

CLIMATE IMPACT ASSESSMENT USER GUIDE



Isle of Man
Government
Golligo Eilan Mannin

NET ZERO

ISLE OF MAN



CONTENTS

Page 2

Pages 3 & 4

Page 5

Pages 6 & 7

Page 8 & 9

Page 10

Page 11

Pages 12 - 14

Page 15 - 19

Page 20 - 23

Page 24

Page 25

Page 26

Page 27

What is a Climate Impact Assessment?

Why are CIA's important?

The climate crisis

Change management

Cost of carbon

Social and environmental damage

What are the benefits?

Legal obligations

The climate change duties

Mandatory CIAs

Inactivity provision

When is a CIA needed?

Decision tree

Who is involved?

Quick process guide

Preparing a CIA

Before you begin

Collaborate

Engagement

Answering the questions

What you'll see

Explore: What to consider

Worked example 1

Ask an expert

Explain your answers

No impact?

Check, revisit if necessary

What you'll see

Evolve: Change, Mitigate, Justify

Worked example 2

Up front costs as a justification

Plan for success

The Reviewer

The Decision Maker

Need help?

WHAT IS A CLIMATE IMPACT ASSESSMENT?

A Climate Impact Assessment (CIA) is a tool to help guide low emission, socially and environmentally sustainable decision making and policy development.

The CIA has been designed to help public bodies assess their proposals and activities for compliance with their climate change duties (see Legal Obligations).

The CIA Tool is currently a user-friendly Excel spreadsheet that uses data, input by the user, to generate an Impact Wheel (example shown below).



The impact wheel uses colours to clearly indicate and allow easy review of the potential positive or negative impacts of a decision.

The CIA Tool is designed to guide group discussion, across a range of ten environmental and eleven social criteria, which link to the public body climate change duties.

The CIA is a high level screening assessment that identifies areas of opportunity for improving our proposals. In some cases, no further assessment will be needed but in others, a more detailed assessment of a particular criteria may be necessary or beneficial. In such cases the CIA provides direction to further advice.

The CIA does not determine the final decision but provides a way of enhancing our proposals as they are being developed and informing our decisions about how to proceed.



WHY ARE CIAS IMPORTANT?

The climate crisis

Our climate is changing and this poses significant threats to our economy, community and environment.

To limit the harmful effects of climate change, we must lower our emissions of greenhouse gases as quickly as possible. Sustainable policy development and decision-making are essential for:

- achieving our climate goals in a way that supports and provides benefit to our Island
- ensuring that all of our activities are cohesive and pulling in the same direction
- avoiding unnecessary costs

Change management

Fossil fuels and other high emitting practices are woven into the fabric of modern life – in the ways we generate energy; travel; heat our buildings; and manufacture, transport and dispose of materials, products and food.

Transition to net zero emissions by 2050 is therefore an unprecedented programme of change that will affect all members of our society. The CIA Tool provides structure and guidance for public bodies to deliver large scale change in ways that maximise benefit and minimise harm.

The cost of carbon

Increasing (or failing to reduce) emissions carries a quantifiable financial cost. The UK's 2023 cost of one tonne of carbon is £252 and this increases every year.

This is also known as the 'social cost of carbon' because they are absorbed by other areas of government, leaving less resource for public services.

The social cost of carbon represents to cost of mitigating those emission elsewhere, it does not include the cost of dealing with the negative impacts of climate change to which those emissions contribute (eg. flooding, crop failure) and is therefore a conservative estimate of the negative economic impact of emissions.



Social and environmental damage

Social and environmental impacts incur financial costs. These may be difficult to quantify, but that does not mean that they do not occur or that they should be discounted.

For example, a proposal which leads to increased air pollution is likely to increase respiratory illness, which would lead to increased health care spending for treatment. It is very difficult to work out the exact impact of a particular proposal on spending which will occur a long time in the future and cannot always be definitively linked to the original proposal because there are many contributing factors. However, this does not mean that the impact is negligible.

A healthy, thriving economy requires a healthy, thriving workforce, who in turn, require a healthy thriving environment which can provide the things they need to live, such as clean water, air and food.

The CIA provides public bodies with a structured way to assess and improve proposals so that they contribute to our emissions reduction goals and support the Fair Change principles.



Image: The UN Sustainable Development 'Wedding Cake' shows how the environment (or 'biosphere') supports society, which supports the economy.



WHAT ARE THE BENEFITS?

- Long-term, sustainable policy development and decision making. By identifying impacts in advance, through a structured and recorded process:
 - better, more robust decisions can be made about which (and how) proposals should proceed; and
 - mitigation measures can be implemented to minimise harm and maximise benefits.

- Long-term savings and value for money through avoidance of emissions and negative societal and environmental impacts.

- Alignment with, and sustainable delivery of Our Island Plan, Economic Strategy and other government priorities. Supports our Biosphere accreditation.

- Encouraging collaboration across the Island's public sector, avoiding duplication, encouraging policies that achieve benefit across multiple sectors.

- Compliance with our legal obligations. Policies and decisions that withstand scrutiny, through a structured, recorded approach to assessing compliance with the climate change duties.

- The CIA has been developed to incorporate assessments relating to a range of government policy areas. In doing so it serves to avoid the production of multiple, separate impact assessments that had otherwise been planned. The CIA can be further evolved, using feedback from public bodies, to best meet their needs and support public sector priorities.

Low emission, sustainable policy development and decision making benefits our economy, community and environment.

LEGAL OBLIGATIONS

The climate change duties

The Climate Impact Assessment has been designed to help public bodies assess their proposals for compliance with their statutory climate change duties.

The climate change duties are set out in section 21 of the Climate Change Act 2021, as follows:

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 by the net zero emissions target year;
- (b) the meeting of any interim target;
- (c) supporting the just transition principles and the climate justice principle;
- (d) sustainable development, including the achievement of the United Nations sustainable development goals;
- (e) protecting and enhancing biodiversity, ecosystems and ecosystem services.

Duties (c) - (e) are referred to collectively as **FAIR CHANGE**

If you are developing proposals or making decisions on behalf of a public body, you need to take these duties into account.

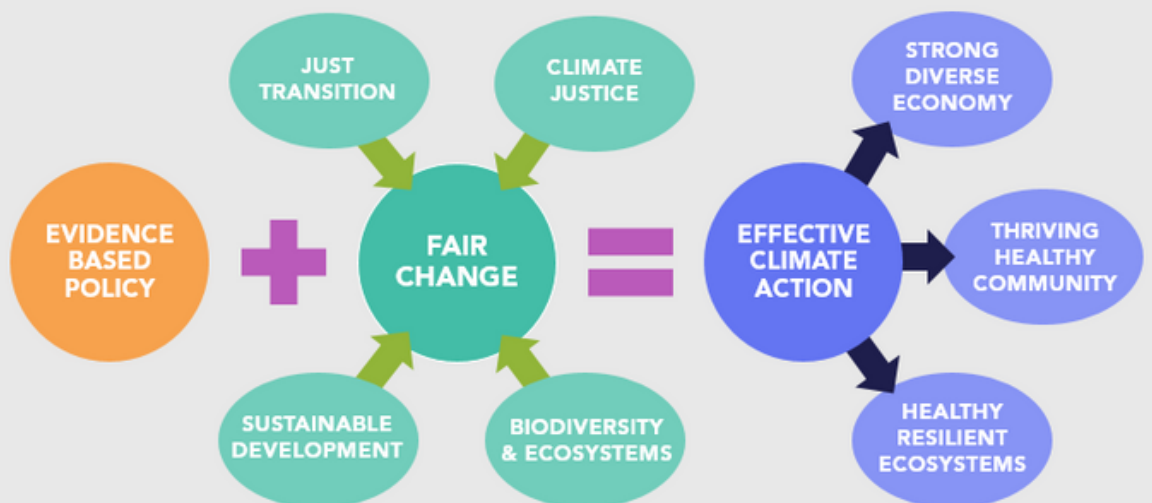


Image: Formula for a well-managed transition, showing how evidence based policy, plus the Fair Change principles, leads to effective climate action that supports our economy, community and environment.



Mandatory Climate Impact Assessments

From 1 January 2025, public bodies must prepare a CIA in respect of any proposals which meets one or more of the following criteria:

- The proposal requires political (eg. ministerial) approval
- The proposal requires Treasury approval or concurrence
- The proposal will require or result in a change of more than £100,000 to spending, allocation of funding or annual revenue
- The person/body responsible for granting approval for the proposal requests a CIA

These requirements are set out in the Climate Impact Assessment Regulations 2023, which were approved by Tynwald in January 2024.

A public body may also implement its own, additional triggers for completing a CIA and may prepare a CIA in respect of any proposal, whether or not one is legally required.

For more information on when a CIA should be prepared (whether or not it is legally required) please see 'When is a CIA needed?' on page 8.

It is highly recommended that public bodies use the voluntary period to become familiar with using the CIA Tool.

The Regulations also create a requirement for decision makers to take the CIA into account where one has been prepared.

For more detailed information on mandatory CIAs please refer to the Climate Impact Assessment Regulations 2023.

Inactivity provision

The vast majority of public sector policy and related activities were developed/put in place before the climate crisis was understood. Business as usual means emissions as usual, so it is critical that we revisit our existing practices to ensure that they support our transition to net zero.

To support this, the Climate Impact Assessment Regulations 2023 contain an 'inactivity provision' which means that a CIA must be prepared for any existing/on-going activities of a public body which meet the thresholds described, by no later than 31 March 2027.



WHEN IS A CIA NEEDED?

As set out in the Legal Obligations section of this document, preparing a CIA will become mandatory, in certain circumstances, from 1 January 2025. Until then it is up to public bodies to decide which of their proposals to prepare a CIA for. Here are some things to bear in mind when making that decision:

- All of a public body's activities should support the climate change duties - if you are not sure whether your proposal does this, consider preparing a CIA.
- If you suspect that your proposal will have a significant impact on an area covered by the CIA, consider preparing one. To do this you can:
 - Familiarise yourself with the content of the CIA
 - Undertake Carbon Literacy training
 - Email our team if you are still not sure
- The CIA Tool identifies benefits as well as risks so it can be a useful way to showcase the positive impacts of your proposal to decision makers.
- The CIA Tool can be used for:
 - any type of proposal, eg: policies, legislation, events, etc.
 - new proposals and for reviewing existing policies/activities.
- The CIA should be started EARLY in the development of your proposal.
- The CIA does not take the place of other necessary impact assessments (eg. DPIA, Equality, Primary Legislation Impact Assessment, EIA [Planning]) but may help you to identify impacts in those areas.
- Consider whether the proposal is potentially controversial - if so, it may be prudent to document your assessment of whether it aligns with the climate change duties.
- Even once CIAs become mandatory in certain circumstances, public bodies may choose to complete a CIA that is not legally required. This may be because they wish to highlight a particular benefit or risk to decision makers.

DO I NEED TO PREPARE A CLIMATE IMPACT ASSESSMENT?

KEY
→ YES
→ NO



Is your proposal part of a larger multi-part proposal?

Follow the rest of the diagram, if you answer YES for any part of your multi-part proposal, you need to prepare a Climate Impact Assessment.

If you have enough information to do so, your can prepare a single CIA for the whole bundle of actions that make up your multi-part proposal.

Eg. a business case, requesting funding that will be paid out in tranches.

OR

If some of the actions within your multi-part proposal are not yet known, then prepare a CIA for each part as the information becomes available.

Eg. actions sitting under a high level strategy, which were not known in detail at the time the strategy was developed.

Does your proposal require Ministerial/Political Member sign off?

Does your proposal require sign off by a board, committee or other group that includes a Minister/Political Member?
Eg. Council of Ministers

Does your proposal require Treasury concurrence or approval?

Will your proposal require, or create changes to —
(i) spending;
(ii) allocation of funding; or
(iii) annual revenue;
amounting to at least £100,000
(NOTE: Changes in revenue include both increases and decreases)

Has the person or body responsible for signing off the proposal asked for a Climate Impact Assessment?

Do you think a Climate Impact Assessment would be helpful to either support your proposal or highlight particular risks to decision makers?
For example, do you think that the proposal may have significant impacts (positive or negative) on one of the criteria in the CIA?

NOTE:

These thresholds are set out in the Climate Impact Assessment Regulations 2023, which commence on 1 January 2025. Preparation of a CIA is voluntary until that date.

A trial of the thresholds is underway.

If you have any feedback on the thresholds please contact publicbodiesclimate@gov.im before 30 June 2024.

YES

Complete a Climate Impact Assessment.

NO

Do not complete a Climate Impact Assessment

WHO IS INVOLVED?

Lead officer & team

The CIA should be undertaken in a group, but you'll need a Lead Officer whose responsibility it will be to:

- Enter the group's conclusions into the CIA Tool
- Coordinate engagement and obtaining any specialist input
- Submit the prepared CIA to the Reviewer
- Pick up any comments from the Reviewer

The Lead Officer should put together a group to help them complete the CIA. This might be their team members or could include officers from other teams, departments or public bodies.

For more on how to prepare a CIA see page 11

Reviewer

The Reviewer checks the CIA before it is submitted to the Decision Maker/s.

In some cases, the Reviewer and Decision Maker may be the same person/body.

For more on the role of the Reviewer see page 24

Decision makers

The Decision Makers are responsible for granting the approvals that will enable a proposal to be implemented.

Decision Makers need to take the CIA into account, using it to inform their decision.

For more on the role of the Decision Maker, see page 25.

Stakeholders

Stakeholders won't be involved in preparing the CIA directly, but their input will be invaluable for developing your proposal, identifying risks and benefits and understanding impacts. To get the most from your stakeholders, see the Fair Change Framework.

Experts

The CIA is a high level discussion tool, if you aren't sure about impacts in a certain area or how to address negative impacts you have identified, you may need to seek further information. The CIA Tool provides suggestions for who to contact.



QUICK PROCESS GUIDE

STEPS

WHO

Lead Officer
& Team



- Download the CIA Tool from netzero.im
- Decide who will help you complete the CIA.
- Complete the Details tab.
- Complete the Environment and Social tabs. Discuss the potential benefits and risks relating to each of the criteria.
- Record the outcomes of your discussion by selecting from the drop-down menus (a-c) and entering your reasoning in the free text field (d).
- Review the Impact Wheel and return to any areas for improvement, until you are satisfied that the proposal is as good as it can be.
- Seek advice if necessary.
- Once you and your team are happy, submit to the Reviewer.

Reviewer



- Refer to the Summary Report. The Impact Wheel will tell you immediately where the areas of concern are (red/pink segments).
- Check that all questions have been answered (no white segments on Impact Wheel) and explanations given where necessary.
- Review each criteria, the expected impacts and the justifications.
- If you are content that negative impacts have either been mitigated as much as possible or are sufficiently justified, select 'Accepted'
- If you are not content, select Queried or Rejected, and explain why or what changes/further information you need in the 'Recommendations' column. Refer back to the Lead Officer.
- Once all are marked Accepted the CIA is ready to be submitted to the Decision Maker/s.

Decision
Maker/s



- Refer to the Summary Report. The Impact Wheel will tell you immediately where the areas of concern are (red/pink segments).
- Look at the Justification column - are you content that this proposal is as good as it can be?
- If there are red or pink segments, are you happy with the justifications given and that the design of the proposal has done everything possible to avoid or mitigate negative outcomes?
- If you are not content, need more information or would like to see changes to the proposal, refer back to the person who submitted it.

Lead Officer
& Team



- If the CIA is referred back for more information or changes, by either the Reviewer or the Decision Maker/s revisit your proposal, update the CIA Tool and re-submit.



PREPARING A CIA

Before you begin

Consider undertaking Carbon Literacy training - this accredited course explains the causes, effects and solutions to climate change and how they relate to our roles as public servants.

The CCTT can also take you through using the CIA Tool, or join your group when you complete one for the first time. Get in touch if you would like some training/support.

Download the CIA Tool (an Excel spreadsheet) from netzero.im

Have a look at the Tool. Understanding the criteria it covers could help you to choose who should be involved in completing it.

You don't need to be an expert in any of the criteria covered by the CIA, but you will need a basic understanding - for example, of what kinds of activities cause greenhouse gas emissions. If you don't feel confident with any of the criteria, consider:

- Undertaking Carbon Literacy training;
- Inviting colleagues who have experience in that area to help prepare the CIA (or reaching out to them separately); and/or
- reaching out to the Climate Change Transformation Team for advice.

The CIA should be started EARLY in the development process, to allow the most flexibility in designing your proposal.

Collaborate

The CIA should always be completed in a group. Group discussion will help to draw out more risks, benefits, options and solutions.

The group could be your team, or made up of officers from different teams, departments or public bodies - think about which areas are most affected by or will be most involved in implementing your proposal.

The size of the group is up to you - but be aware with larger groups the process takes longer.

The time needed will depend on the complexity of what you are assessing and how familiar you are with the CIA Tool; however, an hour should be sufficient in most cases. You can meet in person or online.

You are probably an expert in your policy area - but developing a proposal alone risks missing important impacts outside your area of focus.





Engagement

Think about engagement early and use the Fair Change Framework to help you plan.

Try to involve the people who will be affected by the proposal in designing the proposal, instead of designing it and then asking if they like it. You'll get better buy-in and better buy-in leads to smoother implementation.

People are the experts on their own lives, so if you want to find out how your proposal may affect them - ask!



Answering the questions

Have information about your proposal to hand.

Complete the Details tab with basic information about your proposal.

Work through the Environment and Social tabs, discussing each criterion as a group. Try to draw out the potential benefits and risks of your proposal.

There are four questions for each of the criteria. Three are multiple-choice from a drop down menu and the final question is free text for explaining your answers. An example is shown on the following page.

Choose the answers from each drop-down menu that best reflect your conclusions.

You must provide answers for every criteria in both the Environment and Social sections.

If you select 'Not applicable/No impact' in question a. then questions b. and c. do not need to be answered for that criterion.

The answers are subjective. There is no conclusive definition of a 'significant' or a 'slight' impact. You should consider the impacts as proportional to the scale and aims of the proposal.

If you are not sure how to answer in relation to a particular criterion, refer to the guidance included in the Tool. The guidance provides examples and contact details for if you need help.

For more information about exploring and evolving your proposal, see page 20.



What you'll see:

Environment and Social Tabs

There is a question section for each of the criteria:

1. Greenhouse Gases (GHGs)

How will this proposal impact levels of GHG emissions? Consider:

- Fossil fuels used to heat homes or drive vehicles
- Methane released by livestock or waste processes
- Fertilisers or agricultural activities
- Industrial refrigeration and air-conditioning processes


[Why does this matter?](#)

A. Please specify the impact your proposal will have on GHGs:

B. Will this impact last beyond the delivery phase? (i)

C. Will this have an impact beyond the intended delivery location?

D. Please explain why you have selected the above answers/ detail expected impacts:



Questions A-C are multiple choice. Question D is a free text field for you to explain your answers.

In the bottom right of each question section you'll see icons indicating the UN Sustainable Development Goals that are relevant to that criterion.

Additional information can be accessed by hovering over the red markers and, to the right of the questions, there is a guidance section for each of the criteria:

Need help?

The greenhouse gases are (a) carbon dioxide, released when fossil fuels (coal, gas, oil) are burnt, (b) methane, primarily released by livestock and waste processes, (c) nitrous oxide, primarily comes from fertilisers for agriculture, (d) fluorinated gases, produced by industrial refrigeration and air-conditioning processes. High levels of these gases have led to the greenhouse effect, causing average temperatures to rise and the climate to change.

Does your project relate to or involve any of the following?

Likely to reduce GHG emissions:	Likely to increase GHG emissions:
<ul style="list-style-type: none">• Improving insulation in buildings• Replacing gas/oil boilers with air-source heat pumps• Encouraging public transport, walking, cycling• Reducing the amount of waste produced• Reducing use of petrol or diesel vehicles	<ul style="list-style-type: none">• Construction• Road closures with detours increase travel time• Temporary relocation of a service (if further away)• Increase in energy use of a building• Replacing grassland/woodland with agriculture

Still unsure? Please contact the Climate Change Transformation Team at publicbodiesclimate@gov.im
We can help - or put you in contact with someone who can.



EXPLORE

What to consider when answering the CIA questions:

The CIA is a process for identifying risks and benefits and using them to improve your proposal and its outcomes.

Use the criteria to prompt discussion about how your proposal could affect that area.

Use the process to showcase the benefits of your proposal and to provide Decision Makers with confidence that risks have been thoroughly considered.

All proposals should have some positive impacts. If your proposal has no positive environmental or social impacts, ask yourself - why are we making this proposal?

Think about:

- Direct and indirect impacts
- Long and short-term impacts
- Who could be affected by your proposal? Have you engaged with them?
- What is needed to make it happen? E.g. energy, travel/transport; materials, equipment, buildings or land
- How might the proposal influence behaviours? Will your proposal make certain actions or behaviours:
 - easier/more difficult?
 - cheaper/more expensive?
 - more/less accessible?
 - more/less popular?
 - more/less profitable?

Public bodies have a unique and important position in society, they influence public behaviour through policy, legislation and the way their services are delivered. Our proposals should seek to do this in the best way possible: protecting and supporting our community and environment.

Here we look at a hypothetical proposal which was used to trial the CIA and some of discussion points...

Hypothetical proposal: Mandatory uniform for all government staff

EMISSIONS

"Manufacturing clothing causes greenhouse gas emissions"

"We could make sure the uniform was really durable, so it lasts a long time, and source it from a company with an emissions reduction plan"

MARINE HEALTH

"Clothing sheds plastic micro-fibres when washed which pollute the marine environment"

"We could make sure the uniform is made of natural fibres."

WASTE

"What will happen when the uniforms need to be thrown away? Does the Island have a good disposal route for textiles?"

"Not sure, but we can find out. We could also make sure people can access a repair service so the uniforms last longer."

POVERTY & FOOD

"Free uniforms could really help people who are struggling financially"

"Perhaps we could also provide support for washing and repair services."

ACCESSIBILITY

"Will the uniforms be suitable for people with disabilities?"

"We should involve people with disabilities in our engagement and find out."



Ask an expert

You don't need to be an expert in any of the criteria in the Climate Impact Assessment. If you're not sure if, or to what extent, your proposal might impact a certain criteria - reach out to find out! The guidance included within the Tool provides suggestions for who to contact.

Manx public bodies have wide and varied functions and their officers have a wealth of knowledge, expertise and experience across a very wide range of topics. We are all in this together and people are usually very happy to help - and glad that impacts in their area are being considered.

Explaining your answers

Question d. in each of the criteria provides space for you to explain your answers.

Including an explanation, even when you have identified a positive or no impact, will ensure that the Decision Maker understands how you reached that conclusion. This will give them confidence that the CIA has been completed in a way that is thorough and well thought out.

Remember, the CIA is an opportunity to showcase the benefits of your proposal. Use it to highlight the positive outcomes you expect and how your proposal will make them happen.

If your proposal contains measures designed to avoid or mitigate negative consequences, or enhance positive ones, this will be reflected in your answers to questions a, b and c. You should explain this in question d so that the decision maker understands why that aspect of your proposal is important.

No impact?

If you have selected 'Not applicable/No impact' you should still consider adding an explanation.

Sometimes it will be very obvious why your proposal has no impact on that area but, for example, if you have included mitigation measures that avoid an impact which would otherwise have occurred, then you should explain this in d. This will help the Reviewer and Decision Maker understand your proposal and feel confident you have assessed the risks thoroughly.

If your proposal has no positive impact in any of the criteria, consider what the reasons for the proposal are - why is a proposal with no positive social or environmental value needed?











Check your results, revisit if necessary

Refer to the Impact Wheel on the Dashboard/Summary Report tab.

Each segment of the Impact Wheel shows you the severity of the positive or negative impact in that area.

	Dark green - significant and/or long-term positive impacts identified. No changes needed.
	Light green - slight or short-term positive impacts identified. No changes needed but could be reviewed to improve.
	Grey - Not applicable or no cause for concern.
	Pink - slight or short-term negative impacts identified. Review to identify possible improvements.
	Red - significant and/or long-term negative impacts identified. Changes recommended, review needed before proceeding.
	White - responses incomplete. Please return to the assessment and answer all the questions in this section.

For criteria with red (significant negative impacts) or pink (slight negative impacts) revisit your proposal and try to think of changes or mitigation you can make that will avoid or lessen those impacts.

As you adapt your proposal to maximise benefit and minimise harm, update the CIA Tool so that the Impact Wheel is reflective of your final proposal.

For more information on how to improve your proposal, or if you have identified negative impacts that cannot be avoided or mitigated, see page 20.



What you'll see:

Dashboard & Summary Report Tabs

On the Dashboard and Summary Report tabs you'll see the Impact Wheel:



In this example, you can see that the Equity and Climate Change Adaptation segments are white, which means they have not been completed. You should return to those sections and complete them.

The grey segments indicate that the proposal has no impact in these areas, so no action is needed.

No action is needed in relation to the criteria with dark green segments, but you may wish to revisit the light green segments to see if you can adapt your proposal to change slight or short-term positive impacts to significant or long-term ones.

You should revisit the criteria for which there are pink or red segments, to see if you can adapt your proposal to avoid or mitigate those negative consequences. Follow the CHANGE-MITIGATE-JUSTIFY process on pages 20-21.

On the Summary Report tab you'll also see a table. This is for the Reviewer to complete. For more information on the role of the Reviewer, see page 24.



EVOLVE

Keep evolving your proposal, using what you learn through the CIA process to maximise the benefits and minimise the risks, until you are happy it's the best it can be.

Use the CHANGE-MITIGATE-JUSTIFY process set out below.

Make sure you update your CIA if you make improvements to your proposal. The final version that you submit should reflect your final proposal design, after all changes, mitigations or justifications have been included.

Don't just seek to change red segments to pink or pink to green - try and maximise the positive outcomes too by considering how light green segments can be improved to dark green.

 CHANGE 

 MITIGATE 

 JUSTIFY 

Step 1: Change

The first step is to see what you can change to help avoid those negative consequences altogether:

- Is there another way to achieve what you need to which doesn't carry those risks?
- Is an alternative technology/location/delivery method possible?

Step 2: Mitigate

If there's nothing you can change to avoid the negative impact all together, think about what you could do to help lessen the impact or help people deal with the outcomes.



Mitigation can take many forms, including:

- physical measures (e.g. filters to reduce air pollution)
- education, guidance or raising awareness
- providing support to those affected
- additional time to prepare for change
- changing the way we work

The ways you can mitigate risk will depend on the type of risk. Sometimes a physical measure is appropriate, for example, a filter to reduce air pollution. In other cases the mitigation may be behavioural, policy based or legislative. If you are not sure what your mitigation options are, consider seeking advice from an expert in that area.

Step 3: Justify

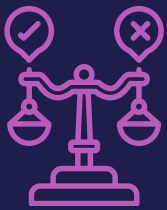
In some cases, it won't be possible to adjust your proposal sufficiently to remove all potential negative consequences.

This might be because it's something you must do, and there are limited options for how to do it. In these cases you should justify why the risks are warranted.

But remember - just because you could justify a negative impact, doesn't mean you should!

Move through the CHANGE-MITIGATE-JUSTIFY steps in order.

Justification should be the last resort after exploring all options for changing your approach and/or adding mitigating measures.



Here we look at the **CHANGE - MITIGATE - JUSTIFY** process for a hypothetical proposal...

"My proposal will involve using fossil fuel vehicles, so it will increase emissions"



"OK, can we change our approach and use electric vehicles instead?"

"That's not possible, some are specialist vehicles which aren't available as electric yet."

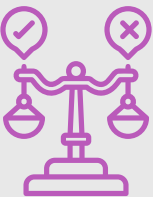


"Alright, let's look at how we can minimise the emissions. Can we redesign the routes to make them shorter and more efficient?"

"Sometimes we have to respond quickly to emergency calls and we don't know where they will be."

"OK, for non-emergency calls, let's combine jobs and plan efficient routes. Let's make sure all our drivers know not to leave engines idling too."

"What about the emergency calls and specialist vehicles?"



Well it's an essential service, and there's no other way to deliver it right now, so let's plan to make the change when an electric alternative becomes available.



UPFRONT COSTS AS JUSTIFICATION

You may be faced with a proposal which could be delivered with lower emissions or better social and/or environmental outcomes but achieving those better outcomes will cost more up front. In cases like this, consider:

For a decision to be economically sustainable, it also needs to be socially and environmentally sustainable.

A healthy, thriving economy depends on a healthy, thriving workforce who, in turn, depend on a healthy, thriving environment which can give them the food, water and resources they need. Undermining the health of our community or environment costs us money and harms our economy.

Emissions have a financial impact.

The 2023 UK price for each tonne of CO₂ is £252 and this rises every year. This represents the cost of reducing those emissions. So, if we approve proposals that increase emissions, this cost should be considered because reductions will need to be made in other areas to compensate.

Negative social and environmental outcomes have a financial impact.

These costs might be difficult to quantify, but that doesn't mean they should be ignored. For example, a proposal that increases air pollution could lead to increased health care costs to treat respiratory disease many years later.

You get what you pay for.

Cheap is not the same as value for money.

Buying cheaply at the expense of the climate, community or environment is not value for money and leads to more expense in the future.

Consider the long term trade offs for short term savings.

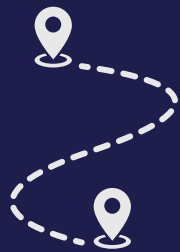
Who pays the bill?

Consider who will cover the cost of achieving the additional emissions reductions or dealing with the impacts of the proposal. This might be another area of government, the tax payer, the vulnerable or future generations. These are all different ways of saying 'our community' so ensure that costs shifted elsewhere, or into the future, aren't presented as savings.

A false economy

As public bodies our stake in a strong, diverse economy is that it provides sufficient resources to provide high quality public services and enables us to protect and enhance the health, well-being and quality of life of our community.

Therefore, pursuing activities that offer economic benefit but negatively impact our community, or the environment that sustains us, is a false economy.



PLAN FOR SUCCESS

Once you are content that your proposal is as good as it can be, make a plan for monitoring the outcomes of your proposal.

Consider:

- How will you find out that the benefits have been realised?
- How will you make sure that harms have been avoided?
- How will you check that your mitigation measures are working?
- Who do you need to check in with about impacts and when?
- If your proposal is something on-going, when will you review it?

Having a monitoring plan will help to:

- ensure that your proposal does what you intended;
- identify and respond quickly to unexpected outcomes;
- understand the kind of mitigation that work well, which will help with future proposals; and
- give the Decision Maker/s confidence that the benefits you have identified will be realised.





THE REVIEWER

It's the Reviewer's role to check that the Climate Impact Assessment has been filled out correctly and that they are happy for it to be passed to the 'Decision Maker'.

The Reviewer and the Decision Maker might be the same in some cases, depending on the governance process your proposal needs to go through.

There may also be multiple Decisions Makers who will all use the CIA to help inform their decision.

This stage is just like someone reviewing and approving a policy paper before it is submitted for approval (and may happen at the same time).

Reviewer check list:

- Are all sections of the CIA complete?
- Was the CIA prepared within the last 12 months?
- Are you content that the risks and benefits have been thoroughly assessed and explained?
- Where negative impacts have been identified, are you satisfied that they have been mitigated as much as possible and the remaining risks are justified?
- If a risk you expect to see isn't mentioned, seek clarification.
- On the Summary Report page, choose from the drop-down menu of options: Queried/Accepted/Rejected for each of the criteria.
- If you have choose Queried or Rejected, you'll need to explain why and what needs to happen in the 'Recommendation' column. This might include suggesting changes to the proposal, raising a risk or benefit you think has been missed, or asking for specialist advice to be obtained.
- If you have chosen Accepted for all criteria, the CIA is ready for the Decision Maker. The Summary Report should accompany the request/paper/business case (as applicable) so that Decision Maker/s can take it into account.
- If you have chosen Queried or Rejected for any criteria, the CIA should be referred back to the lead assessing officer for review.
- While not a requirement of the CIA, ideally, a plan for monitoring the outcomes of the policy would have been prepared.



DECISION MAKER

It is the Decision Maker's role to take the Climate Impact Assessment into account when making their decision.

As part of working for a public body, you are responsible for making decisions which will enable or prevent a proposal from being implemented. It is therefore important, when making such decisions, that you are content that the proposal complies with the legal requirements for the public body.

The Climate Impact Assessment has been designed to make this process easy. Simply look at the Impact Wheel and the justifications provided against each criteria on the Summary Report.

Decision Maker check list:

- Was the CIA prepared within the last 12 months? If not, refer it back to be updated.
- Take a look at the Summary Report - are there any red or pink segments on the Impact Wheel, indicating areas of concern?
- If so, you are being asked to approve a proposal with potential negative impacts. Are you content that they are unavoidable, cannot be mitigated and/or have been sufficiently justified?
- Do you feel that this proposal represents the best possible way to deliver the desired aims in compliance with the climate change duties?
- Do you have all the information you need to be able to make a decision?
- If you were challenged to explain why you felt this proposal was compliant with the climate change duties, would you be able to answer confidently?
- If you are not content to approve the proposal on the basis of the Climate Impact Assessment, refer it back to the person who submitted it. You can ask for more information or recommend changes to the proposal's design.
- If a risk you expect to see isn't mentioned, seek clarification.
- While not a requirement of the CIA, ideally, a plan for monitoring the outcomes of the policy would have been prepared.



NEED HELP?

For a wide range of resources relating to climate change and the public body climate change duties, visit:
www.netzero.im/publicbodies

For more information contact the Climate Change Transformation Team at publicbodiesclimate@gov.im



Net Zero 2050 vision:

Our Island is one we feel proud to pass on to future generations.

We have clean energy, air and water; biodiverse green spaces which maximise carbon storage; and we live in neighbourhoods that foster emission free travel.

We have good jobs in sustainable businesses and plenty of opportunities for working and learning.

The wellbeing and quality of life of our community is at the heart of everything we do.

