

**Manchester City Council  
Report for Resolution**

**Report to:** Environment, Climate Change and Neighbourhoods Scrutiny  
Committee – 25 May 2023

**Subject:** Final Report and Recommendations of the Climate Change  
Ward Action Plans Task and Finish Group

**Report of:** The Climate Change Ward Action Plans Task and Finish Group

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**Summary**

This report presents the findings of the detailed investigation undertaken by the Climate Change Ward Action Plans Task and Finish Group.

**Recommendations**

To note the findings of the Task and Finish Group and endorse the recommendations as set out in section 8.0 of the report.

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**Wards Affected:** All

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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 the contact officer above.

Copies of the reports and meeting minutes for this Task and Finish Group are available via the Council's website:

<https://democracy.manchester.gov.uk/ieListMeetings.aspx?CIId=387&Year=0>

## 1.0 Introduction

- 1.1 The Council declared a Climate Emergency in July 2019 which recognised the need for the Council, and the city as a whole, to do more to reduce CO2 emissions and mitigate the negative impacts of climate change. It also demonstrated the Council's commitment to be at the forefront of the global response to climate change and to lead by example. The Council had already adopted a science-based carbon budget for Manchester of 15 million tonnes of CO2 between 2018 and 2100 following analysis by the Tyndall Centre for Climate Change Research. This also committed the city to become zero carbon by 2038 at the latest.
- 1.2 The Council's Climate Change Action Plan (CCAP) 2020-25 was developed to ensure that all aspects of the Climate Emergency Declaration were converted into clear actions with tonnes of CO2 savings included where applicable. The Plan builds on over a decade of previous activity which has seen the Council's direct CO2 emissions reduce by 54.7% between 2009/10 and 2019/20.
- 1.3 There was a refresh of the CCAP at halfway through this 5-year period to show progress made to date, set out new milestones and include new actions which were clear and measurable. The refreshed Action Plan was designed to ensure the Council was remaining on track in reducing its own carbon emissions and importantly, leading by example, giving renewed focus on the City-wide actions that were needed.
- 1.4 The Refreshed Climate Change Action Plan 2020-2025 and Annual Report 2021-22 were reported to the 8 September 2022 meeting of the Environment and Climate Change Scrutiny Committee. (See minute reference ECCSC/22/30)
- 1.5 At their meeting of 10 November 2022, the Environment and Climate Change Scrutiny Committee considered a report titled 'Update on the Role of Neighbourhood Teams in developing local climate change activity and partnership working'. This report contained updated information in relation to ward level Climate Change Action Plans (CCAP). This activity was an action identified as part of Work Stream 5 'Influencing Behaviour and Being a Catalyst for Change' of the CCAP.
- 1.6 The report considered at the 10 November 2022 described:

*'Key Performance Indicators have been identified in draft against each theme in ward level Climate Change Action Plans (see Appendix 1) so that we can track progress, and this is continuing to develop. Data will be collected and reported on an annual basis alongside qualitative descriptive information from conversations, consultations, focus groups and interviews. We will use this data as a baseline to develop the approach to document our learning going forward and will examine opportunities to commission evaluation at appropriate points in the delivery of the work. This will aim to assess what we have done, what we can do differently and what we can improve.'*

- 1.7 Following consideration of this report the Members of the Environment and Climate Change Scrutiny Committee agreed to establish a Task and Finish Group to consider SMART (specific, measurable, assignable, realistic and time-related) actions and the general measuring and reporting of outcomes of this activity across all ward-level climate change action plans. (See minute reference ECCSC/22/43)
- 1.8 The Environment and Climate Change Scrutiny Committee subsequently agreed the Terms of Reference and Work Programme at their meeting of 12 January 2023. These are detailed at Appendix 1.

## **2.0 Membership**

- 2.1 The membership of the Task and Finish Group was approved by the Environment and Climate Change Scrutiny Committee at their meeting of 12 January 2023 as Councillors Doswell, Shilton Godwin and Wright (Chair).

## **3.0 Objectives**

- 3.1 The objectives and key lines of enquiry were agreed by the Environment and Climate Change Scrutiny Committee at their meeting of 12 January 2023. The full terms of reference are attached as an Appendix to this report. The agreed objectives were:

1. To clarify role and purpose of Ward climate change action plans.
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.
3. To identify SMART (specific, measurable, assignable, realistic and time-related) reporting criteria and Key Performance Indicators for Climate Change Ward Action Plans.
4. To consider any gaps, challenges and aspirations that will aid the continued development of Climate Change Ward Action Plans.

## **4.0 Key Lines of Enquiry**

- 4.1 The Group agreed the following Key Lines of Enquiry to undertake their review:
1. Consider and review the methodology and approach taken to agreeing individual Climate Change Ward Action Plans.
  2. Consider the options and approach taken to establishing SMART (specific, measurable, assignable, realistic and time-related) reporting of the outcomes of Climate Change Ward Action Plans. This will include consideration of best practice and challenges.

## **5.0 Evidence Gathering Process**

5.1 The Group held two meetings to consider evidence. The full detail of what the Group considered at each meeting can be found in the work programme, attached as Appendix 2 to this report.

## **6.0 Formal Meetings and Themes**

6.1 Meeting 1 - Thursday 23 February 2023

6.1.1 Theme: Climate Change Action Ward Plans - Introduction

At this meeting 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.

The key points and themes in the report included:

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

6.2 Meeting 2 - Thursday 23 March 2023

6.2.1 Theme: Climate Change Action Ward Plans – Measuring Outcomes

At this meeting the Task and Finish Group considered the report of the Head of Neighbourhoods and the Strategic Lead Neighbourhoods South that provided the options for reporting approaches that recorded the outcomes, impact, and activity of Climate Ward Action Plans.

Key points and themes in the report included:

- Providing an introduction and background;
- Consideration of the opportunities for the development of performance measures; and
- Other considerations.

## **7.0 Agreement of Final Report and Recommendations**

7.1 The Task and Finish Group were invited to consider the final report that presented the findings of the investigation undertaken by the Group. The report had been circulated electronically to all Members, who were invited to consider the content of the report and the recommendations.

7.2 The final report, which would contain any amendments agreed by the Group would then be submitted to the next scheduled meeting of the Environment, Climate Change and Neighbourhoods Scrutiny Committee (formerly the

Environment and Climate Change Scrutiny Committee – see minutes of the Constitutional and Nomination Committee, 17 May 2023). The Environment, Climate Change and Neighbourhoods Scrutiny Committee would be asked to endorse the recommendations contained within section 8.0 of this report.

## **8.0 Conclusions and Recommendations**

8.1 Following careful consideration of all of the evidence presented throughout the course of this investigation the Climate Change Ward Action Plans Task and Finish Group agreed the following recommendations:

### **Recommendation 1**

That a consistent structure for all plans should be maintained with the addition of broader partner action and place-based initiatives section.

### **Recommendation 2**

That KPIs (Key Performance Indicators) are further developed with specific time bound targets attached to each action in Ward CCAPs; however, the ward-specific section may include activities which it is not easy to provide a meaningful measure for, but which local residents want to take place and that officers should not be held to account for achieving targets in relation to these.

### **Recommendation 3**

That progress on the development of plans and the development of KPIs be reported to the Environment, Climate Change and Neighbourhoods Scrutiny Committee as part of the annual Neighbourhood Teams update. This will include progress on the delivery of the In Our Nature Programme. That when the action plans are submitted to the scrutiny committee later in the year, some KPIs should have already been incorporated into them.

### **Recommendation 4**

That the ward action plans should be published, with clear information about what they are for and who they are aimed at, about the targets and aims included in the document and that they are living documents which will change. It is recommended that updated versions be published every 6 months or, at a minimum, annually. Consideration should also be given to including a review of the year.

### **Recommendation 5**

To recommend that a session be arranged for Ward Councillors on the role of the Climate Change Officers, noting that this could be incorporated into existing briefing sessions.

## **9.0 Acknowledgements**

9.1 The Climate Change Ward Action Plans Task and Finish Group would like to thank the following people for their advice and support during this investigation:

Councillor Tracey Rawlins, Executive Member for Environment and Transport

Councillor Lee-Ann Igbon, Executive Member for Vibrant Neighbourhoods

All Councillors who responded to the questionnaire

Shefali Kapoor, Head of Neighbourhoods

Anne Taylor, Strategic Lead, Neighbourhoods

Jane Dudley, Neighbourhood Manager, Central Neighbourhoods

Ellis Odjida, Senior Analyst - Shared Intelligence, Performance and Insight

Samantha Nicholson, Director, Manchester Climate Change Agency

Jane Houldsworth, Deputy Director, Manchester Climate Change Agency

Lorna Herbert, Neighbourhood Officer – Climate Change

Tudor Baker, Neighbourhood Officer – Climate Change