

Yorkshire and Humber Climate Commission Climate Adaptation Programme - Overview

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Introduction

This document gives an overview of the Yorkshire and Humber Climate Commission (YHCC) Climate Adaptation Programme, that is taking place from January to December 2023.

The need for the Programme was identified at the YHCC's Regional Policy Forum and the Programme was then designed based on the continuous exchange between the YHCC and the regional representatives (from LAs & CAs) in the YHCC Adaptation Programme Task and Finish Group.

The Programme aims to support Local Authorities (LAs) in the Yorkshire and Humber region to develop strategies, plans procedures, and actions to mainstream climate variability and change¹ in their organisations and ensure that the services they provide become more climate resilient. All the Local Authorities in the region have already developed some climate adaptation actions (e.g. flood resilience actions, development of a climate adaptation strategy, building climate literacy in the organisation, undertaking climate risk assessments etc.). This Programme aims to bring all the climate adaptation actions undertaken so far, and all the forthcoming adaptation efforts still needed, into a coherent and comprehensive framework. This framework will enable effective and efficient knowledge and experience transfer, helping all involved move to a comprehensive and similar position. All LAs involved welcome this opportunity and the support provided.

The Programme builds on the Local Partnership "Climate Adaptation Toolkit for Local Authorities"². Following feedback from the task and finish group, we have put additional emphasis on:

- developing internal climate leadership (i.e. involving corporate leaders as well as climate officers and service leaders),
- establishing internal organisational processes early on (e.g. thinking about building Monitoring and Evaluation routines early on in the process), and
- allocating responsibilities for climate adaptation related actions throughout the Authority.

This is the first iteration of the YHCC Climate Adaptation Programme. In this pilot, 13 Local Authorities across the Yorkshire & Humber Region are taking part. The learnings from supporting these 13 Local Authorities will be used to strengthen the YHCC Climate Adaptation Programme so that this experience can be shared with other Local Authorities throughout the region and beyond. Alongside the running the Programme, the YHCC team will be working with the Local Partnerships team that developed the "Climate Adaptation Toolkit for Local Authorities" and the Local Government Association, in order to share learning and insights and seek additional support if necessary.

¹ Climate variability includes all the variations in the climate that last longer than individual weather events, whereas the term climate change only refers to those variations that persist for a longer period of time, typically decades or more.

²https://localpartnerships.org.uk/wp-content/uploads/2021/12/Local_Partnerships_Climate_Adaptation_Toolkit_v1.pdf; Accessed 14/11/2022

Specifics of the YHCC Climate Adaptation Programme

The Programme fosters sharing and learning between the Local Authorities

At the core of this Programme are the exchanges Local Authorities in the region will have during the Programme “get together” sessions and the communications they will have between these sessions. Local Authorities that are a bit more experienced in one area will be encouraged to share their experiences (and ideally relevant resources that they have developed) with the other Local Authorities embarking on the Programme at the same time. The spirit of the programme is to share learning already within the region, accelerate climate action, and pool resources to plug gaps that are identified as we go through the process. This way a comprehensive and widely understood baseline will be established, from which further adaptation work can evolve.

Throughout the Programme, there will also be ample opportunities to share some of the workload across the Local Authorities to avoid some effort duplication (e.g. when developing the climate adaptation service plan, Local Authorities will be working in smaller groups and could chose to divide some of the foundation work necessary to get started). More importantly, by going through the Programme together, the participating Local Authorities will create strong relationships, ones that should, hopefully, carry on beyond the YHCC Climate Adaptation Programme and support cross sector & geographical learning and collaboration. The fact that we have such a great coverage of the region means that by working through the programme together, the Local Authorities are really supporting the climate resilience of the region as a whole and are further building regional leadership on climate adaptation.

The YHCC Secretariat team’s Role

The YHCC Secretariat team’s role in the running of the Programme sessions is primarily to foster and facilitate discussions on climate adaptation and peer-to-peer learning between Local Authorities. Where possible and appropriate, case studies or checklists will be provided to support the Local Authorities. The YHCC secretariat team will also be available throughout the process to answer specific questions arising from mainstreaming climate adaptation in the Local Authority and provide additional resources where needed.

The YHCC is hosting a series of Delivering Impact sessions from now until November 2023 which are all open to members of the Programme and a schedule will be provided in due course. These sessions will identify practical actions that can be taken across the region in order to establish or accelerate climate action. The Commission is using the sessions to focus on key issues such as addressing the cost-of-living crisis, promoting retrofit, strengthening adaptation planning, promoting green jobs and skills investment and creating the basis to develop a regional approach to land use. In every session, insights are drawn from leading national experts, policy and planning measures are explored and practical experiences from within the region are evaluated. Outputs from each session will propose practical next steps appropriate for the topic at hand.

The Programme recognises the specific needs of each Local Authority's adaptation journey

This Programme has been designed on the basis that the Authorities in the region are at different points in their climate adaptation journey. Some Authorities are just starting to develop their climate adaptation efforts, whilst others have already some adaptation strategies and procedures in place, and some have really quite robust approaches but are seeking confirmation and to achieve consistency across their services.

The end goal of the Programme is to ensure that the services Local Authorities are responsible for delivering become climate-resilient and that the Authorities have monitoring and evaluation procedures in place to ensure that services remain climate resilient as future climate impacts arrive and accelerate, as we anticipate they will. The Programme approach will make best use of the existing climate adaptation expertise and climate literacy that already exists within the Local Authority, and will strengthen it by identifying any gaps and supporting a consistent and systematic approach across services and the region.

We have designed the programme with pragmatism in mind. We fully recognise the challenges that LAs face at the moment with the Cost of Living Crisis, further budget pressures and ever increasing demand on already fragile services. However, whilst being pragmatic, it is critical that we do not lose sight of how we would ideally like things to be, given the scale and gravity of the climate emergency within which we find ourselves. This is what we must ultimately aim for.

A Tiered Approach

Therefore, we have created the Programme with a 3-Tier approach. Each of the Tiers represents the a "typical" progression on an adaptation journey. The actions to be ticked off for Tier 1 and Tier 2 organisations are similar. What differentiate these two Tiers is the level of efforts required. In Tier 1, most actions are new to the Local Authorities and so the learning curve is steepest. Whereas some of the actions are already completed or underway in Tier 2 Local Authorities, and so it is a case of revisiting, refreshing and finessing the approaches or plans. It is anticipated that Tier 2 Local Authorities will be able to build on their efforts they have already deployed whilst developing or furthering outstanding actions.

Tier 1 is the typical journey for these LA that are just starting with their climate adaptation efforts. Tier 1 is also, therefore, the "complete" journey from starting to think about climate adaptation within the Local Authority to all the LA services being climate resilient. It is the Tier that requires the most efforts (in human capacity, financial and time terms).

Tier 1 Example: This Local Authority has already been exposed to extreme weather events and has had to navigate some of its consequences (e.g. flooding of roads or properties). This Local Authority knows that these extreme weather events are likely to become more frequent in the future and would like to be more prepared to navigate them to mediate the adverse consequences of such events or take advantage of the opportunities they might present. The Local Authority wants to mainstream climate adaptation throughout the organisation and ensure its services are climate resilient but has not really started to think about how to develop a coherent approach to do so.

Tier 2 is a typical adaptation journey for the LA that already has a climate adaptation strategy, plans or actions in place but needs to build on these efforts and extend them throughout the whole Local Authority whilst making sure the LA has a coherent approach to its climate adaptation efforts.

Tier 2 Example: This Local Authority has already been exposed to extreme weather events and has had to navigate some of its consequences (e.g. flooding of roads or properties). This Local Authority has already taken some actions to embed climate adaptation in its organisation, for example building climate literacy into the organisation or developing an adaptation strategy. This Local Authority needs to build on these efforts and make sure existing and future actions to tackle Climate Variability and Change come together under a coherent approach to climate adaptation.

Tier 3 is a typical journey for the LA that already have mainstreamed climate adaptation across all their services. This work in this Tier is mainly focussed on regularly monitoring and evaluating climate adaptation procedures in place, ensuring that resilience is maintained through continual learning and adaptation.

Tier 3 Example: This Local Authority has already embedded climate adaptation at all levels and across all services. It has a climate adaptation leadership team in place, a Climate Adaptation Strategy and all its services have a Service Climate Adaptation Plan. It also has some Monitoring and Evaluation procedures in place to monitor its adaptation efforts at all levels. This Local Authority is routinely monitoring its adaptation efforts and adjusting its Adaptation Strategy and Service Climate Adaptation plans and actions accordingly.

The progression of the LA can also be atypical. This might particularly be the case for the LA in Tier2; these LA that have started their adaptation efforts but might not have completed all the steps highlighted in Tier 1. In that case the LA will have to navigate between Tier 1 and 2 actions. The LA could be on Tier 2 for the Climate Adaptation Strategy they already developed but on Tier 1 for the Service Climate Adaptation Plans they are starting to develop. The Programme was designed with flexibility in mind, but all the “need to action” actions of Tier 1 need to have been completed.

A checklist of actions for each Tier will be provided before the sessions. The list of detailing the actions for each Tier can be seen in Appendix 1.

The Programme helps transcend political and staff changes in the Local Authorities

Climate adaptation measures and approaches require culture change and sustained focus. Therefore, they themselves need to be resilient to political changes and staff turnover within the organisation. Documenting each step of the adaptation journey (and producing a written output for each action) ensures that the Local Authority can rely on a climate adaptation audit trail as and when changes in political leadership or staffing occur. And, having strong and robust governance in place will also be instrumental to success over time.

An strong audit trail also enables the constant Monitoring and Evaluation efforts that are an essential aspect of any climate adaptation journey. More details on the type of output for each action can be seen in Appendix 1.

YHCC Climate Adaptation Programme sessions (outline, timeline, structure, and participants)

Preliminary briefings with each corporate lead of the participating Local Authorities have been taking place from mid-September 2022 to mid-November 2022. These briefings introduced the YHCC Secretariat leads for the programme and provide a short overview of the Programme as well as hearing about what climate adaptation efforts Local Authorities have been undertaking so far. It enabled the YHCC Secretariat leads to collate early feedback on the aims and outcomes sought from the Programme.

The Programme aims to involve designated Corporate Leads, Climate Support Officers and Service Leads at various stages of the Programme. **Table 1** provides a detailed overview of the Programme sessions (outline, timeline, structure and participants).

A preliminary session with the Corporate Leads on the 23/11/2022 and one with the Climate Supporting Officers on the week commencing 09/01/2023 (date to be confirmed) will take place. These primary sessions aim to introduce the Programme and discuss ways of working collaboratively going forward.

The Programme is anticipated to run from January to December 2023. Throughout the year several sessions will take place. There are ample opportunities for Local Authorities to shape the sessions. Before each session, a survey will be sent out to the Local Authorities to assess what knowledge/resources exist within the Local Authorities, what gaps need to be addressed and what topic need to be discussed in the forthcoming session. The session will be then planned based on the results of the survey. Two sessions (i.e. sessions 5 and 6) will be run as workshops. All sessions will have specific outputs and will require a concerted effort throughout from the participating Local Authorities.

Table 1 : YHCC Climate Adaptation Programme session outline, timeline, structure and session participants

Session number	Title	Who should attend			Provisional date (Week Commencing or w/c)	What will be covered (determined by pre-session survey)	Format of the session
		Corporate Leads	Climate Support Officers	Service Leads			
0	Launch session with all participating Local Authorities (LAs) CORPORATE LEADS	X			23/11/2022	<p>1- Local Authority (LA) Corporate Leads introductions / YHCC introductions</p> <p>2- why it is important for LA to adapt to climate variability and change - business case for climate adaptation in Local Authorities</p> <p>3- Broad introduction to the YHCC Climate Adaptation Programme (inc. building climate adaptation leadership, Climate risks included in corporate risk register, importance of M&E, developing climate literacy in the LA)</p> <p>4- Ways of working (Clarification of YHCC roles and support; LAs communicating with YHCC, LAs working together, LAs communicating with each other's)</p> <p>5- Re-enforced commitment to working as a group and sharing experiences, ideas, resources etc.</p>	<p>Mix of presentations by YHCC and discussions</p> <p>Chaired by YHCC</p>

Session number	Title	Who should attend			Provisional date (Week Commencing or w/c)	What will be covered (determined by pre-session survey)	Format of the session
		Corporate Leads	Climate Support Officers	Service Leads			
0	Launch session with all participating Local Authorities (LAs) CLIMATE SUPPORT OFFICERS		X		w/c 09/01/2023	<p>1- Local Authority (LA) Climate Support Officers introductions / YHCC introductions</p> <p>2- why it is important for LA to adapt to climate variability and change - business case for climate adaptation in Local Authorities</p> <p>3- Broad introduction to the YHCC Climate Adaptation Programme (inc. building climate adaptation leadership, Climate risks included in corporate risk register, importance of M&E, developing climate literacy in the LA)</p> <p>4- Ways of working (Clarification of YHCC roles and support; LAs communicating with YHCC, LAs working together, LAs communicating with each other, Climate support officers working with corporate leaders and service leaders)</p> <p>5- Re-enforced commitment to working as a group and sharing experiences, ideas, resources etc.</p>	<p>Mix of presentations by YHCC and discussions</p> <p>Chaired by YHCC</p>
1	Introduction to climate adaptation governance, climate adaptation schemes and the importance of M&E in adaptation efforts	X	X		w/c/ 23/01/2023	<p>Overview of climate adaptation, policies, governance, motivation for adaptation etc (e.g. certification schemes (e.g. CDP...)). An introduction to monitoring and evaluation and why it is at the heart of adaptation.</p>	<p>YHCC answering the gaps in knowledge raised by the survey monkey.</p> <p>Facilitating sharing between Local Authorities (their insights or experiences, resources, documents etc)</p>

Session number	Title	Who should attend			Provisional date (Week Commencing or w/c)	What will be covered (determined by pre-session survey)	Format of the session
		Corporate Leads	Climate Support Officers	Service Leads			
2	Developing a Climate Adaptation Strategy and first thought on a Monitoring and Evaluation Plan for the Strategy		X		w/c 6/03/2023	How to develop a Climate Adaptation Strategy and key points to think about to draft a Monitoring and Evaluation plan for the Strategy	YHCC answering the gaps in knowledge raised by the survey monkey. Facilitating sharing between Local Authorities (their insights or experiences, resources, documents etc)
3	Deciding the Services to focus on & Corporate Leads feedback & check in	X			w/c 27/03/2023	LA Corporate leads to feed back to YHCC about their corporate risk register reviews after climate risks included. Each corporate lead to put forward their most "climate vulnerable" services / the 3 top services they want to focus on. Allocation of LA to one working group (one service).	YHCC to facilitate sharing and discussions
4A	Developing a Climate Adaptation Service Plan (1/2) (each LA to focus on one service / 3 groups of LAs covering 3 services in total; the 3 services are agreed upon in Step 3))		X	X	w/c 24/04/2022	How to develop a Service Climate Adaptation Plan and key points to think about to draft a Monitoring and Evaluation plan for the Plans It is also a briefing to the LA service leads	YHCC answering the gaps in knowledge raised by the survey monkey. What resources LAs do not have access to, what are they missing to get started etc. Facilitating sharing between Local Authorities (their insights or experiences, resources, documents etc)
4B	Developing a Climate Adaptation Service Plan (2/2)		X	X	w/c 10/07/2022	Check-in on the progresses of the Service Climate Adaptation plans and foster discussions between LAs	YHCC to facilitate sharing and discussions

Session number	Title	Who should attend			Provisional date (Week Commencing or w/c)	What will be covered (determined by pre-session survey)	Format of the session
		Corporate Leads	Climate Support Officers	Service Leads			
5	Monitoring and evaluation – finalise M&E drafts & develop regional climate adaptation indicators		X		w/c 25/09/2023	<p>Answer any questions on developing M&E plans</p> <p>Co-developing regional climate adaptation indicators</p>	<p>YHCC answering the gaps in knowledge raised by the survey</p> <p>What resources LAs do not have access to, what are they missing to get started etc</p> <p>Workshop to develop regional climate adaptation indicators</p>
6	Communicate adaptation efforts to public (and maybe CCRA) & Community engagement	X	X		w/c 23/10/2023	<p>How to communicate climate adaptation efforts to the public (and to Government if climate risk disclosure becomes compulsory under Adaptation reporting Power)</p> <p>LAs can share some community engagement initiatives that they run / support</p>	<p>Workshop and share experiences with the view to develop a template that all LA can use to communicate to the public at the end of the session - Emphasis on clarifying what LA does and what public is responsible for</p> <p>Facilitate sharing about community engagement around climate adaptation</p>
7	Closing session	X	X	X	w/c 27/11/2023	Final thoughts on the Programme. What worked, what can be improved	Open discussion To be finalised

Appendix 1: Detailed actions and outputs for each Tier Local Authority

ACTION	LOCAL AUTHORITY RESPONSIBILITY(IES)				OUTPUT (AUDIT TRAIL)	RELATIVE EFFORTS/ INDICATION OF EFFORTS NEEDED FOR EACH ACTION & LOCAL AUTHORITY TIER			ACTION COVERED BY TRAINING SESSION NUMBER (See next worksheet called "Training session outline")
	Corporate lead	Climate Officer(s)	Service lead(s)	Climate Adaptation Leadership team (together)		Tier 1 Local Authority (organisation is new to climate adaptation / does not have any formal adaptation processes in place yet)	Tier 2 Local Authority (organisation has already started with some formalised adaptation efforts e.g. develop an adaptation strategy, explore adaptation governance landscape etc)	Tier 3 Local Authority (example of a climate resilient Local Authority ; organisation has well-developed formal adaptation processes in place (e.g. adaptation strategy, adaptation service plans (all) and M&E procedures)	
ASSEMBLE THE CLIMATE ADAPTATION LEADERSHIP TEAM (FOUNDATION STAGE 1)									
Build case for and secure Local Authority (LA) corporate/managerial buy in	X					*	*	*	0
Assemble the climate leadership team (corporate leader, climate adaptation officer(s), service leaders) Note: 3 service leaders included to start with and then add more service leaders as the Local Authority develops its adaptation efforts to cover all the services	X				Climate leadership team defined and roles and responsibilities clearly defined	*	*	*	0
Establish routine meeting schedules for a) the climate leadership team and b) updating the corporate lead on progress with adaptation efforts					Meeting schedules in place for a) leadership team meeting and b) regular update on climate adaptation progress to corporate lead	*	*	*	0
EMBED CLIMATE ADAPTATION IN ALL LEVELS OF THE ORGANISATION (FOUNDATION STAGE 2)									
Include climate risks in high level Local Authority risk register	X				Climate risks included in the Local Authority climate risk register	*	*	*	0
Establish a plan for developing climate literacy throughout the Local Authority	X	X	X		Document outlining the plan to develop climate literacy in all levels and functions of the Local Authority	***	**	**	0
GATHER CLIMATE ADAPTATION INFORMATION (POLICIES, FUNDING, ETC) (FOUNDATION STAGE 3)									
Map the adaptation governance landscape (national and local) and possible compulsory requirements that the Local Authority has to comply with (e.g. UK Climate Change Risk Assessment, UK National Adaptation Program if climate risk reporting becomes compulsory for Local Authorities etc.)		X			Document outlining the climate adaptation governance landscape	*	*	*	1
Gather a list about the possible climate adaptation schemes (e.g. Carbon Disclosure Project, ISO 14090:2019, Climate Emergency Pledge, UK Climate Change Risk Assessment etc.) and gather detailed information about these schemes (e.g. reporting information, schedule, deadlines etc.)		X			Document summarising the possible climate adaptation schemes	*	*	*	1
Gather information / start a register of potential funding sources or opportunities for funding for climate adaptation projects (external to the Local Authority, national or local levels)		X			Spreadsheet summarising possible avenues for funding climate adaptation projects/initiatives	*	*	*	1
DEVELOP M&E ROUTINES AND ALLOCATE M&E RESPONSIBILITIES FOR THE "FOUNDATION STAGES 1,2 AND 3"									
Develop schedules for monitoring:									1
1. Climate literacy through the organisation			X		Plan to monitor progress on Local Authority climate literacy	***	**	**	1
2. Adaptation policies / governance landscape changes as well as Carbon Disclosure Project, ISO 14090:2019 etc. changes			X		Document outlining the plan to monitor the climate adaptation governance landscape	***	**	**	1
3. Potential sources of climate adaptation funding			X		Document outlining the plan to update the climate adaptation funding spreadsheet	***	**	**	1
Allocate Local Authority responsibilities for the various M&E efforts for the "Foundation stages 1,2 and 3"			X		Document outlining the responsibilities for monitoring climate literacy, adaptation governance landscape and climate adaptation funding	*	*	*	1
DEVELOP THE LOCAL AUTHORITY ADAPTATION STRATEGY AND DRAFT AN ASSOCIATED MONITORING AND EVALUATION PLAN									
Decide on the climate adaptation strategic goal(s) for the Local Authority; it could be following the Carbon Disclosure Project accreditation for public authority, or the ISO principles or for the Local Authority to develop its own climate adaptation principles and documents				X	Document outlining the discussion / agreed choice for the goal of the Local Authority Climate Adaptation Strategy	***	**	**	2
Develop the Local Authority Climate Adaptation Strategy				X	Local Authority Climate Adaptation Strategy document	***	**	**	2
Draft a M&E plan to monitor the Local Authority Climate Adaptation Strategy (How often the Strategy will be reviewed, the indicators to be used to track progress etc) and allocate responsibilities for monitoring the Strategy				X	Draft document highlighting the Local Authority leadership team early thoughts on monitoring and evaluating the Local Authority Climate Adaptation Strategy	***	**	**	2
DEVELOP THE SERVICE CLIMATE ADAPTATION PLANS (1 PER LOCAL AUTHORITY SERVICE) AND DRAFT ASSOCIATED MONITORING AND EVALUATION PLAN(S)									
Identify past extreme weather events vulnerabilities in the area under the jurisdiction of the Local Authority Note: If a service is already vulnerable to extreme weather events it will still be vulnerable in the future with climate change) and explore other extreme weather events and their potential implications for existing services	X	X			Document outlining the past extreme weather events that affected the Local Authority services in the past 10 years (??)	***	**	**	4A
Identify opportunities under extreme weather events (e.g. build back better...)	X	X			Document summarising the potential opportunities that could arise from extreme weather events in the Local Authority area	***	**	**	4A
Identify future climate risks that could affect the Local Authority service delivery in the future (affect negatively or positively)	X	X			Document summarising the future climate risks for the Local Authority and their (positive and negative) consequences for the Local Authority services	***	**	**	4A
Collate a library of potential adaptation actions per service and the supporting information associated with the action (whether it has been implemented before and where, indication of costs, scale etc.)	X	X			Database or document with some feasible adaptation actions to moderate extreme weather events and future climate change with associated information	***	**	**	4A
In the light of the analysis of extreme weather events and future climate risks on the service, and with the list of adaptation actions developed, write the Service Climate Adaptation Plan(s) (1 per service)	X	X			One Climate Adaptation Plan per Local Authority service	***	**	**	4A
Draft a M&E plan to monitor the Service Climate Adaptation Plans (how often are the plans to be monitored, how will the climate adaptation action database maintained, what indicators could be used to track progress, etc) and allocate responsibilities for the monitoring and evaluation of the plans. Note: The service M&E plan(s) could be the same for all services or specific to different services				X	A draft document outlining how the Service Climate Adaptation Plans are going to be monitored and evaluated (one document or several if the M&E plans are to be different for each service)	***	**	**	4A
FINALISE M&E PLANS (FOR CLIMATE ADAPTATION STRATEGY AND SERVICE CLIMATE ADAPTATION PLANS)									
Finalise and implement the M&E plan to monitor the Local Authority Adaptation Strategy				X	Finalised document highlighting the Local Authority leadership team early thoughts on monitoring and evaluating the Local Authority Climate Adaptation Strategy	***	**	**	5
Finalise and implement the M&E plan(s) to monitor the Service Climate Adaptation Plans				X	Finalised document outlining how the Service Climate Adaptation Plans are going to be monitored and evaluated (one document or several if the M&E plans are to be different for each service)	***	**	**	5
COMMUNICATE CLIMATE ADAPTATION EFFORTS									
Agree on how adaptation efforts are going to be communicated to the public within the Local Authority jurisdiction				X	Document summarising the minutes of the meeting(s) where the communication of the Local Authority climate adaptation efforts was discussed	*	*	*	6
Agree on responsibility(ies) for communicating Local Authority climate adaptation efforts				X	Document summarising the minutes of the meeting(s) where the responsibilities for communicating the Local Authority climate adaptation efforts were discussed	*	*	*	6
Communicate the Local Authority adaptation efforts to national level if it becomes required (e.g. Climate Change Risk Assessment if reporting becomes compulsory for Local Authorities)				X	Document reporting the Local Authority climate adaptation efforts to National Government (if reporting becomes compulsory)	***	**	**	6
Communicate the Local Authority adaptation efforts locally, paying special attention to the public and Local Authority responsibilities/ mandate for climate adaptation				X	Communication material (e.g. leaflets, newsletters, web sites etc)	***	**	**	6
Collate examples of community engagement in climate change adaptation / support community initiatives in climate adaptation									6
Agree on a review schedule for communication material, issue of Local Authority climate adaptation newsletter etc				X	Document establishing how and when Local Authority adaptation efforts will be communicated	***	**	**	6