

**Manchester City Council  
Report for Information**

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

**Subject:** The rationale and purpose of Ward Climate Change Action Plans; the framework on which these are produced and the role of Climate Change Officers within Neighbourhood Teams

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

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**Summary**

This report describes the current rationale and purpose of Ward level Climate Change Action Plans that have been developing since the declaration of the Climate Emergency in Manchester in 2019. The report further details the framework on which these plans are produced and the role of Climate Change Officers within Neighbourhood Teams. This report includes two examples of ward level CCAPs from each neighbourhood team.

**Recommendations**

It is recommended that the Task and Finish group consider and comment on the report and appended Ward CCAP examples to feed into the second meeting of the group and the final report back to Environment and Climate Change Scrutiny Committee.

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**Wards Affected:** All

**Environmental Impact Assessment** - the impact of the issues addressed in this report on achieving the zero-carbon target for the city

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.

**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

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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 Environment & Climate Change Scrutiny Committee - 24 June 2021 - Introduction to the Neighbourhood Climate Change Officers

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

Role Profile Climate Change Neighbourhood Officer

## **1.0 Introduction**

- 1.1 As a result of recommendations and decisions at Environment and Climate Change Scrutiny meetings in November 2022 and January 2023 the Task & Finish group has been established to evaluate the ward level Climate Change Action Plans and the associated Key Performance Indicators and other meaningful outcome measurements and reporting.
- 1.2 This first report explains the rationale and purpose of the ward level Climate Change Action Plans which seek to identify activity to engage residents, partners, and businesses in delivery of action to address climate change at a local level. The report also details the framework for production of these plans and the role Climate Change Neighbourhood Officers.

## **2.0 Background**

- 2.1 Ward Plans have been in place since the late 1990s in every ward in the city to provide locally relevant context for the delivery of services, identify achievements and understand opportunities. They aim to identify local priorities to assist action planning at a local level engaging across council services and partners in response to the needs identified through members, community engagement and analysis of data. Manchester City Council adopted the motion which declared a Climate Emergency in July 2019. One of the actions in the motion was to encourage involvement in all wards by April 2020 through meetings as part of the [Our Manchester strategy](#), to identify residents and partners who want to be actively involved in achieving the target, with provision for those who could not attend. This action also included the agreement to ensure ward plans contained specific, measurable, achievable steps related to climate change. Following this, in January 2020 it was agreed that all 32 ward plans would include deliverable climate change actions with ward coordination meetings as the forum for members and officers to drive through local delivery and that officers in Neighbourhoods Teams should be prioritised for Carbon Literacy training. This was intended to strengthen the focus on enabling, supporting and celebrating a bottom-up approach to reducing carbon emissions that harnessed the power, passion, and energy in communities with a view to engaging as broad a range of communities in the development of the Manchester Climate Change Framework.
- 2.2 In 2021 separate ward level Climate Change Action Plans (CCAPs) for each ward in the city outside of the city centre started to be developed to be in place alongside the main ward plans. In the city centre, a single Ward CCAP was developed covering the Deansgate and Piccadilly wards combined. These aimed to provide a framework for tracking activity aimed at engaging communities in measures to reduce carbon emissions and adapt to climate change at a local level. This supports the Council's Climate Change Action Plan 2020-25 Workstream 5, the cross-cutting theme concerned with influencing behaviour as a catalyst for change and provides a clear focus at a local level to support the city's ambitions of reaching net zero emissions.

2.3 To support this activity three Climate Change Neighbourhood Officer roles were appointed in March and April 2021; one officer based with each of the Neighbourhood Teams in North, Central and South Manchester. From their creation, the focus of the officers was intended to be in providing leadership and support in developing approaches to carbon reduction at a local level and less on ward specific project delivery (which remains the responsibility of the Neighbourhood Managers and Officers in each ward). The Climate Change Officers provide direction, innovation and knowledge and experience to ensure that Councillors and communities have support and information to develop locally based climate change initiatives. The roles were initially temporary two-year appointments but were made permanent in 2022.

### **3.0 Main issues**

3.1 Rationale and Purpose of Ward level Climate Change Action Plans

3.2 Ward level plans seek to identify priorities that are deliverable at ward level. They provide a framework for determining action and tracking activity at a local level. A key component of each plan is working at the neighbourhood level with communities on reducing their carbon footprint. The focus for the plans is on sharing information in combination with behaviour change tools, techniques, activity, and work with local communities to develop a set of actions that encourage sustainable change to residents' behaviours that impact on climate change.

3.3 These tools can also be used at an organisational level, for example, within local businesses, education, and health settings. Activity included in the plans aims to develop activity that encourages residents and other partners to act as well as providing relevant information.

3.4 Behaviours currently targeted for changes include:

- increased recycling (including food waste, plastic, glass, cardboard/paper etc)
- consumption and purchasing behaviour
- home insulation and heating / energy use
- reducing or eliminating single use plastic
- increasing active travel e.g., walking or cycling
- reducing car journeys

3.5 The approach for Ward level CCAPs (Climate Change Action Plans) aims to understand the drivers for change and any barriers. Messages are adapted to audiences and appropriate to the stakeholders involved – including language and means of communication. Plans help to guide and support members of the community to consider deliverable actions and steps that can be taken that are appropriate for them. The work complements the wider activity in the city to direct future investment, action, and infrastructure to achieve Manchester's carbon reduction targets.

- 3.6 Six ward level CCAPs are appended to this report to assist in the discussion and consideration of this group. These are plans from different wards across the city and are current working documents used to guide the work in the different wards; these are regularly updated to reflect priorities.
- 3.7 Framework for Production
- 3.8 There are 31 ward level Climate Change Action Plans – one for each ward in the city and a combined plan for the city centre wards of Deansgate and Piccadilly. These plans are working documents that are subject to regular updating and amendments based on the continued engagement with communities.
- 3.9 Plans are currently organised around six key themes:
- a. Community Engagement/ Awareness Raising
  - b. Children and Young People (Our Year 2022)
  - c. Reduce, Reuse, Recycle
  - d. Active Travel, Clean Air, Transport
  - e. Nature Based Solutions /Green and Blue Infrastructure
  - f. Energy (specifically awareness raising around energy efficiency)
- 3.10 They are drafted by Neighbourhood Managers and Neighbourhood Officers with responsibility for the ward following engagement with residents and partners. They are signed off and agreed by ward members on an annual basis. Plans are not currently published or public documents, however, the intention is to share the documents consistently across wards to invite wider input from local stakeholders. Climate Change Neighbourhood Officers for each locality support the wider Neighbourhood Team staff with best practise engagement activities, resources, and links into wider zero carbon activity at city, regional and national level.
- 3.11 The local approach recognises that climate change raises different issues for different neighbourhoods and communities in the city. By approaching the subject at the local level, the issue becomes tangible, relevant, and less overwhelming. It encourages residents, businesses, and organisations to participate, consider how climate change impacts on their own lives and encourages people to act. By thinking locally and sharing good practice, a toolkit of local actions is developing, and this good practice is shared across all three Neighbourhood Teams consistently. A share site has been created online which is accessible to all staff in Neighbourhood Teams containing detailed case studies, sustainable events guides and copies of current ward CCAPs. To ensure that carbon reduction is relevant to all communities the Neighbourhood Teams and CCNOs aim to address barriers to engagement and ensure that the issues and related messages are communicated so that they are relevant and inclusive for all communities.
- 3.12 Ward CCAPs do not record activities relating to all the priorities and workstreams in the Council Climate Change Action Plan and focus specifically

on community engagement and behaviour change activity delivered at a local level.

3.13 In terms of measuring activity, several KPIs (Key Performance Indicators) were developed for Ward level CCAPs in 2021/22 (see table below).

<b>Theme – Objective</b>	<b>Measurement</b>
<b>Engagement and Capacity Building</b>	
<b>1. Local Climate Change Events</b>	1.1. CC Community (including schools) Engagement Events 1.2 No. Of residents- inc. School Pupils attended
<b>2 Increasing climate change awareness</b>	2.1. Surveys Completed – Residents
	2.2 Residents received CC Awareness Session (include Demographic information where available e.g., Ethnicity)
<b>3 Support for Local Carbon Reduction Projects</b>	3.1 CC Projects Supported
	3.2 CC Projects funded by NIF (Neighbourhood Investment Fund) Grants – No./Amount £
	3.3 Amount of NIF to CC Events or Projects
<b>Children and Young People</b>	
<b>4. Supporting Schools with CC Projects</b>	4.1 Schools supported with CC Projects (per school average)
<b>5. Eco Schools Accreditation</b>	5.1. No. Of Schools registered
	5.2. Schools achieving Eco Schools at the following award levels <ul style="list-style-type: none"> <li>• Green Flag Level</li> <li>• Merit Level</li> <li>• Distinction Level</li> </ul>
<b>6. Increase Active Travel rates to Schools</b>	6.1 The % of Pupils travelling to school by Active Travel Modes
<b>7. Support schools' participation in Active Travel Projects</b>	7.1 Schools with Staff and Pupil Travel Plans
	7.2. Schools accredited to Modeshift STARS
	7.3 Schools registered with Living Streets "WOW" Walking to School Project
	7.4 No of "Walk to School Day" events
<b>8.Promote car free School Streets Sessions</b>	8.1 School Streets Car Free Sessions held

	8.2 No of schools held a School Street Car Free Session
<b>Reduce, Re-use, Recycle</b>	
<b>9. Increasing Residential Recycling Rates</b>	9.1 Recycling rates by Ward (NB On hold – data collected by round – not yet by Ward)
<b>Cleaner Air and Active Travel</b>	
<b>10. Promote Zero Emission Vehicles</b>	10.1 EV (Electric Vehicle) Charge Points per ward
<b>Green &amp; Blue Spaces &amp; Biodiversity</b>	
<b>11. Plant more Trees</b>	11.1 New trees planted
<b>12. Increase biodiversity - planting and rewilding</b>	12.1 Projects supported
<b>13 Increase local food growing</b>	13.1 Food growing projects supported
<b>Energy Efficient Homes</b>	
<b>14. Increasing awareness of "eco-friendly" fuel sources and use of appliances</b>	14.1. Engagement events including advice on energy efficiency

- 3.14 These KPIs have so far been focused on measuring activity and need further development to develop them to link to SMART measures that include a reasonable assessment of the impact of actions at ward level on carbon reduction, recycling, air quality, food security, natural capital, and other indicators alongside the relative impact of different forms of climate action.
- 3.15 The further development of options and the approach to establishing SMART reporting of the outcomes of Ward Climate Change Action Plans will be considered by this task and finish group at a future meeting. The next reporting deadline for these KPIs is end March 2023, recording the previous 12 months activity.
- 3.16 Role of Climate Change Neighbourhood Officers in Neighbourhood Teams  
Climate Change Neighbourhood Officer provide leadership and support in developing approaches to carbon reduction. The Climate Change Officers focus less on direct project delivery but provide direction, innovation and knowledge and experience to support delivery and ensure that Neighbourhood Teams and communities have support and information to develop innovative locally based climate change initiatives. They provide links to other workstreams in the Council's Climate Change Action Plan to ensure best use of resources and avoid duplication of activities. The profile for the roles was adjusted in 2022 to reflect this more accurately.
- 3.17 When the roles were created, and officers appointed, their objectives were defined as:



- Capturing the extent of climate change activity across wards and localities, encouraging a strong awareness in our neighbourhoods of activity that will facilitate the city to meet its climate change targets
- Training and developing capacity, knowledge and understanding in Teams Around the Neighbourhood
- Engagement with key stakeholder groups e.g., VCSE, Registered Providers, businesses, other public sector partners and wider MCC staff groups
- Identifying opportunities to link initiatives across wards and localities
- Sharing examples of best practice in climate change engagement with Neighbourhood Teams and communities that are relevant to shared climate change concerns and objectives to ensure activity undertaken is proportionate, effective, has impact, is long lasting and delivered to a high standard.
- Linking with In Our Nature in specific neighbourhoods
- Sharing knowledge from and with specialist climate change partners
- Establishment of simple indicators to monitor the impact of plans
- Identifying communities who face barriers to participate in the climate change agenda and working with Neighbourhood Teams to develop relevant activity to address this

3.18 Currently, Climate Change Neighbourhood Officer work package priorities for 22/23 are guided by:

- Recommendations made following November 22 Scrutiny Committee report and meeting
- Neighbourhoods Climate Change Steering Group meeting on a fortnightly basis with Manchester Climate Change Agency staff.
- Citywide Neighbourhoods Teams briefing session in November 22
- Monthly Neighbourhood team meetings across the three NTs

3.19 Further work on the role has suggested the following as a draft of the key duties of CCNOs currently and going forward

- Oversee the development of ward-level Climate Change Action Plans (CCAPs) and work toward making them all publicly available on MCC website domain (March 23). This includes providing support, challenge and new ideas.
- Demonstrate community climate change activity across all wards while working toward SMART actions. Show progress through clear Key Performance Indicators and detailed case studies.
- Support colleagues across Neighbourhood Teams to foster climate action locally by, for example, advising on appropriate content for ward-level CCAPs, sharing good practice, providing practical advice and guidance on climate change when needed.

- Work to ensure an appreciation of climate change is embedded within all Neighbourhoods service delivery and considered in everyday community activities.
- Identify, share, and promote good practice for replication across the city. This includes maintaining a catalogue of case studies of best practice for shared learning across all three NTs
- Representation at internal and external partner networks such as the Zero carbon workforce network, Greater Manchester climate officers' network, MCC zero carbon work stream 5 group, MCC green infrastructure group and any others as appropriate to ensure resources and expertise are brought together at neighbourhood level
- Working collaboratively with Neighbourhood Team staff and TAN (Team Around The Neighbourhood) (Team Around the Neighbourhood) partners to empower local communities and build climate resilience. Reaching out and assisting community groups across the city as required to facilitate and instigate local level climate action. In practice this may involve joining up groups, sharing and assisting with funding bids, signposting to relevant funding or information.
- Aid relevant externally led climate change-related projects such as In Our Nature and Creative Climate Resilience
- Act as the public face of MCC on a local level, providing advice to groups and citizens on where to get correct information (in the same way NOs (Neighbourhood Officers) do).

#### **4.0 Recommendations**

- 4.1 It is recommended that the Task and Finish group consider and comment on the report and appended Ward CCAP examples to feed into the second meeting of the group and the final report back to Environment and Climate Change Scrutiny Committee.

#### **5.0 Appendices**

- Appendix 1 City Centre CCAP 2022-24
- Appendix 2 Longsight CCAP 2021-23
- Appendix 3 Baguley CCAP 2022-2023
- Appendix 4 Whalley Range CCAP 2022-2023
- Appendix 5 Higher Blackley CCAP 2022-23
- Appendix 6 Miles Platting and Newton Heath CCAP 2022-23