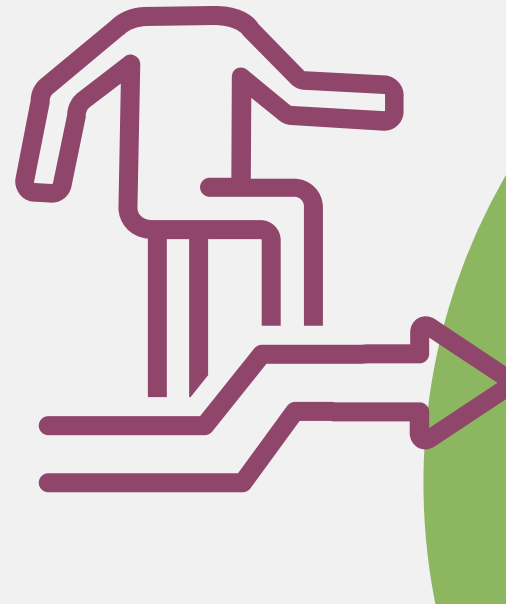


Creating a climate action plan in 12 steps

Insights from the Intention to Action Clinic, June 2023

What is a climate action plan?

A climate action plan is a detailed and strategic document for measuring, tracking and reducing greenhouse gas emissions and related climatic impacts.



Effective plans are transparent, equitable and developed with stakeholder input and support.

It is a living document that should be updated over time.

How to get started

1 Decide the scope of your plan

What will you include/exclude?

2 Understand the challenge

E.g. by using online tools or by engaging a consultant

3 Decide on your aim/target

Do you want to be net zero, align with your local authority or a sector framework?

4 Think about governance

Senior leadership buy-in, sustainability working groups or champions

5 Areas of focus

Plans can be built using Scopes 1, 2 and 3 or emissions sectors e.g. energy, travel or waste



Building your plan

6 Identify interventions

Engage consultants and learn from others to work out what changes are needed

7 Engage your team

What's worked so far? What are the barriers and opportunities?

8 Build detailed actions

Identify KPI's, funding options, relevant stakeholders, co-benefits, action owners

9 Test with stakeholders

Test with those who need to implement or will be impacted

Monitor and report progress



10 Monitor and report progress

Establish how the plan will be monitored, i.e. updates to senior staff, monthly check-ins

11 Publish your climate action plan

Secure sign off to publish plan internally and externally

12 Learn from others

Keep your plan updated by learning from others and connecting with local networks

For more Climate Action Programme events and resources visit:
bit.ly/CAP_home