

Members' Library Service Request Form

Date of Document	24/10/18
Originator	Jennifer Lothian
Originator's Ref (if any)	
Document Title	Proposal to prepare an East Lothian Climate Change Mitigation and Adaptation Strategy 2019–24

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Additional information:

Authorised By	Douglas Proudfoot
Designation	Head of Development
Date	24/10/18

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REPORT TO: Members' Library Service

MEETING DATE:

BY: Deputy Chief Executive, Partnerships and Communities

SUBJECT: Proposal to Prepare an East Lothian Climate Change Mitigation and Adaptation Strategy 2019–24

1 PURPOSE

- 1.1 To advise members of the proposal to prepare an East Lothian Climate Change Mitigation and Adaptation Strategy 2019–24. This will set out a framework and action plan to enable the Council to fulfil its statutory obligations to reduce carbon emissions, act sustainably and contribute to climate change adaptation, working in partnership with local communities, businesses, organisations and individuals.

2 RECOMMENDATIONS

- 2.1 Members are asked to note the proposal to prepare an East Lothian Climate Change Mitigation and Adaptation Strategy 2019–24. The detail of this is set out in the Project Initiation Document and associated Consultation and Engagement Plan, which are attached as appendices to this report.

3 BACKGROUND

- 3.1 The Climate Change (Scotland) Act 2009 ('the Act') helped to establish Scotland as a world leader in tackling climate change, introducing ambitious targets and legislation to reduce Scotland's emissions by at least 80% by 2050. The Act places specific duties on public bodies across Scotland with respect to climate change, requiring public bodies to contribute to carbon emissions reduction targets, contribute to climate change adaptation, and to act sustainably.
- 3.2 As a public body, East Lothian Council is expected to lead by example in reducing greenhouse gas emissions, and to successfully deliver the Scottish Government's Climate Change Plan 2018–2032 locally by influencing and enabling positive behaviours, driving change and acting as an exemplar of climate action and low carbon innovation in the

transition to a growing, sustainable and inclusive low carbon economy. This can be achieved by working in partnership with local communities, businesses, organisations and individuals.

- 3.3 The Council is already making good progress in respect of carbon emissions reduction, as evidenced by the statutory annual Climate Change Reporting to the Scottish Government, which shows that the Council's carbon footprint is steadily decreasing.
- 3.4 The objectives of this project (set out in detail at Appendix 1) are to develop a Climate Change Mitigation and Adaptation Strategy that provides a strategic framework to fulfil the Council's climate change obligations; raises awareness of climate change challenges and opportunities in East Lothian; and sets out actions for the Council and the wider East Lothian community to mitigate against and reduce the effects of climate change, and promote resilient communities. The Strategy will set out a clear vision for climate change mitigation and adaptation across the county over a five year period, supporting national and local priority outcomes.
- 3.5 The Strategy will identify actions to mitigate against climate change and promote sustainability, including projects to encourage communities to walk, cycle and use low carbon transport; assist communities to reduce, reuse and recycle their waste; increase the energy efficiency of homes and community buildings; produce food locally; and enhance greenspaces and green networks around our communities, in partnership with local communities and other key stakeholders. In addition to reducing carbon emissions, such projects can improve local communities and help them to adapt to the impacts and challenges of a changing climate, reducing inequalities.
- 3.6 Key aspects of developing the Strategy are communicating, raising awareness and encouraging participation across our communities. The Consultation and Engagement Plan for the Strategy (set out in detail at Appendix 3), contains proposals to enable as many people as possible across the county to engage with the preparation of the Strategy, to ensure that it reflects local aspirations, issues and opportunities. A key aim of the Strategy is to encourage and facilitate behaviour change to mitigate against climate change amongst an aware and engaged population.

4 POLICY IMPLICATIONS

- 4.1 There are no policy implications directly arising from the proposal to prepare an East Lothian Climate Change Mitigation and Adaptation Strategy. Priority outcomes set out in the draft Strategy will complement and / or align with the wider objectives of the Council Plan 2017-22 and the East Lothian Local Outcome Improvement Plan 2017-27.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report has been through the Integrated Impact Assessment process and no negative impacts have been identified. An Integrated Impact Assessment will be undertaken on the Draft Strategy.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – None
6.2 Personnel – None
6.3 Other – None

7 BACKGROUND PAPERS

- 7.1 The proposal for the preparation of an East Lothian Climate Change Mitigation and Adaptation Strategy 2019–24 is set out in the appendices to this report:

Appendix 1: Project Initiation Document;
Appendix 2: Proposed timetable and key tasks (Gantt chart);
Appendix 3: Consultation and Engagement Plan.

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DESIGNATION	Head of Service (Development)
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DATE	18 September 2018

APPENDIX 1: Climate Change Mitigation and Adaptation Strategy 2019–2024

Project Initiation Document

East Lothian Council

Date: August 2018

EAST LOTHIAN CLIMATE CHANGE MITIGATION AND ADAPTATION STRATEGY 2019 – 2024

PROJECT INITIATION DOCUMENT

Release: Version 0.1

Date: August 2018

PRINCE 2

Author: Jennifer Lothian

Document Number: PID 0.1

APPENDIX 1: Climate Change Mitigation and Adaptation Strategy 2019–2024

Project Initiation Document

East Lothian Council

Date: August 2018

Document Location

Strategy and Development, Economic Development and Strategic Investment, John Muir House, Haddington

Revision History: N/A

Date of this revision: August 2018

Date of Next revision:

Revision date	Previous revision date	Summary of changes	Description of changes

Approvals

This document requires the approval of the Climate Change Planning and Monitoring Group. Signed approval forms are filed within the Economic Development and Strategic Investment Unit, John Muir House, Haddington

Name	Signature	Title	Date of Issue	Version
Douglas Proudfoot		Head of Service (Development), Partnership and Services for Communities		

Project Initiation Document

East Lothian Council

Date: August 2018

Project Initiation Document

Purpose of Document

The purpose of this document is to set out the proposed approach to preparing an East Lothian Climate Change Mitigation and Adaptation Strategy for the period 2019-24. It seeks to define the Strategy to be developed, give clear direction to the Climate Change Planning and Monitoring Group, establish the deliverables and expectations of their work and identify targeted timescales and resources provided. It enables associated risks and issues surrounding the Strategy to be identified and mitigated and provides a tool to be used in the assessment of overall success of the work of the Project Team.

1. Background

The Climate Change (Scotland) Act 2009 ('the Act') is a key commitment of the Scottish Government and the most far reaching environmental legislation considered by the Parliament during the first ten years of devolution. It is anticipated that reducing greenhouse gas emissions and transitioning to a low carbon economy will help create a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.

The Act creates a statutory framework for greenhouse gas emissions reductions in Scotland, with interim emissions reduction targets of 42% by 2020 and 80% by 2050, and requires public bodies to help deliver the Scottish Climate Change Adaptation Programme (SCCAP). Part of this delivery involves organisations completing their Public Bodies Climate Change Duties Report on an annual basis. Reporting is now mandatory with statutory report submission required by 30 November each year.

The Act specifies the duties of public bodies relating to climate change:

'Section 44(1): A public body must, in exercising its functions, act—

- (a) in the way best calculated to contribute to the delivery of the targets set in or under Part 1 of this Act;*
- (b) in the way best calculated to help deliver any programme laid before the Scottish Parliament under section 53;*
- (c) in a way that it considers is most sustainable.'*

The Scottish Government's Climate Change Plan 2018–2032 details the pathway Scotland will take to achieve a reduction of 66% in carbon emissions by 2032, relative to baseline levels from 1990. It sets out a path to a low carbon economy, while helping to deliver sustainable economic growth and secure the wider benefits to a greener, healthier and fairer Scotland in 2032. The Climate Change Plan sets out a clear expectation that Scotland's public bodies will lead by example in combatting climate change and make a valuable contribution towards achieving emissions reduction targets.

As a public body, East Lothian Council is expected to lead by example in reducing greenhouse gas emissions, and to successfully deliver the Climate Change Plan locally by influencing and enabling positive behaviours, driving change, and acting as an exemplar of climate action and low carbon innovation in the transition to a growing, sustainable and inclusive low carbon economy. This can be achieved by working in partnership with local communities, businesses, organisations and individuals. Projects which encourage communities to walk, cycle and use low carbon transport; assist communities to reduce, reuse and recycle

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their waste; increase the energy efficiency of homes and community buildings; and produce food locally, are at the heart of partnership working between local authorities and communities promoted by the Climate Change Plan. In addition to reducing carbon emissions, such projects can improve local communities and help them to adapt to the impacts and challenges of a changing climate.

The adaptation duty of the Act specifies that public bodies must, in exercising their functions, act in the way best calculated to deliver any statutory adaptation programme. Whilst public bodies are not yet formally required to help deliver Scotland’s Adaptation Framework, they are strongly required to take a planned and strategic approach at a local level:

‘Scottish Ministers would strongly advise public bodies to consider the risks and opportunities climate change presents to their business continuity now and how, in delivering their functions, they may build broader resilience to change in Scotland.’

Scotland’s climate is already changing. Over the last century temperatures have increased, sea levels have risen and rainfall patterns have changed, with increased seasonality, flooding and more heavy downpours. These changes are projected to continue and intensify over the coming decades. Adapting to climate change will be necessary, regardless of the level to which carbon emissions are reduced. This is because historic emissions have already changed the climate and will continue to do so in the decades to come.

Adaptation is about *adjusting to the impacts of climate change* to reduce the negative impacts and exploit any opportunities. The Intergovernmental Panel on Climate Change (IPCC) defines adaptation as *‘adjustments in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities’*.

Adaptation focuses on enabling our economy, environment and society to increase resilience to the unavoidable impacts of climate change. It involves making changes to the way we design, manage and use land, buildings, services and infrastructure. This may include having an on-site power generator, making adjustments to buildings at risk of flooding, relocating vulnerable buildings at risk from coastal erosion or building sea walls to protect infrastructure. There are two aspects to adaptation: adapting to present climate and weather; and making changes based on future projected changes in the climate.

As a provider of a range of local services, East Lothian Council is and will continue to be impacted by changes in temperature, extreme weather and heavy rainfall. This will have consequences on service delivery, creating new demands on emergency response services, the maintenance of buildings and longer term health issues. By taking a strategic approach to climate adaptation and early action to adapt, the Council will be in a good position to reduce the cost of service disruption and protect vulnerable sites, buildings and communities.

2. Project Definition

2.1 Project Objectives

The objectives of the project are fundamentally to:

‘Develop a Climate Change Mitigation and Adaptation Strategy that raises awareness of climate change challenges and opportunities in East Lothian, and sets out actions for East Lothian Council and the wider East Lothian community to mitigate against and reduce the effects of climate change, and promote

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resilient communities. The Strategy will set out a clear vision for climate change mitigation and adaptation across the county over a five year period, supporting national and local priority outcomes, and leading to long-term leadership and governance.'

2.2 Project Scope

The scope of the project is wide ranging. It will raise awareness of climate change mitigation measures that can be undertaken at local level, and will start a conversation about climate adaptation challenges and opportunities across the county. The development of a Strategy will draw together the good work already underway across East Lothian to reduce carbon emissions, and will identify where further measures are required and actions to implement these. The Strategy will also set out how East Lothian intends to increase resilience and adapt to the impacts of climate change.

The Strategy will reflect the views of key stakeholders, businesses and organisations from across the county. With communication and collaboration key to the development process, this will seek to build relations with key stakeholders and encourage buy-in over the lifetime of the Strategy.

The Strategy will support compliance with policy and legal drivers for climate change and provide a focus for action / future investment.

2.3 In-Scope

Research

- Establishing a baseline position, reporting on progress from the East Lothian Environment Strategy (2010-15) and subsequent work.
- Improving knowledge and understanding of the policy and legal drivers for mitigating against and adapting to climate change and why the impacts of climate change matter.
- Working with key stakeholders to identify climate change mitigation measures already underway, both within the Council and the wider East Lothian community, including businesses, community councils and local groups and organisations.
- Identifying baseline levels and researching sustainability measures that can be undertaken to reduce the carbon footprint of the Council's assets and processes, particularly in relation to transport, waste, residential and non-domestic buildings.
- Increasing knowledge and understanding of the impacts of climate change, both past climate trends and future projections for East Lothian. This should focus on understanding how our communities, assets, services and priorities have been affected by severe weather events in the past and considering how our communities, assets, services and priorities are likely to be affected as the climate continues to change.
- Using a Local Climate Impact Profile to assess the vulnerability of East Lothian to Climate Change.

Communicating and Collaborating

- Raising awareness of climate change and sustainability, both within the Council and across the county via the development of a Climate Change Mitigation and Adaptation Strategy. This should focus on helping people understand why the effects of climate change are important and relevant for them and identify climate challenges and opportunities locally, including means to mitigate against fuel poverty and reduce inequalities that may be further exacerbated by climatic events.
- Develop and deliver a Consultation and Engagement Plan to support meaningful engagement on the Strategy (see Appendix 3: Consultation and Engagement Plan). This should include a minimum

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of two large scale events to encourage people to think about how East Lothian can mitigate against climate change and become climate ready, and what individuals, households and businesses can do. What are the opportunities and the risks? What can we do and who is best placed to do it? What do we want the future of East Lothian to look like?

- The project should seek to build on previous public awareness-raising, engagement and participation events.
- Climate Change Mitigation and Sustainability: identify projects and schemes already underway across the county, and encourage further engagement / participation as appropriate to build on these.
- Develop a consistent branding message (e.g. ‘Sustainable East Lothian’) during the consultation process to further engage people (including those who have not been engaged previously), to communicate ways of improving sustainability and transition to a low carbon economy and lifestyle.
- Identify and work with key partners and stakeholders.
- In addition to the skills and experience held within the Council, a wide range of views, including those of young people, businesses and organisations, will be critical in helping to shape an inspiring and achievable Climate Change Mitigation and Adaptation Strategy for East Lothian.

Identifying, prioritising and assessment of mitigation and adaptation options

- Jointly agree a strategic vision and outcomes to be delivered by the Climate Change Mitigation and Adaptation Strategy.
- Identify, appraise and agree options / actions to meet local and national priority outcomes.
- Prepare a SMART action plan with associated resources for delivery.
- Undertaking a cost / benefit analysis.
- Undertake Impact Assessments as appropriate, to examine the potential impact of the Climate Change Mitigation and Adaptation Strategy in relation to equality, poverty, the economy and the environment.

Preparing Strategy documentation

- Prepare a Climate Change Mitigation and Adaptation Strategy and Action Plan document and associated documentation.
- Establish baseline data, where applicable, and establish a framework to monitor, evaluate and review the Climate Change Mitigation and Adaptation Strategy action plan.

Key Legislative / Policy Drivers

National:

- Climate Change (Scotland) Act 2009
- Scottish Government Climate Change Plan: The Third Report on Proposals and Policies 2018–2032
- Scottish Government’s National Outcomes
- Civil Contingencies Act (2004)
- National Planning Framework 3 (2014)
- Scottish Land Use Strategy (2011)
- Scotland’s Economic Strategy (2015)
- Marine (Scotland) Act 2010
- Flood Risk Management (Scotland) Act 2009
- Scottish Planning Policy (2014)
- Scottish Government Cleaner Air for Scotland Strategy (2015)

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- Central Scotland Green Network aims and objectives
- Scottish Soil Framework (2009)

Local:

- The East Lothian Partnership's East Lothian Plan 2017-27
- East Lothian Council Plan 2017-2022
- East Lothian Local Development Plan 2018
- East Lothian Local Housing Strategy 2018-23
- Flood Risk Management Plans and Strategies
- East Lothian Local Transport Strategy (in preparation)
- East Lothian Economic Development Strategy (in preparation)
- East Lothian Open Space Strategy (in preparation)
- East Lothian Green Networks Supplementary Planning Guidance (in preparation)
- East Lothian Design Standards for New Housing Areas Supplementary Planning Guidance

2.4 Out-of-Scope

- Implementation, monitoring and evaluation of the Climate Change Mitigation and Adaptation Strategy and associated Action Plan.

2.5 Method of Approach

The project will adopt a PRINCE-Lite project management method.

This document (PID) will form the basis for the project and will be the document against which the final delivered outcomes will be measured.

The project will use internal resources to manage and progress tasks although call on external resources where necessary.

The Project Officer will report regularly to the Climate Change Planning and Monitoring Group.

2.6 Project Deliverables and/or Desired Outcomes

- An East Lothian Climate Change Mitigation and Adaptation Strategy and associated documentation, which is compliant with policy and legal drivers and national / local priority outcomes, and sets out a vision and action plan over a five year period, leading to long-term leadership and governance.
- To work in partnership with East Lothian's communities, businesses, schools, organisations and individuals to identify measures to promote the transition to a low carbon economy, and to encourage and facilitate behaviour change to mitigate against climate change.
- Increased awareness of and engagement with sustainability projects / outcomes that mitigate against climate change, by East Lothian Council and the wider East Lothian community (including individuals, businesses and organisations), setting up a platform for increased local participation, which will lead to reduced carbon emissions in future.
- Increased awareness, knowledge and understanding of the past and projected future impacts of climate change in East Lothian, and of climate adaptation across the county, positive engagement with a wide range of people with local knowledge, skills and expertise, leading to more resilient communities that are adapted to the effects of climate change.

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3. Assumptions

The Climate Change Mitigation and Adaptation Strategy will be produced with the participation of key partners and stakeholders, identified through research undertaken by the Project Officer and input from the Climate Change Planning and Monitoring Group.

The Council recognises that the East Lothian Environment Strategy (2010-15) is no longer fit for purpose.

The Council wishes to produce a Strategy which is fit for purpose.

4. Business Case for the Project

The Climate Change (Scotland) Act 2009 requires a planned approach to climate change mitigation, adaptation and sustainability, with public bodies expected to lead by example in reducing carbon emissions and delivering any statutory adaptation programme. All public bodies should take the lead in their local areas in the transition to a low carbon economy, and must be resilient to the future climate and plan for business continuity in relation to delivery of their functions / services.

The East Lothian Plan 2017-27 specifies three key themes that will contribute towards the Plan’s Statement of Intent:

‘We will work in partnership to achieve an even more prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy that enables our people and communities to flourish’

Climate change mitigation, adaptation and sustainability will contribute significantly to achieving the outcomes of theme 2 of the East Lothian Plan, ‘Community-minded’; specifically Outcome 2.1 (*‘East Lothian has strong resilient communities where people respect and support each other’*) and Outcome 2.2 (*‘East Lothian people can live affordably and contribute to a thriving community life in a high-quality environment’*).

In the East Lothian Council Plan 2017-2022 there is a specific focus on how best the Council can contribute to the Scottish Government’s ambitious climate change targets. The East Lothian Council Plan specifies that a Climate Change Mitigation and Adaptation Strategy and Action Plan will be developed over the course of the Plan, *‘which will give strategic direction to continuous improvement in relation to energy efficiency, climate adaptation and sustainable transport’*. The Plan also states: *‘We cannot meet these targets alone and will work with our community planning partners and the private sector to implement low carbon plans and projects across housing, communities and the public and private sector’*.

In addition, there is a specific Action in the East Lothian Council Plan to *‘Work closely with partners to meet our commitment to Climate Change targets, embedding sustainability principles into decision making and translating them into tangible actions, protecting and enhancing open spaces and habitats’*.

Development of an East Lothian Climate Change Mitigation and Adaptation Strategy will enable East Lothian to contribute to the following National Outcomes in particular:

- *‘We live in well-designed, sustainable places where we are able to access the amenities and services we need’*

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- *'We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others'*
 - *'We value and enjoy our built and natural environment and protect it and enhance it for future generations'*
 - *'We reduce the local and global environmental impact of our consumption and production'*

The Strategy will also contribute towards a 'Greener Scotland', the Scottish Government's 'Greener' Strategic Objective: *'to improve Scotland's natural and built environment and the sustainable use and enjoyment of it and facilitate the transition to a low carbon economy'*.

5. Climate Change Mitigation and Adaptation Strategy - Development and Implementation Structure

5.1 Climate Change Planning and Monitoring Group

5.1.1 Membership

The following people are members of the Climate Change Planning and Monitoring Group:

- Sandy Baptie, Emergency Planning & Risk Manager
- Colin Clark, Senior Environmental Health Officer
- Neil Clark, Principal Countryside Officer, Sport, Countryside & Leisure
- Alex Coull, Civil Engineer Technician
- John Durkin, Housing Enabler
- Peter Forsyth, Team Manager, Assets & Regulatory, Roads Services
- Paul Iannetta, Service Manager, Engineering Services & Building Standards
- Jennifer Lothian, Sustainable Energy & Climate Change Officer
- Caitlin McCorry, Service Manager, Community & Area Partnerships
- Wendy McGuire, Acting Service Manager, Economic Development & Strategic Investment
- David Menzies, Energy Officer
- Bruce Moffat, Service Manager, Transport
- Dave Northcott, Team Manager, Structures, Flooding & Street Lighting
- Sarah Oliver, Waste Service Officer, Waste Aware
- Nadia Othman, Assistant Project Manager, Musselburgh Flood Protection Scheme
- Caroline Rodgers, Transformation Programme Manager
- Nicky Sandford, Senior Housing Strategy Officer
- Jean Squires, Planner, Policy & Projects

5.1.2 Purpose

The purpose of the Group in relation to this Project is as follows:

- To oversee the development of the Climate Change Mitigation and Adaptation Strategy
- To approve key stages in relation to the preparation of the Strategy
- To monitor and evaluate the implementation of the Strategy
- To receive regular reports from the Project Officer
- To set up any other groups required to ensure that it performs its function
- To ensure links with other key strategic planning structures as appropriate

5.1.3 Frequency of Meetings

The Group meets a minimum of 3 times per year.

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5.1.4 Reported to by

The Climate Change Planning and Monitoring Group is reported to by the Project Officer.

5.2 Role of the Project Officer

The purpose of the Project Officer is as follows:

- To produce and implement the Climate Change Mitigation and Adaptation Strategy Project Initiation Document
 - To lead on the development and preparation of the Strategy and Action Plan
 - To report progress / key stages in relation to preparing the Strategy to the Climate Change Planning and Monitoring Group for approval
-

6. Communications

6.1 Project Management

The Climate Change Planning and Monitoring Group will be kept informed of the development of the project via progress reports from the Project Officer.

6.2 Wider Communication

The project will require links with a wide range of stakeholders and local communities. As part of the development of a Consultation and Engagement Plan, the Project Officer will need to consider how stakeholders and local communities can input into the process and be regularly updated on progress.

7. Project Quality Plan

7.1 Quality Standards

Plain English, readable and understandable.

7.2 Change Control Procedure

If there is a change to the specification during the project, these changes will be required to go through a formal Change Management procedure. The Project Manager will draft a request to the Climate Change Planning and Monitoring Group highlighting the reason for the change, the nature of the change and the implications in terms of time and cost. It will be at the discretion of the Group to agree this change.

7.3 Configuration Management

The Project Manager will keep control of all documentation products. Draft documents will have a version of 0. Subsequent versions will 0.1, 0.2, 0.3, etc., until the final version is authorised as version 1.

8. Initial Project Plan

8.1 Duration

The completion date of the project is estimated to be 31 May 2019.

8.2 Tasks

An overview Project Plan / Gantt Chart sets out key tasks in Appendix 2.

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8.3 Project Resources and Costs

The following resources and software are required by the project:

Staff	Skills	Estimated Days
Senior Strategy Officer (Housing) (Project Manager)	Project management Managerial support and direction Quality checks	10
Sustainable Energy and Climate Change Officer (Project Officer)	Strategy development	50

9. Project Controls

9.1 Project Initiation

The draft PID will be distributed to the Climate Change Planning and Monitoring Group ahead of its meeting. The meeting will review the PID; agree any changes and sign-off the PID before work commences on the first stage of the project.

9.2 Climate Change Planning and Monitoring Meetings

Climate Change Planning and Monitoring Group meetings will take place a minimum of 3 times a year and will assess actual progress against planned progress as well as providing strategic direction.

9.3 Project Team Meetings

Project Team meetings will be held at regular intervals, initially every two months, or as deemed to be necessary by the Project Manager. The Project Manager will report progress and review risks and issues that are affecting the project at these meetings.

9.4 Progress / End Reports

The Project Manager will produce a short report for each meeting of the Climate Change Planning and Monitoring Group to confirm progress and report issues. This report will also highlight the work that will be carried out during the next reporting period.

At the end of the project the Project Manager will produce a report on how the project met its original objectives and how time and costs compared with planned figures. Lessons learned on the project and any follow on actions will be documented.

10. Exception Process

Any exceptions to the achievability of the total project or key milestones should be reported immediately to Nicky Sandford who will consider whether the issue needs to be escalated immediately or can wait until the next Climate Change Planning and Monitoring Group meeting.

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11. Initial Risk Log

Risks and issues will be logged as soon as they are identified on the Risk Database. A risk will be assigned a probability and severity and will be assigned an owner, whose job it is to monitor it. The key risks associated with this project are set out as follows:

Risk	Probability	Severity	Mitigating Action
Staff resources to oversee Strategy development process	Low	High	Recruit to vacant posts / reprioritise workload
Staff time to commit to Project Team	Medium	High	Reprioritise staff workloads
Availability of information to deliver Strategy	Medium	High	Commission data analysis/research externally where necessary
Staff / financial resources to implement Consultation and Engagement Plan	Medium	Medium	Ensure Plan is costed at outset and adjusted to reflect resources available / establish alternative staff resources at outset

APPENDIX 3:

East Lothian Climate Change Mitigation and Adaptation Strategy 2019-24: Consultation and Engagement Plan

1. Introduction

East Lothian Council is committed to ensuring that local communities and other key stakeholders have a genuine role to play in developing the Climate Change Mitigation and Adaptation Strategy 2019-24 ('the Strategy'). This is critical to ensuring the Strategy reflects local aspirations and issues, and enabling as many people as possible across the county to engage with the preparation of the Strategy. Ultimately the aim of the Strategy is to encourage and facilitate behaviour change to mitigate against climate change amongst an aware and engaged population.

The purpose of this paper is to summarise proposals to consult and engage with local communities and other key stakeholders during the development of the Climate Change Mitigation and Adaptation Strategy 2019-24.

Awareness-raising and public engagement are key aspects of the development of this Strategy, as the Council will be able to achieve more by working in partnership with communities, organisations, businesses and individuals.

2. Background

The Climate Change (Scotland) Act 2009 creates a statutory framework for greenhouse gas emissions reductions, and requires public bodies to help deliver the Scottish Climate Change Adaptation Programme. The Scottish Government's **Climate Change Plan 2018-2032** sets out the pathway Scotland will take to achieve a low carbon economy, while helping to deliver sustainable economic growth and secure the wider benefits to a greener, healthier and fairer Scotland in 2032, and sets out a clear expectation that Scotland's public bodies will lead by example.

As a public body, East Lothian Council is expected to lead by example in reducing greenhouse gas emissions, and to successfully deliver the Climate Change Plan locally by influencing and enabling positive behaviours, driving change, and acting as an exemplar of climate action and low carbon innovation in the transition to a growing, sustainable and inclusive low carbon economy. This can be achieved by engaging and working in partnership with local communities, businesses, organisations and individuals.

Accordingly, a wide range of methods require to be adopted to ensure that individuals and communities have an opportunity to be involved in the process of development of the Strategy, in order to ensure that the objectives of the Strategy can be achieved.

Local authorities must also take cognisance of statutory public sector equality duties, set out in the UK Government's **Equality Act 2010**. This requires public authorities to involve, consult and engage with communities as widely as possible, with *Principles of Inclusive Communication* considered a useful reference:

<http://www.gov.scot/Publications/2011/09/14082209/17>

National Standards for Community Engagement were launched in 2005. The Standards are good practice principles, designed to inform and support community engagement and user involvement. Since then, the Scottish Government has made an explicit commitment to support and develop community empowerment, through a range of actions including the passing of the **Community Empowerment (Scotland) Act 2015**. Work in relation to the Act included a review and updating of the Standards during 2015/16. The review aimed to reflect developing policy and legislation with regard to community empowerment across Scotland and to build on the range of growing practice.

The Council is committed to ensuring compliance with good practice and improving community engagement and the National Standards provide a framework for consultation and engagement on the Climate Change Mitigation and Adaptation Strategy 2019-24. The Standards as these relate to preparation of the Strategy are as follows:

1. **INVOLVEMENT:** We will identify and involve the people and organisations who have an interest in the Strategy;
2. **SUPPORT:** We will identify and overcome any barriers to consultation and involvement in relation to developing the Strategy;
3. **PLANNING:** We will gather evidence of the needs and available resources and use this evidence to agree the purpose, scope and timescale of the engagement and the actions to be taken;
4. **METHODS:** We will agree and use methods of consultation and engagement that are fit for purpose;
5. **WORKING TOGETHER:** We will agree and use clear procedures that enable the participants to work together efficiently and effectively;
6. **SHARING INFORMATION:** We will ensure that necessary information is communicated between the participants;
7. **WORKING WITH OTHERS:** We will work effectively with others with an interest in the Strategy;
8. **IMPROVEMENT:** We will actively develop the skills, knowledge and confidence of all the participants;
9. **FEEDBACK:** We will feedback the results of consultation and engagement to the wider community and organisations involved; and
10. **MONITORING AND EVALUATION:** We will monitor and evaluate whether the consultation and engagement achieves its purposes and meets the national standards for community engagement.

In accordance with the National Standards for Community Engagement, partnership working, consultation and engagement in relation to the Strategy is based on the following principles:

- Fairness, equality and inclusion underpin all aspects of community consultation and engagement on the Strategy;
- Consultation and engagement on the Strategy have clear and agreed purposes and methods that achieve these purposes;
- All participants are encouraged to build on their knowledge and skills when being consulted on the Strategy; and
- Accurate, timely information is provided to enable effective consultation and engagement on the Strategy.

3. Proposed Consultation and Engagement to inform development of the Climate Change Mitigation and Adaptation Strategy 2019-24

3.1 Initial Consultation Undertaken to Inform Preparation of the Strategy

Previous consultation events undertaken by the Council were used to inform the initial preparation of the Strategy, specifically consultation and engagement at a series of events held during Climate Week 2017 (September 2017) on 'Climate Adaptation East Lothian'.

3.2 Identification of key stakeholders

Key stakeholders, both internal and external, were identified at an early stage in the development of the Strategy. These will be the key wider partnership group for consultation and engagement, and include:

Internal stakeholders – East Lothian Council:

- Elected Members
- All East Lothian Council staff: to encourage 'buy in' to the project and enable the Council to lead by example in reducing carbon emissions and encourage and facilitate behaviour change;
- Key East Lothian Council staff to help advise on, lead, develop and promote the project;
- The Climate Change Planning and Monitoring Group, which has the following purpose:
 - To oversee the development of the Climate Change Mitigation and Adaptation Strategy
 - To approve key stages in relation to the preparation of the Strategy
 - To monitor and evaluate the implementation of the Strategy
 - To receive regular reports from the Project Officer
 - To set up any other groups required to ensure that it performs its function
 - To ensure links with other key strategic planning structures as appropriate
- Key 'Delivery Subgroups' as required, including the Sustainable Transport Officers Group, which will assist with delivery of actions under the Strategy.

External stakeholders in East Lothian:

- Area Partnerships, including 'On The Move' and 'Active Travel' sub groups;
- Community Councils;
- Tenants and Residents groups;
- Key external organisations currently involved with and/or leading on the sustainability agenda in their local communities;
- Volunteer groups, including:
 - East Lothian Countryside Volunteers and Path Wardens
 - 'Friends Of' groups
 - 'In Bloom' groups
- Young People's environmental / sustainability groups;
- Businesses;
- Business advisor from Resource Efficient Scotland;
- Advisory bodies.

External stakeholders – national bodies:

- Scottish Government;
- Other key external organisations and bodies, including:
 - Adaptation Scotland
 - Central Scotland Green Network Trust
 - Eco Schools
 - Energy Saving Trust
 - Historic Environment Scotland
 - Home Energy Scotland
 - Keep Scotland Beautiful
 - Paths For All
 - Scottish Environment Protection Agency
 - Scottish Natural Heritage
 - Resource Efficient Scotland
 - Sustainable Scotland Network
 - Sustrans
 - Zero Waste Scotland

3.4 PROPOSED COMMUNICATION AND ENGAGEMENT

[see Appendix 2: Key Tasks and Timescales Gantt Chart]

3.4.1 Branding

Development of East Lothian Climate Change/Sustainability brand for consistency and recognition across the Council and county that can reflect the wide range of relevant projects and initiatives underway that are likely to be incorporated into the Strategy and Action Plan.

Engage the public in the development of a 'logo' and branding, to encourage engagement and participation in the project. Option to work with schools to run a competition to design a brand and logo.

3.4.2 Communications

Internal East Lothian Council:

1. Internal media release 1: article in Inform (Spotlight), June 2018 – *completed*.
2. Meetings with key East Lothian Council staff to understand their roles and how they relate to the Climate Change/Sustainability agenda, and their aspirations moving forward – *completed*.
3. Climate Change Planning & Monitoring Group steer and approval.
4. Presentation to Senior Management.
5. Presentation to Elected Members.
6. Development/reinstatement of 'CRAW' ('Conserving Resources at Work'), or similar.
7. Internal media release 2: article in Inform.
8. Option of monthly branded section in Inform.
9. Promotional materials in offices/depots e.g. posters, stickers.
10. Invitation to attend drop-in consultation workshop events (see 3.4.3 below).

External:

1. Meetings with key groups/organisations to understand their roles and how they relate to the Climate Change/Sustainability agenda, particularly in relation to local communities; key projects already underway; and their aspirations moving forward – *completed*.
2. Networking events attended and training courses undertaken, including Low Carbon Scotland Conference 2018, and events/training organised by Scottish Government, Sustainable Scotland Network, Adaptation Scotland, Scottish Local Authorities Economic Development Place Group etc. – *completed/underway*.
3. Area Partnership sub-group meetings attended (Musselburgh, Fa'side, Preston Seton Gosford, North Berwick Coastal AP sub-groups) – *completed/underway*.
4. Meetings with various local businesses – *completed/underway*.
5. Meeting with East Lothian Business Advisor from Resource Efficient Scotland – *completed*.
6. East Lothian Council Website: include up to date information on Climate Change/Sustainability.
7. Dedicated email address to promote externally, to obtain feedback and provide a point of contact at East Lothian Council: **climatechange@eastlothian.gov.uk**
8. Media release 1: press release, Facebook, Twitter – promoting the East Lothian Climate Change/Sustainability agenda and East Lothian Council's role; promoting the Climate Change consultation events (see 3.4.3 below).
9. Climate Change Events to inform development of the Strategy (see 3.4.3 below): run a series of public drop-in consultation events/workshops to promote the Climate Change/ Sustainability agenda, encourage participation and engagement, and encourage engagement in and local ownership of the Strategy; and identify local actions to incorporate into the Action Plan. Invitations sent to key stakeholders.
10. Online survey on the Consultation Hub to run concurrently with the Climate Change consultation events and promoted electronically and via Twitter and Facebook. Emails sent to key stakeholders.
11. Media release 2: Formal public consultation on the Draft Strategy (6 weeks; Consultation Hub) with associated promotion and publicity. Details sent to key stakeholders.
12. Media release 3: Final Approved Strategy onto East Lothian Council's website with associated promotion and publicity. Details sent to key stakeholders.

3.4.3 Public consultation drop-in events

In order to raise awareness and encourage public engagement across East Lothian, a series of public drop-in events/workshops around the county are being arranged as part of the process of developing the Climate Change Mitigation and Adaptation Strategy and associated Action Plan. These will coincide with **Climate Week 2018** and will be widely promoted.

The purposes of these consultation events are to:

- Encourage the participation of people in East Lothian's communities, to raise awareness, encourage 'buy-in', and the engagement with and inclusion of local people/local communities in the development of the Strategy;

- Identify climate change/sustainability projects already underway in East Lothian's communities;
- Identify where the gaps are and where East Lothian Council might be able to assist with developing projects that improve sustainability/reduce carbon emissions;
- Find out what local people would like to see in their communities to promote and encourage sustainability and reduction in carbon emissions, and identify achievable actions that can deliver these;
- Obtain feedback and suggestions as to what East Lothian Council could or should be doing to promote and encourage sustainability and carbon emissions reduction, both within the Council and around the county;
- Incorporate all of the above into the Strategy and Action Plan as appropriate.

Six consultation events will be undertaken around the county, one in each Area Partnership area, on the following dates:

- **Dunbar: Monday 24th September 2018, 4pm–6pm (in Bleachingfield Centre)**
- **Port Seton: Tuesday 25th September 2018, 4pm–6pm (in Port Seton Centre)**
- **Tranent: Wednesday 26th September 2018, 4pm–6pm (in Loch Centre)**
- **Haddington: Monday 1st October 2018, 4pm–6pm (in Buffet Room, Town House)**
- **Musselburgh: Tuesday 2nd October 2018, 4pm–6pm (in Musselburgh East Community Learning Centre)**
- **North Berwick: Thursday 4th October 2018, 4pm–6pm (in St Andrew Blackadder Church Hall)**

An **online survey on the Consultation Hub** will run concurrently with the Climate Change consultation events, to provide an alternative method for people to engage with the development of the Strategy. This will be open from 24th September to 14th October 2018.

3.4.4 Outcomes

All responses received through the various consultation and engagement methods will be systematically considered and where appropriate, incorporated into an Appendix of the Strategy ('You Said, We Did').

Appendix 1: Partnership Working, Consultation and Engagement to Inform the East Lothian Climate Change Mitigation and Adaptation Strategy 2019-24

Date	Nature of Consultation / Engagement	Purpose	Attendees
Formal Consultation – Feedback Used to Inform Final Strategy			
Informal Consultation – Feedback Used to Inform Draft Strategy			

Appendix 2: You Said, We Did...

Consultation Response	Action Taken / How Used to Influence Final Strategy	Change to Strategy