

Responsibilities		
SG: Strategy Group	LCC: Leeds City Council	AS: Andrew Sudmant
LCWG: Low Carbon Working Group	UoL: University of Leeds	KL: Kate Lock
CRWG: Climate Resilience Working Group	SK: SmartKlub	PC: Paul Connell
ECWG: Engagement & Communication Working Group	TK: Tom Knowland	

Progress

	Completed		In progress		Requires action		Not commenced
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Actions to implement	Measured by*	Lead Responsibility	Timescale (complete by)	Progress
THEME 1: Promote leadership in the city on climate change, encouraging stakeholders to take effective action now, while maintaining a long term perspective				
1.1 An annual report monitoring project delivery and evaluating progress across the city towards the city's climate reduction target and advising on future measures and updating data on emissions in line with the city's commitments under the European Covenant of Mayors	YES / NO	SG LCC (TK)	Draft Annual Report by Oct 2017. Final report by Dec 2017	
1.2 A communications platform (Website and social media presence for LCCC) which will set out the Commission's objectives, outline its programme / projects and provide key contacts etc	YES / NO	SG UoL (KL)	May 2017	
THEME 2: Provide authoritative independent advice on the most effective steps required to meet the city's carbon reduction target so as to inform policies and actions of local stakeholders and decision makers. Initially it would focus on the top 10-15 carbon reduction activities and top 10-15 carbon emitters				
2.1 Draft mini Stern	YES / NO	LCWG UoL (AS)	Sept 2017	

Actions to implement	Measured by*	Lead Responsibility	Timescale (complete by)	Progress
2.2 Final mini-Stern	YES / NO	LCWG UoL (AS)	Dec 2017	
THEME 3: Monitor progress towards meeting the city's carbon targets and recommend actions to keep on track;				
3.1 Collation of existing targets and measures for organisations across the city	YES / NO	LCWG UoL (AS) LCC (TK)	May 2017	
3.2 Identify the top carbon contributors in the city	YES / NO	LCWG UoL (AS)	May 2017	
THEME 4: Advise on the assessment of the climate-related risks and adaptation opportunities in the city and on progress towards climate resilience				
4.1 Collation of climate risk assessment and adaptation planning measures already underway in the city	YES / NO	CRWG TBC	Dec 2017	
THEME 5: Bring together major organisations and key groups in Leeds to collaborate on projects that result in measurable contributions towards meeting the city's climate reduction target and also to deliver enhanced climate resilience, particularly in the area of flood risk				
5.1 Agreed strategic and shared priorities and opportunities for carbon reduction and climate resilience across the city	YES / NO	LCWG UoL (AS) LCC (TK)	Dec 2017	

Actions to implement	Measured by*	Lead Responsibility	Timescale (complete by)	Progress
		SK (PC)		
<p>5.2 A mechanism to engage with key stakeholders to develop opportunities into specific proposals, support the development of business cases and be instrumental in securing / obtaining funding for a portfolio of carbon reduction and climate resilience projects across the city</p> <ul style="list-style-type: none"> • Workshop to agree strategic priorities and shared opportunities between organisations across the city • SmartKlub (or equivalent) sessions to engage with the supply chain and take the opportunities identified in the workshop and develop them into investable proposals 	YES / NO	LCWG LCC (TK) SK (PC)	Dec 2017	
THEME 6: Promote best practice in public engagement on climate change and its impacts in order to support robust decision-making				
6.1 Draft audit of existing communication and engagement activity across the city	YES / NO	ECWG TBC	Dec 2017	
6.2 Prepare proposals for organisations and individuals in the city wishing to associate with LCCC	YES / NO	ECWG TBC	Oct 2017	
6.3 Audit of existing communication and engagement activity across the city published	YES / NO	ECWG TBC	Mar 2018	
THEME 7: Act as a forum where organisations can exchange ideas, research findings, information and best practice on carbon reduction and climate resilience				
7.1 Collaborating with other organisations to identify effective carbon reduction and climate resilience measures, research and develop projects, and attract funding for project development and/or delivery	YES / NO	SG	Ongoing	

* Progress for the majority of the implementation plan will be on a YES/NO basis (i.e. an Action has either been completed, or not). It is anticipated that individual actions will have a further suite of Performance Indicators to determine their effectiveness