



Carbon Literacy for Parish, Town and Community Councils Course Overview

This document gives you an overview of what's included in the Carbon Literacy Parish Town and Community Councils Course. This includes extracts from the slide deck, trainer manual and other support documents.

For further details please see our website: <https://carbonliteracy.com/toolkits/local-authorities/>

Getting Started

Carbon Literacy
Project



Sector Specific

Co-developed by people in the sector & designed to be delivered by peers.

Adaptable

Make it relevant to your organisation and area with customisable sections.

User Friendly

You don't need to be a carbon expert but we advise attending a CL course before delivery.

Complete Kit

All materials needed for a day's worth of certified Carbon Literacy training are included.

Accreditation

The Toolkit is only licensed for certified Carbon Literacy training within the sector - all learners must pledge an individual and group action. The trainer must submit learners' evidence forms to evidence@carbonliteracy.com within approx. 2 weeks of the training with a [certificate request form](#).

[Becoming a Carbon Literate Organisation](#) showcases commitment to a low-carbon culture.

Before starting training

In our getting started pack you will find our bank details document and our invoicing setup form. Before starting training please complete and return our invoicing setup form to accounts@carbonliteracy.com and set up The Carbon Literacy Trust on your accounting system. This allows us to issue invoices to cover certification costs and prevents hold-ups in returning certificates. Some organisations bulk purchase certificate applications in advance which reduces admin for both parties. Alternatively, we can invoice you for each batch of learners.

What does the Toolkit include?

Getting Started Pack

Slide Deck

Trainer Manual

Pre & Post-Course Forms

Evidence Forms

Activity pdf

Carbon Literacy for Parish, Town and Community Councils

Trainer Manual

Distance Delivery
CC000244
V1

2022

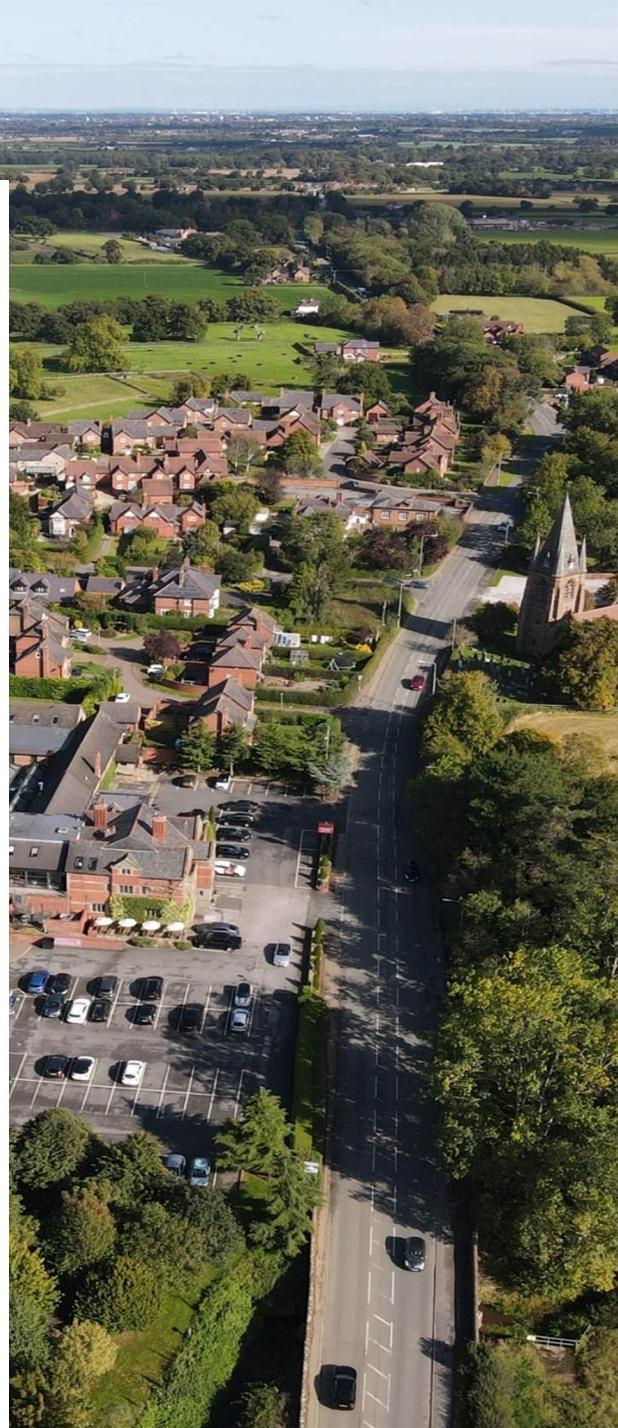
The Carbon Literacy Project



Department for
Business, Energy
& Industrial Strategy

GMCA GREATER
MANCHESTER
COMBINED
AUTHORITY

**Carbon Literacy
Project**





CL for Parish, Town & Community Councils - detailed trainer guide

This guide will provide you with all the information you need in order to carry out the Carbon Literacy Parish, Town and Community Councils Distance Delivery course. Please note that it is not meant to be read as a script but to be used as a guide for running the training. For more succinct delivery notes, please see the slide notes underneath each slide.

Carbon Literacy: *“An awareness of the carbon costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis”*

You can choose to either deliver the documentary pathway or the workshop pathway in Module 1:

Documentary pathway - ask learners to watch the full 1 hr David Attenborough Climate Change The Facts Documentary, and skip/hide the slides ‘The carbon cycle’ to ‘Wetter winters, what’s the issue?’.

Workshop pathway – don’t play the full 1 hr David Attenborough Climate Change The Facts Documentary. Instead deliver all the remaining slides in Module 1.

Materials checklist

This trainer manual

Slide deck

Activity pdf

Evaluation forms (pre & post course surveys)

Evidence forms - there are two versions of our evidence form. We have [an offline downloadable Word document](#) and [a live online Microsoft forms link](#) available.

Certificate request form. [You can access the certificate request form here.](#)

Pre-course work. Please ask learners to calculate their carbon footprint using the WWF’s carbon footprint calculator <https://footprint.wwf.org.uk/> before Module 4. If the trainer calculates their carbon footprint, it can help to initiate discussion in the ‘Your Carbon Footprint Activity’ in Module 4.

Carbon footprint of transport Excel sheet (optional)



Preparing for your training session

Documents

Getting started

Please read the getting started document in the getting started pack which explains what is included in the Toolkit and how to use it.

Slides

A PowerPoint slide deck is included with accompanying notes underneath each slide. The slide notes are a condensed summary of this trainer manual and a guide of what to cover for each slide.

Trainer manual

Ensure you have a good understanding of what is outlined in the trainer manual as this can support your confidence.

Activity pdf

This is for activities used throughout the course. Please inform learners that the activity pdf is interactive and that they can type/write/tick in the boxes. Please ensure that learners have access to the activity pdf throughout the course. To avoid formatting issues, please advise learners to open this document in an offline pdf viewer.

Evidence form

All learners need to fill in an evidence form. It is best for learners to complete the evidence form during the training session, to ensure timely submission to The Carbon Literacy Project.

There are two versions of our evidence form. We have an offline downloadable Word document and a live online Microsoft forms link available. If you wish to use the downloadable word document you can find this here: <https://carbonliteracy.com/trainer-consultant/documents/> and our live online Microsoft Forms link can be found here: https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJupg1jFuy5IFl



If you would like to use our Microsoft form, you need to duplicate our template. If trainers share the link to the template form without duplicating the form, learners will not be able to submit their answers (the submit button will be greyed out). A guide to duplicating this form can be accessed via:

https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PBDJupg1jFuy5lFl

Currently there is no 'Save and continue later' feature in Microsoft Forms. If learners intend to complete the form later, please ask them to record their answers somewhere else.

Pre-course evaluation form

You will find a pre-course evaluation form in the getting started folder. This is optional but is recommended to help you gain feedback.



Running orders

Workshop pathway split into 3 sessions

| Day 1 | | | |
|-----------------------------------|--|------------------------|---------------|
| | | Duration (hrs:mins) | Start time |
| Introduction | Tech check/Intro & What is Carbon Literacy? | 00:10 | 18:00 |
| | The role of town, parish and community councils | 00:06 | 18:10 |
| | All or nothing? / Icebreaker | 00:12 | 18:16 |
| | Training overview | 00:01 | 18:28 |
| Module 1 | The difference between weather and climate | 00:01 | 18:28 |
| | The carbon cycle | 00:03 | 18:29 |
| | The greenhouse effect and GHGs | 00:04 | 18:32 |
| | Which activity releases which greenhouse gas? | 00:05 | 18:36 |
| | How is the climate changing? | 00:04 | 18:41 |
| | The scientific consensus | 00:05 | 18:45 |
| | Carbon budgets | 00:03 | 18:50 |
| | Break | 00:10 | 18:53 |
| | Global impacts | 00:07 | 19:03 |
| | Pathways to our future / What the impacts mean for society | 00:05 | 19:10 |
| | Climate change impacts in the UK | 00:05 | 19:15 |
| | UK climate change impacts | 00:15 | 19:20 |
| | Climate change impacts in your local area | 00:05 | 19:35 |
| | How's everyone feeling ... any questions? | 00:05 | 19:40 |
| Module 2 | The Carbon Map | 00:15 | 19:45 |
| | Equity and vulnerability | 00:07 | 20:00 |
| | International policy | 00:09 | 20:07 |
| | Emission trajectories | 00:02 | 20:16 |
| | UK greenhouse gas emissions 2020 | 00:02 | 20:18 |
| | UK policy | 00:05 | 20:20 |
| | Your local authority's climate strategy/progress | 00:02 | 20:25 |
| | Your parish/town/community council's climate strategy | 00:03 | 20:27 |
| Finishing Time: | 20:30 | | |
| Total Session (M 1-2) Time | 02:31 | | |



| Day 2 | | | |
|-----------------------------------|---|---------------------|--------------|
| | | Duration (hrs:mins) | Start time |
| Module 3 | How action on climate sits within society | 00:03 | 18:00 |
| | Job creation | 00:02 | 18:03 |
| | Co-benefits of climate action | 00:32 | 18:05 |
| | How can we fund climate action? | 00:09 | 18:37 |
| Module 4 | What is a carbon footprint? | 00:01 | 18:46 |
| | Your carbon footprint (WWF Calculator) | 00:08 | 18:47 |
| | Food: greenhouse gas emissions across the supply chain | 00:02 | 18:55 |
| | The carbon footprint of transport | 00:02 | 18:57 |
| | Resource consumption | 00:03 | 18:59 |
| | Greening buildings | 00:02 | 19:02 |
| | How does home working influence carbon footprints? | 00:04 | 19:04 |
| | Personal choices to reduce your contribution to climate change | 00:02 | 19:08 |
| | Emissions under your council's influence and neighbourhood planning | 00:06 | 19:10 |
| | Break | 00:10 | 19:16 |
| | Your local area's footprint | 00:04 | 19:26 |
| | Reducing your local area's carbon footprint | 00:05 | 19:30 |
| | Community engagement | 00:03 | 19:35 |
| | Your best idea for community engagement / Dragons' Den | 00:20 | 19:38 |
| Module 5 | Action planning and levers of influence | 00:19 | 19:58 |
| Finishing Time: | 20:17 | | |
| Total Session Time (M 3, 4 and 5) | 02:17 | | |

Day 3



| | | Duration (hrs:mins) | Start time |
|---|--|------------------------|---------------|
| Module 5 | Levers of influence | 00:04 | 18:00 |
| | Transform the change targets using the levers of influence | 00:30 | 18:04 |
| | Case studies of climate action | 00:04 | 18:34 |
| | Taking action | 00:06 | 18:38 |
| | Spheres of influence | 00:10 | 18:44 |
| | Break | 00:10 | 18:54 |
| | Completing your evidence form | 00:42 | 19:04 |
| Module 6 | Talking about climate change video | 00:05 | 19:46 |
| | Britain Talks Climate / Communicating climate change | 00:31 | 19:51 |
| | How do we empower people? | 00:01 | 20:22 |
| | The discourses of delay | 00:02 | 20:23 |
| | Wrapping up | 00:10 | 20:25 |
| Finishing Time: | | | 20:35 |
| Total Session Time (M 5 & 6) | | | 02:35 |
| Total Training Time (M 1-6) | | | 07:23 |



How can we fund climate action?

Material: Slides

Timing: 9 minutes

Purpose: To make learners aware that there are many different ways parish, town and community councils can fund climate action.

How can we fund climate action? (01:00)

This slide acts as an introduction to the following slides which outline case studies of how parish, town and community councils can fund climate action.

Salix (02:00)

Salix is owned and funded by the UK Government.

Salix offers a range of different financing options including interest-free loans to support energy efficiency initiatives.

The interest-free loans are paid back through the predicted savings on energy usage, typically within a five year period.

Projects can work in tandem with energy performance contracting. Energy performance contracts oblige the energy company to generate energy savings by stipulating energy performance requirements in the tendering process.

Lots of case studies are available on the Salix website including:

Twyford Parish Council: <https://www.salixfinance.co.uk/twyford-parish>

Grendon Parish Council: https://www.salixfinance.co.uk/sites/default/files/2019-07/grendon_web.pdf

Hazlemere Parish Council: https://www.salixfinance.co.uk/sites/default/files/2019-07/hazlemere_flyer.pdf

Sywell Parish Council: https://www.salixfinance.co.uk/Sywell_Parish

References: <https://www.salixfinance.co.uk/knowledge-share/case-studies>

<https://www.local.gov.uk/sites/default/files/documents/Green%20Finance%20Report%20-%20Updated.pdf>



Section 106 agreements (England & Wales) (02:30)

In England and Wales: Planning obligations under Section 106 of the Town and Country Planning Act 1990 can be used to require developers to pay local authorities a fee to offset the 'planning gain' associated with property development.

Work with your local authority to ensure Section 106 money is used for local environmental projects – Section 106 money is usually awarded to projects in the same town or parish as the property development.

E.g., Chigwell Parish Council used £1.2m in Section 106 contributions from developers to fund three new local bus services. All three services will be free and for residents only.

In Scotland: Planning obligations under Section 75 of the Town and Country Planning (Scotland) Act 1997 can be used to require developers to pay local authorities a fee to offset the 'planning gain' associated with property development.

Work with your local authority to ensure Section 75 money is used for local environmental projects – Section 75 money is usually awarded to projects in the same town or parish as the property development.

"Excerpts from Climate change case studies have been reproduced, by permission, from the National Association of Local Councils"

Reference: <https://policy.friendsoftheearth.uk/insight/33-actions-local-authorities-can-take-climate-change>

Community shares (02:30)

Community shares allow local residents and businesses to invest in social and environmental initiatives by purchasing shares.

The funds raised through the shares offer a flexible way to raise finance.

Community shares have been invested into co-operative and community businesses including shops, pubs, renewable energy schemes, housing projects and community hubs.

England: The Community Shares Booster Fund is a funding scheme designed to support community share offers. To help groups to prepare community share offers, the initiative offers development grants averaging £5,000 and matches investment pound for pound up to



£25,000, providing the minimum share offer target is achieved. Community Energy England lists a selection of share offers on their website:
<https://communityenergyengland.org/pages/share-offers>

Scotland: Community Shares Scotland provides free support and guidance to anybody interested in learning more about community shares. Eligible groups can also receive up to six days of tailored consultancy to help develop a community share offer, and can apply for a Microgrant to support the marketing and promotion of a community share offer.
<https://communitysharesscotland.org.uk/>

Wales: The Community Shares Wales Resilience Project is delivered by Cwmpas. Cwmpas offers support and advice to groups looking to raise investment through community shares.
<https://cwmpas.coop/what-we-do/services/community-shares-wales/>

More information about Community Share Offers:

<https://www.uk.coop/start-new-co-op/support/community-shares>

<https://www.uk.coop/support-your-co-op/community-shares/support>

<https://www.uk.coop/start-new-co-op/support/community-shares/booster-programme>

<https://www.uk.coop/start-new-co-op/support/community-shares/standards>

Lots of other case studies are available on the Internet including:

<https://www.shareenergy.coop/portfolio/>

<https://www.repowering.org.uk/>

Other references: <https://www.repowering.org.uk/north-kensington-community-energy/>

<https://www.thenews.coop/151027/topic/financial/as-high-street-giants-fall-community-shares-help-businesses-thrive/>

Bringing people together for bulk purchases (01:00)

Parish, town and community councils can bring together local homeowners and businesses.

Bringing groups of people together for bulk purchases helps local people to achieve discounts through economies of scale and allow parties to purchase clean energy at affordable prices.

The Centre for Sustainable Energy outlines more information about the benefits of bulk buy schemes. <https://www.cse.org.uk/news/view/1853>

References:

<https://www.frometowncouncil.gov.uk/fromes-solar-streets/>

<https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency>

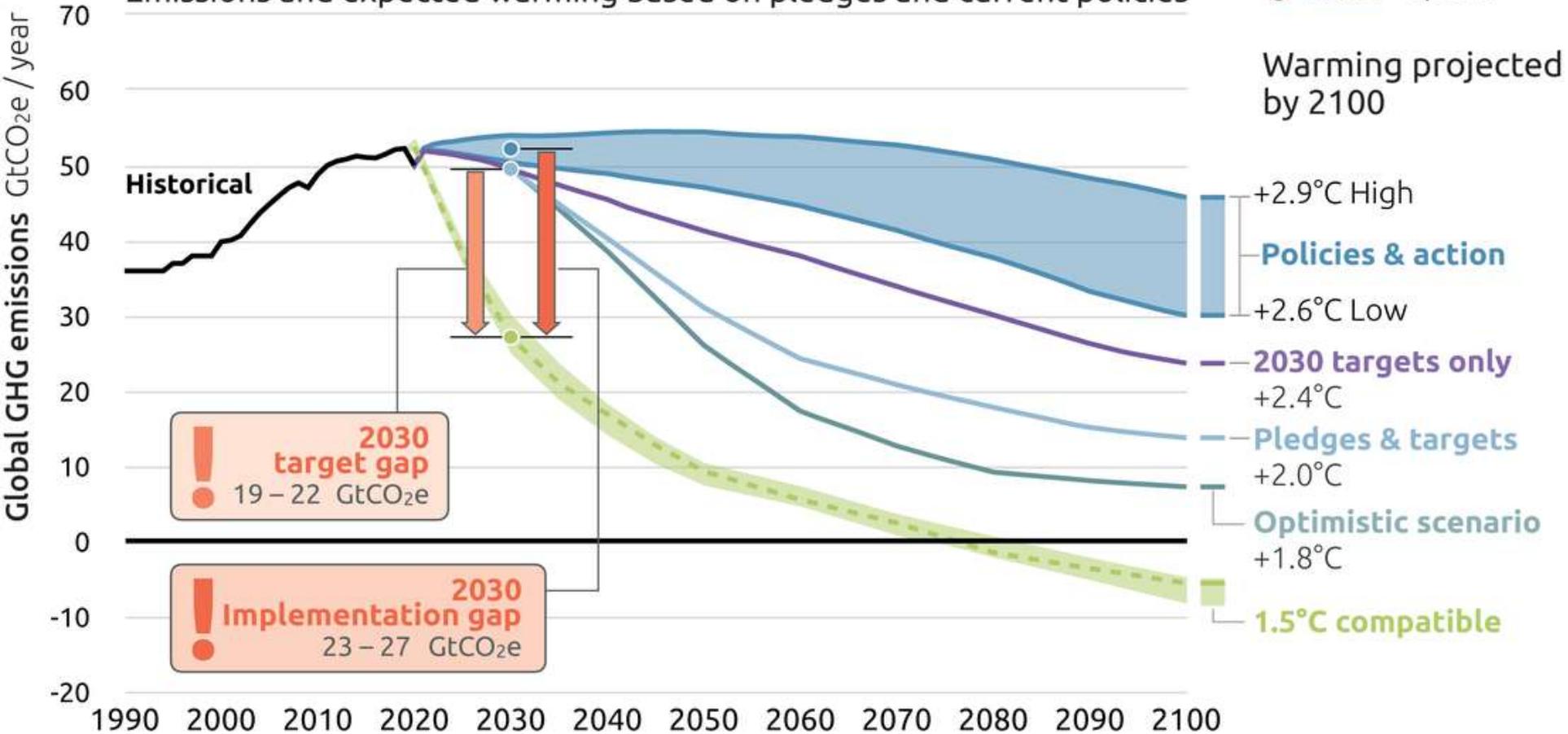


Emission trajectories

2100 WARMING PROJECTIONS

Emissions and expected warming based on pledges and current policies

Climate Action Tracker Nov 2022 Update





Activity: Co-benefits game

Farnham & Hovingham Parish Councils

- From over 60 events, Farnham Repair Café has led to savings of over 35.5 tCO₂e and £105,582. Hovingham Parish Council and a community group run a virtual share shed where tools, cleaning and gardening equipment can be shared.



Health



Equity &
Community



Financial
savings



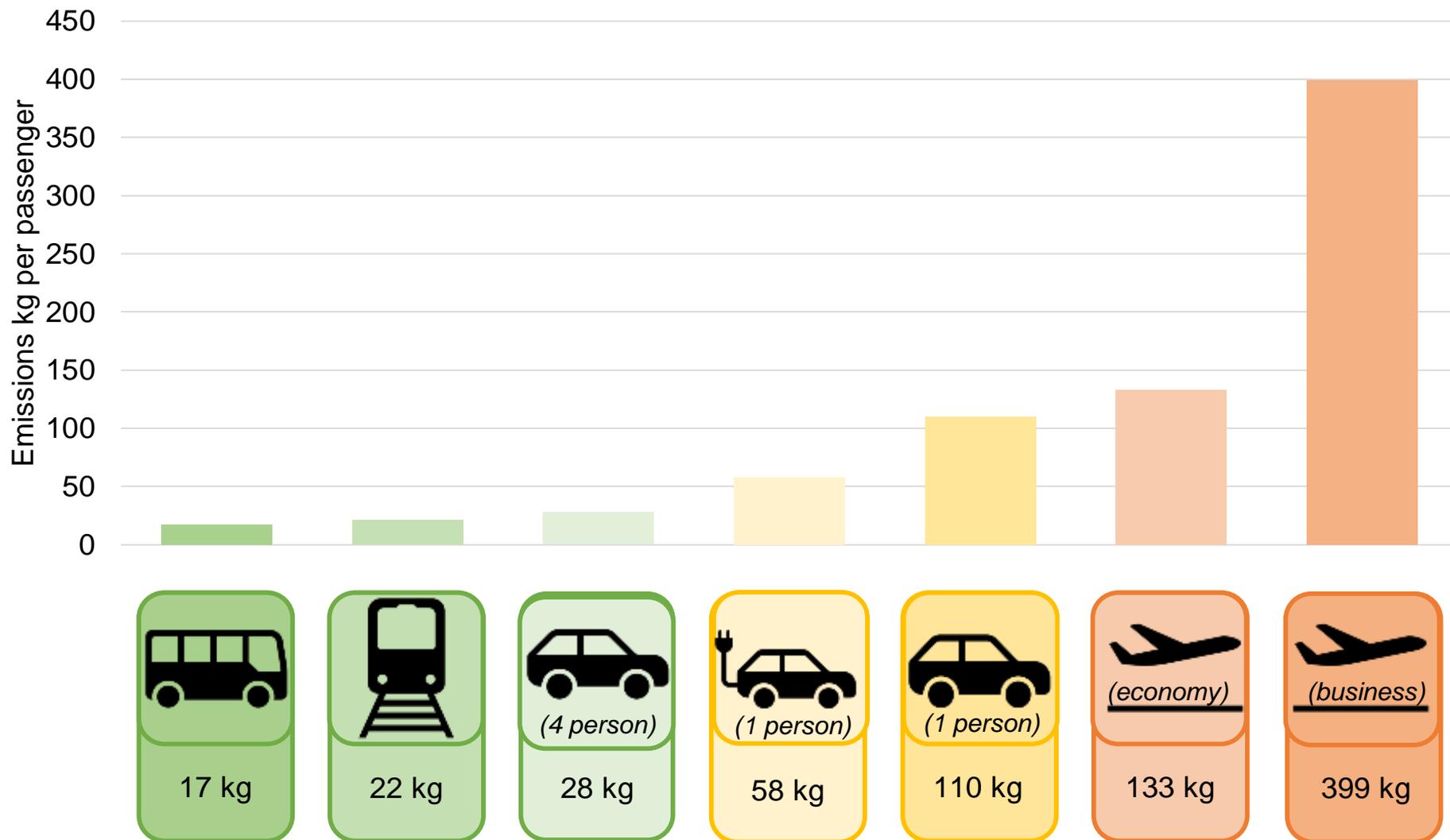
Resilience



Green
space



A return trip from [London] to [Manchester]





Your local area's footprint

Blandford Forum

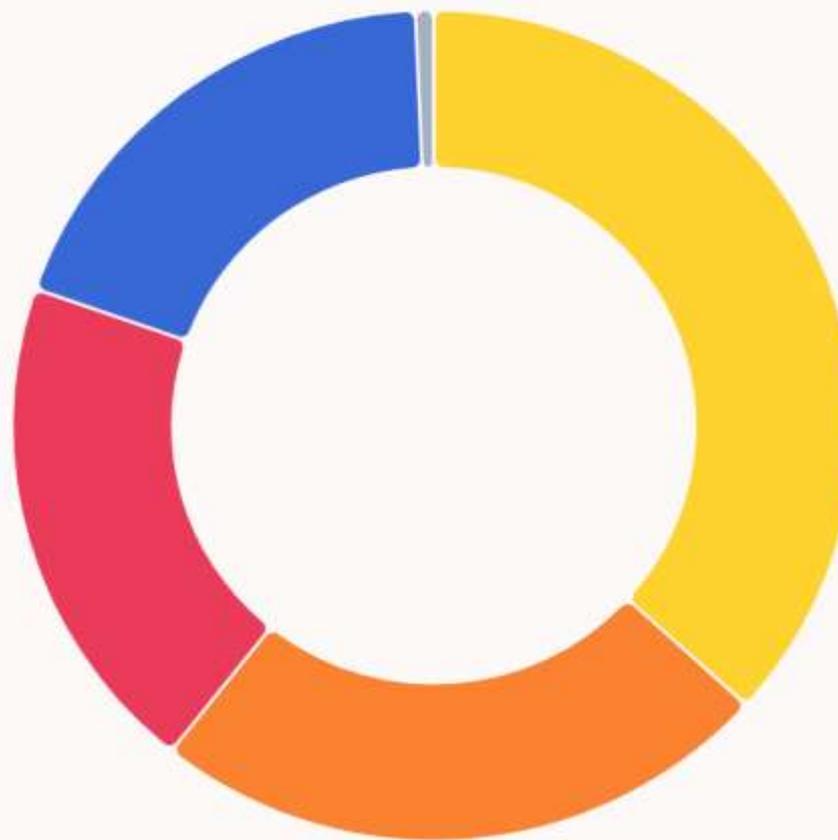
14.2t CO₂e*

per-household consumption
footprint (p.a.)

EMISSIONS BREAKDOWN (t CO₂e)

| | |
|-----------------------------------|------|
| Consumption of goods and services | 5.22 |
| Food and diet | 3.41 |
| Housing | 2.79 |
| Travel | 2.7 |
| Waste | 0.1 |

*CO₂e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.





Activity: Your best idea for community engagement

- What low carbon initiatives would be popular with local people?
- How do we actively engage the community in supporting/taking climate action?
- Does your best idea align with local concerns?
- How does it benefit the local community?
- Who do we need to get involved to make this work?





Community engagement

- Make it about local issues
- Don't do it alone
- Don't wait for everyone to be on board
- Find your angle
- Emphasise the co-benefits of taking action
- Offer practical solutions
- Turn action into engagement
- Build a picture of the future





Taking action: why is your action pledge important?

- Everyone plays a part in the transition to a low carbon society.
- By pledging two actions today, you are one step closer to reducing your carbon footprint to a more sustainable size.
- This is also essential in order to receive your Carbon Literacy certificate!

