

**No matter how small your public body is, you can still reduce its emissions. Government alone is responsible for around 15% of the Island’s emissions. Even individuals can (and should!) reduce their emissions**. **To help your public body reduce emissions, a Climate Action Plan will help guide you.**

Public bodies have a [legal obligation](https://netzero.im/media/bo2f4luf/legal-obligations.pdf) under the [Climate Change Act 2021](https://legislation.gov.im/cms/images/LEGISLATION/PRINCIPAL/2021/2021-0020/ClimateChangeAct2021_1.pdf), as follows:

*(1) A public body, in performing its duties, must act in the way that it considers best to contribute to —*

*(a) the meeting of the* [*net zero emissions target*](https://netzero.im/media/bo2f4luf/legal-obligations.pdf) *by the net zero emissions target year;*

*(b) the meeting of any interim target;*

*(c) supporting the* [*just transition*](https://netzero.im/media/r22j254m/just-transition.pdf) *principles and the* [*climate justice*](https://netzero.im/media/flkj41e0/climate-justice.pdf) *principle;*

*(d)* [*sustainable development*](https://netzero.im/media/r1kenik3/sustainable-development.pdf)*, including the achievement of the United Nations sustainable development goals; and*

*(e) protecting and enhancing* [*biodiversity, ecosystems and ecosystem services*](https://netzero.im/media/cuqlfez5/biodiversity-ecosystems-and-ecosystem-services.pdf)*.*

**Having a Climate Action Plan will enable you to fulfil these obligations efficiently and monitor/report your progress.**

While this document is aimed at small public bodies, **the basic principles of creating a plan are the same no matter what size the organisation may be**. Larger public bodies are likely to have a wider variety of functions and sources of emissions, so their plans may be more complex.

The following sections explain how to go about creating a plan. You can use these headings in your plan, or choose your own.

## Emission sources

Identify the activities undertaken by the public body that contribute to emissions.

You should consider:

* Scopes 1, 2 and 3 – see ‘[Emissions – Info Sheet](https://netzero.im/media/cgifzicd/emissions.pdf)’ and
* If your public body sets policies which influence the behaviour of individuals, businesses or organisations, what impact those policies have on emissions – are they negative or positive?

You do not need to know exactly what your emissions are to be able to reduce them, but using an [online carbon calculator](https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/sme-carbon-footprint-calculator) may help: or [this guide from Scotland](https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/sme-carbon-footprint-calculator) can provide more info.

## Actions

Consider how you can reduce emissions from each of the sources you have identified in section 1. above.

Consider the following:

* Which emission sources can you influence and which are out of your control?
* Prioritising actions:
	+ which emissions would be the easiest/cheapest to reduce?
	+ which are the largest and would be the most impactful to reduce?
	+ which changes offer the most co-benefits?
* Physical (eg. installing LED lights) and behavioural (eg. switching lights off) changes.
* What are the barriers to action and how can they be overcome? Sometimes enabling actions are needed before emissions can be reduced - include these in your plan.

Suggested actions:

* Ensure that the duties outlined above are included in your decision making processes.
* Undertake a review of your existing policies to ensure they align with the duties.
* Undertake building [energy efficiency measures](https://businessenergyscotland.org/guides/40-quick-and-easy-ways-cut-your-energy-bills-and-carbon-footprint/) (physical and behavioural)
* Reduce the need for travel:
	+ hold meetings online instead of in person by default
	+ provide flexible working hours so staff can cycle, walk or use public transport to get to and from work
	+ consider allowing staff to work from home where this is possible
* Where there is a need to travel off Island, using boat and rail vastly reduces your emissions
* Reduce emissions from data storage and file use by sending links rather than files – see ‘[Data Storage Emissions – Info Sheet](https://netzero.im/media/kqsprvnd/data-storage.pdf)’
* When undertaking procurement, include sustainability requirements.
* Improve [staff awareness of climate change](https://businessenergyscotland.org/guides/how-answer-your-colleagues-questions-about-climate-change/) and how they can reduce their own emissions.
* Reduce consumption and waste:
	+ reduce, reuse, recycle (in that order!)
	+ avoid disposable items, such as single use plastics where possible

Make sure that all of your actions are ‘SMART’ - Specific, Measurable, Achievable, Relevant, and Time-Bound.

You may wish to set targets. These do not need to be emission reduction targets – they can relate to any action that reduces emissions or contributes to the [Fair Change](https://netzero.im/media/njyd1wn3/fair-change.pdf) aspects of the duties ([just transition](https://netzero.im/media/r22j254m/just-transition.pdf), [climate justice](https://netzero.im/media/flkj41e0/climate-justice.pdf), [sustainable development](https://netzero.im/media/r1kenik3/sustainable-development.pdf) or [biodiversity and ecosystems](https://netzero.im/media/cuqlfez5/biodiversity-ecosystems-and-ecosystem-services.pdf)).

## Measuring Success

Include information in your plan about how you will measure success:

* How will you know if you have achieved your planned outcomes? Will you need to collect any data or do any monitoring?
* What period does your plan cover?

**You can find more information and guidance at:**

* <https://netzero.im/resources/public-bodies/>
* <https://netzero.im/media/o3vhsxqc/guidance-updated-march-23.pdf>

**If you need help preparing your climate action plan, please email** publicbodiesclimate@gov.im