council, to take action to address climate change. She described that a significant amount of activity had been undertaken on the issue of behaviour change and reusing and recycling. She stated that in the context of the cost-of-living crisis this was more relevant than ever for many residents. She said this activity and awareness campaigns had been delivered in partnership with a range of organisations, such as Keep Britain Tidy. She further commented that consideration needed to be given to capturing and reporting a range of data from different sources, referring to the wealth of information that schools collected about pupil active travel.

In concluding this item of business, the Chair stated that the discussion and deliberations from this meeting would inform the final recommendations of the Group.

### **Decision**

To note the report.

### **ECCSC/CCWAP/23/02 Work Programme of the Task and Finish Group**

The Task and Finish Group considered the terms of reference and future work programme and were invited to make any amendments.

### **Decision**

To note and approve the work programme.

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**Manchester City Council  
Report for Information**

**Report to:** Climate Change Ward Action Plans Task and Finish Group – 23 March 2023

**Subject:** Approach to Establishing SMART Reporting of the Outcomes of Climate Change Ward Action Plans

**Report of:** The Head of Neighbourhoods &  
The Strategic Lead Neighbourhoods South

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### Summary

This report considers options for reporting approaches that record the outcomes, impact, and activity of Climate Ward Action Plans. Suggestions of best practise from other work and future aspirations for the monitoring and evaluation of Climate Ward Action Plans.

### Recommendations

1. A consistent structure for all plans should be maintained with the addition of broader partner action and place-based initiatives section.
  2. KPIs are further developed with specific time bound targets attached to each action in Ward CCAPs.
  3. Progress on the development of plans and the development of KPIs is reported into Environment and Climate Change Scrutiny as part of the annual Neighbourhood Teams update. This will include progress on the delivery of the In Our Nature Programme.
  4. The Task and Finish group consider publication of all ward climate change action plans.
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### Wards Affected: All

<p><b>Environmental Impact Assessment</b> - the impact of the issues addressed in this report on achieving the zero-carbon target for the city</p>
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<p>The issues addressed in this report will work towards delivery of Workstream 5 of The Council's Climate Change Action Plan 2020-25 concerned with influencing behaviour as a catalyst for change. A key component of the plan and this workstream is working at the neighbourhood level to enable and support community groups and residents to engage in the climate change agenda through the Ward Climate Change Action Plans and build capacity to take positive local action communities on reducing their carbon impact.</p>
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**Equality, Diversity and Inclusion** - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments

The delivery of Ward Climate Change Action Plans aims to better define the impact of the actions undertaken to engage all groups across the city including protected or disadvantaged groups and equality monitoring will be carried out going forward to understand the impact on diverse communities.

<b>Manchester Strategy outcomes</b>	<b>Summary of how this report aligns to the OMS/Contribution to the Strategy</b>
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The transition to a zero-carbon city will help the city's economy become more sustainable and will generate jobs within the low carbon energy and goods sector. This will support the implementation of the Our Manchester Industrial Strategy and Manchester Economic Recovery and Investment Plan.
A highly skilled city: world class and home-grown talent sustaining the city's economic success	Manchester is one of several UK cities that have agreed a science-based target and is leading the way in transitioning to a zero-carbon city. It is envisaged that this may give the city opportunities in the green technology and services sector.
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	Transitioning to a zero-carbon city can help to tackle fuel poverty by reducing energy bills. Health outcomes will also be improved through the promotion of more sustainable modes of transport and improved air quality.
A liveable and low carbon city: a destination of choice to live, visit, work	Becoming a zero-carbon city can help to make the city a more attractive place for people to live, work, visit and study.
A connected city: world class infrastructure and connectivity to drive growth	A low-carbon transport system would create a world class business environment to drive sustainable economic growth.

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

### **Financial Consequences – Revenue**

### **Financial Consequences – Capital**

**Contact Officers:**

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Name: Anne Taylor  
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**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy, please contact one of the contact officers above.

Report to Climate Change Ward Action Plans Task and Finish Group – 23 February 2023

Report to Environment and Climate Change Scrutiny Committee – 11 November 2021 - The Role of Neighbourhood Teams in Developing Local Climate Change Activity and Partnership Working

Report to Environment and Climate Change Scrutiny Committee - 10 November 2022 - Update on the Role of Neighbourhood Teams in developing local climate change activity and partnership working

## **1.0 Introduction**

- 1.1 The first meeting of the Task and Finish group focused on the development and approach to ward climate change action plans. A number of points were raised by members of the task and finish group that will allow these action plans to be strengthened. This includes suggestions for measures, namely monitoring recycling rates across wards, the introduction of a section on aspiration and spheres of influence so that each plan is able to demonstrate ambition into the future and a section that includes activity that is happening either across wards or on a neighbourhood level, recognising that there is a lot of activity that is not always ward focused but instead stretches across a wider geographic footprint.
- 1.2 The focus on this report is ways in which the monitoring of the impact of actions in the 31 ward plans in the city can be strengthened. This will enhance the current approach which records the number of engagements and activities that take place across the wards in the city and begin to define targets and record the effectiveness of interventions.

## **2.0 Background**

- 2.1 The current approach to recording actions in Climate Ward Action Plans is based on a set of KPIs (Key Performance Indicators) which were detailed in the previous report to the Climate Change Ward Action Plans Task and Finish Group. This data is collected across the year and reported in April each year for the previous year. This report is currently being collated for 2022/23. Data in this report is focussed on recording and measuring the number of interventions, funding to support those interventions and the reach of those interventions in terms of resident engagement. As discussed at the last task and finish group meeting, this work needs to grow in maturity and this will continue to develop as the programme of activity moves forward.

## **3.0 Opportunities for the development of performance measures**

- 3.1 It is important that Climate Ward Action Plans are ambitious but remain realistic in terms of targeting practical actions that are within the sphere of influence of and can effectively be delivered or influenced by the officers, partners, and residents in each area. Considerable work has been undertaken in the last 12 months to redefine the actions in each action plan to make them deliverable, specific to each ward and informed by our neighbourhood intelligence and consultation. Our next phase of work will focus on targets for those actions that are monitored to demonstrate impact as far as possible.
- 3.2 Extensive research at national and international level has focused on the areas of action for citizens that have the greatest impact on carbon reductions. These are consistently agreed to be focused on Sustainable Energy and Water Use, Sustainable Purchasing and Consumption (including diet), Sustainable Travel and Resilience to Climate Change. However, there are significant areas outside of but related to this that offer straightforward and accessible opportunities to engage residents in discussions about climate

change and increase their knowledge and awareness including increasing recycling (including food waste, plastic, glass, cardboard/paper etc), reducing littering and flytipping, and greening and biodiversity projects. All these activities are included in Climate Ward Action Plans and will be extended, with clear objectives attached about deepening conversations related to carbon literacy at all levels and opportunities. This includes links to activities and groups involved in Keep Manchester Tidy and GB Spring Clean.

- 3.3 In addition to this, opportunities are explored to connect other activity delivered at neighbourhood and ward level on Cost-of-Living support and food offer, greening and biodiversity, road safety, health equity and healthy living with climate change messages. This will include sharing advice and support on delivering sustainable events in line with the guides produced by Manchester City Council and the Plastic Free GM campaign. Neighbourhood Officers have built a bank of best practice examples for climate change engagement at local level and will continue to add to this and share information across the neighbourhood teams.
- 3.4 Supporting residents to act is the focus of most of the activity at ward level and is broadly recognised to be challenging to monitor. In preparing this report, officers have looked at examples of monitoring climate change behaviour change in the UK This has included examples from Hampshire County Council who focused on identifying the key opportunities and barriers to achieving desired behaviour change amongst citizens to quantify who is willing to take different climate actions, quantify barriers and motivations and understand who it is best to target; supported by statistical analysis conducted by the University of Southampton; The Scottish Government who conducted broad citizen survey on attitudes to and engagement with climate change actions in 2022; The Local Government Association who recognised the importance capacity of Councils to build strong relationships with the public and wider stakeholder to encourage uptake of carbon actions, community engagement as a fundamental driver of success in this area of work but recognising the challenges of a lack of dedicated resource to monitor and evaluate projects and programmes in the 2022 Neighbourhood Approach to Decarbonisation report; and Islington Council's high profile public engagement campaign around waste and littering which focused on behaviour change but monitored through analysis of littering rather than individuals behaviours.
- 3.5 This is a challenging area and work is still ongoing to learn about the most effective methods. Sustaining the change that people make is another key focus that is and will be considered in terms of actions and the repeated consistent messaging from multiple sources that has been shown in studies to increase the likelihood of action being taken. The activity in ward plans will focus on engaging with a broad range of residents and supporting people who have the motivation and capability to do things; being clear about what they can do and the actions that will make the greatest impact on climate change objectives.

One way in which an understanding of sustained change and can be captured is through conducting surveys and interviews with broad questions that

demonstrate people's level of understanding of climate change as an urgent problem, how their behaviour and lifestyle can contribute to addressing climate change and what actions they can take to help tackle climate change. This way of working could be incorporated into events and activities, where appropriate to monitor the change in affirmative action in different areas of the city. This will include information where possible on the background and characteristics of residents engaging so this intelligence can be used to focus on sections of the community that are not yet engaged in the climate change conversation. This will demonstrate progress over time.

- 3.6 The lottery funded In Our Nature programme aims to enable communities to take action in supporting and addressing climate change within the city. The programme is delivered in partnership with a number of organisations, including the Council. Whilst the programme is in its early stages it provides another opportunity for learning and ways of demonstrating impact that can be built into ward climate change action plans as the programme develops. The programme is supported by the Tyndall Centre for Climate Change Research and through this work, a local carbon footprint is being developed. This will be a useful tool moving forward in informing and enabling focused areas of action that can be aligned with the ward climate change action plans and will support in identifying methods of quantifying the carbon impact of climate action taken by residents. In this way, we will build up knowledge and understanding of the measurement and monitoring of climate change emissions as well as ward level carbon footprints to add to our neighbourhood intelligence in planning meaningful climate action at a local level.
- 3.7 Further to discussion at the last task and finish group meeting, it is suggested that the current KPIs will be further developed and data collected on engagement levels, schools involved in active travel and anti-idling and other clean air activity, recycling rates at ward levels, food waste, greening projects including biodiversity, food growing and tree planting, plastic free events, EV (Electric Vehicle) Charge provision, energy efficiency advice and surveys of those attending events to determine understanding and willingness to take action. Neighbourhood Managers and officers supported by CCNOs will work in the next quarter towards having a specific, time bound target attached to each action in Ward CCAPs so that progress can be monitored and reported effectively. Alongside this it is suggested that each plan has a summary at the end of partner actions and broader place-based initiatives that are in or related to the ward and broader local neighbourhood but not directly delivered by ward officers.

#### **4.0 Other considerations**

- 4.1 Ward level climate change plans are an important component of the Council demonstrating its commitment to working with residents and communities across the city to support its ambition of net zero. These plans are dynamic documents that are amended and refined as further consultation, intelligence and information is gathered, with actions will be agreed by local councillors and officers on an annual basis. In order to enable input from communities

across the city, it is suggested that the task and finish group consider whether the plans are made available publicly.

- 4.2 As discussed at the meeting of the Climate Change Ward Action Plans Task and Finish Group on 23<sup>rd</sup> February, it is recognised that whilst the template and format of ward plans is consistent across the city, the content and emphasis across the themes differs from ward to ward guided by engagement with communities and intelligence about specific issues in each ward ensuring that they are relevant to local areas. It is recommended that this consistent structure should be maintained.

## **5.0 Recommendations**

5.1 It is recommended that

1. A consistent structure for all plans should be maintained with the addition of broader partner action and place-based initiatives section.
2. KPIs are further developed with specific time bound targets attached to each action in Ward CCAPs.
3. Progress on the development of plans and the development of KPIs is reported into Environment and Climate Change Scrutiny as part of the annual Neighbourhood Teams update. This will include progress on the development of the In Our Nature Programme.
4. The Task and Finish group consider publication of all ward climate change action plans.

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Title	Climate Change Ward Action Plans Task and Finish Group
Membership	Councillors Wright (Chair)
Lead Executive Members	Councillor Igbon, Executive Member for Vibrant Neighbourhoods Councillor Rawlins, Executive Member for Environment and Transport
Strategic Directors	Carol Culley, Deputy Chief Executive and City Treasurer
Lead Officers	Shefali Kapoor, Head of Neighbourhoods
Contact officer	Lee Walker, Scrutiny Support Officer
Objectives	<p>1. To clarify role and purpose of Ward climate change action plans.</p> <p>2. To ensure that all Climate Change Ward Action Plans are consistent, specific, reflect the needs and priorities of each ward and demonstrate a golden thread to the Citywide Zero Carbon Action Plan (golden thread), that is consistent across all plans.</p> <p>3. To identify SMART (specific, measurable, assignable, realistic and time-related) reporting criteria and Key Performance Indicators for Climate Change Ward Action Plans.</p> <p>4. To consider any gaps, challenges and aspirations that will aid the continued development of Climate Change Ward Action Plans.</p>
Key Lines of Enquiry	<p>1. Consider and review the methodology and approach taken to agreeing individual Climate Change Ward Action Plans.</p> <p>2. Consider the options and approach taken to establishing SMART reporting of the outcomes of Climate Change Ward Action Plans. This will include consideration of best practice and challenges.</p>
Operation	This Subgroup will report its findings to the Environment and Climate Change Scrutiny Committee by submitting minutes to the Committee. The Committee will be asked to endorse any recommendations from the Subgroup.
Access to Information	<p>Meetings of the Subgroup will be open to members of the media and public except where information that is confidential or exempt from publication is being considered.</p> <p>Papers for the Subgroup will be made available to members of the media and public on the Council's website and Central Library except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	To be determined.
Commissioned	10 November 2022

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**Environment and Climate Change Scrutiny Committee Climate Change Ward Action Plans Subgroup  
Work Programme – 2023**

<b>Meeting 2: Thursday 23 March 2023 Council Antechamber at 2pm Deadline for reports: Monday 13 March 2023</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Climate Change Action Ward Plans – Measuring Outcomes	To receive a report that considers the options and approach taken to establishing SMART reporting of the outcomes of Climate Change Ward Action Plans. This will include consideration of best practice and challenges.	Councillor Rawlins Councillor Igbon	Shefali Kapoor	
Terms of Reference and Work Programme	To review and agree the Subgroup’s terms of reference and work programme and consider any changes or additions that are necessary.		Lee Walker	

<b>Meeting 3: To be confirmed</b>				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Climate Change Action Ward Plans – Next Steps	To receive a report that considers next steps, including consideration of future aspirations and how to address gaps that have been identified during previous discussions.	Councillor Rawlins Councillor Igbon	Shefali Kapoor	
Final Recommendations	To agree the final recommendations of the Task and Finish Group.		Lee Walker	

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