

# PUBLIC BODY SECTORAL WORKSHOPS - TO INFORM THE DEVELOPMENT OF FUTURE CLIMATE CHANGE (PUBLIC BODY REPORTING) REGULATIONS



Supported By:



## Example of a potential climate change reporting questions template

**This document is for discussion and illustrative purposes only.**

Below is a list of climate change questions which could be asked under climate change reporting duties set by the future Climate Change (Public Body Reporting) Regulations. The questions are provided as an example to inform and facilitate discussions by public bodies around what climate change reporting duties could look like. **The questions set out below do not represent any confirmed policy position of the Northern Ireland Executive (nor the Department of Agriculture Environment and Rural Affairs)** in terms of what might be covered in the regulations.

The questions listed below have been collated and developed from a review of the type of questions that some organisations have been asked to provide information on, as part of climate change reporting within various other current reporting regimes. The review included consideration of other reporting regimes across Northern Ireland, the UK, Scotland, Wales, Republic of Ireland and the Isle of Man.

<b>PART 1 - PROFILE OF REPORTING ORGANISATION(S)</b>
1.1 Is this report for one or more organisations?
1.2 The name(s) of the organisation(s)
1.3 The type(s) of the organisation(s)
1.4 Reporting period
1.5 Date of submission of this report
1.6 Name, job title and email address of the person responsible for this report
1.7 Overall budget of the organisation(s) - specify approximate £/annum for the reporting period years covered by this report
1.8 Average number of full-time equivalent staff in the organisation(s) during the reporting period years covered by this report



1.9 The organisation(s) assets: No. of vehicles (by type) / No. of Buildings (by type) / Amount of land owned (with location)

## PART 2 - CLIMATE CHANGE MANAGEMENT AND GOVERNANCE

### 2.1 GOVERNANCE - The approach taken by the organisation(s) to governance, management and strategy for climate change.

- a) If the organisation(s) has a Climate Change Plan or Strategy, please provide the name of the document and details of where a copy can be accessed or attach a copy to this report.
- b) Set out the structure of the organisation's climate change governance including:
  - an outline of the governance structure within the organisation;
  - a summary of the roles performed by the governance bodies and members of the organisation(s) in relation to climate change.
- c) Provide a summary of how decision-making in relation to climate change action (both adaptation and mitigation) by the body is managed and how responsibility is allocated to the organisation's senior staff, departmental heads etc.
- d) Does the organisation(s) have specific climate change mitigation and adaptation objectives in its corporate plan or similar document? Provide a brief summary of the objectives if they exist.

## PART 3 - ADAPTATION: CLIMATE CHANGE RISK ASSESSMENTS AND ADAPTATION ACTION PLANS AND PROGRESS

### 3.1 CLIMATE CHANGE RISK ASSESSMENT

Please provide details of the **current and future risks** posed to the organisation(s) by climate change, and how these risks could **impact** the abilities of the organisation(s) to carry out its functions.

*NOTE: These details should be consistent with the range of climate change scenarios and timescales indicated by the Department of Agriculture Environment and Rural Affairs, and having regard to the latest UK Climate Change Risk Assessment and Northern Ireland Climate Change Adaptation Plan (NICCAP) required under the UK Climate Change Act 2008.*

This Assessment should cover:

- a) A title of each risk identified.
- b) Measurement of each risk i.e. likelihood and severity of risk.
- c) Is the risk a current risk experienced, or a predicted risk for the future?
- d) Explain how each risk relates to the functions / services / assets of the organisation(s), as relevant (e.g. IT assets affected by high temperatures or flooding, etc.).
- e) If current, what is the expected duration of each risk: Short (< 5yr) Medium (5-10yr) or Long (>10yr) term.
- f) For each risk identified, is there a known projected change risk level to the year 2050 (e.g. will the risk increase from a low risk to a high risk)? If yes which risks, and why?

- g) State the owner of each risk *[the purpose behind this is to identify the business function/role/team in charge of tackling/managing the risk. By identifying this, the organisation ensures there is continuity of action]*.
- h) For each risk identified, state if there is any similar risk(s) identified/titled under the most recent UK government's Climate Change Risk Assessment and/or in the most recent Northern Ireland Executive's Climate Change Adaptation Programme required under the UK Climate Change Act 2008? [Y/N] If yes, what is the title of the similar risk(s) in the UK Climate Change Risk Assessment and/or the Northern Ireland Executive's Climate Change Adaptation Programme.
- i) For each risk identified, state if management of the risk is fully within the control of the organisation(s), or if management of the risk depends on other organisation(s)? If dependent on other organisation(s), which organisation(s) and how?

### 3.2 ADAPTATION ACTION PLAN

Please set out the proposals, policies and actions by the organisation(s) for managing/addressing each climate change risk identified in its risk assessment for the reporting period of this report, including:

- a) the specific climate change risk(s) which each action is intended to address.
- b) how each action will address the associated risk(s) and improve the organisation's climate resilience.
- c) the time-scales for implementing each proposal, policy and action highlighting priority actions to be addressed before the next report.
- d) the owners of each proposal, policy and action.
- e) whether the proposals and policies chosen are co-ordinated with proposals and policies in other parts of the UK, in the Republic of Ireland or elsewhere and if so, how they are coordinated.

### 3.3 PROGRESS MADE IN COMPARISON TO PREVIOUS REPORTS [from second reporting period onwards]

Provide an assessment of the progress made by the organisation(s) towards implementing the adaptation plan(s) set out in any of its previous reports including:

- a) For each proposal, policy and action of its previous plan(s) set out what progress has been made, i.e. completion date, ongoing or expected completion date if relevant, etc.
- b) The contribution each proposal, policy and action of the plan(s) has made so far, towards addressing or managing its identified climate change risks.
- c) If any commitments or deadlines within previous plan(s) were not met, please explain why.

## PART 4 - MITIGATION: EMISSIONS STATEMENTS AND EMISSION REDUCTION PLANS AND PROGRESS

#### 4.1 BASELINE YEAR

- a) Please state the year that the organisation(s) started measuring its greenhouse gas emissions, this will be the 'Baseline Year' for the organisation(s) for its reports.
- b) For second and subsequent reports - if the baseline year or the baseline year level of emissions has changed, from those stated in previous report(s), please state the new baseline year and/or level and explain why this change was made.
- c) If emissions data is not available for any year between the baseline year and the current reporting period, please explain why.

#### 4.2 EMISSIONS STATEMENTS - FOR FIRST TIME REPORTS

If available, state the Greenhouse Gas (GHG) emissions of the organisation(s) for the years between the baseline year and the start of the reporting period as follows:

- a) The **direct** GHG emissions – Scope 1: Total GHG emissions from the organisation's owned or controlled sources, e.g. boilers, furnaces, vehicles.
- b) The **indirect** GHG emissions - Scope 2: Total GHG emissions from offsite energy suppliers, e.g. electricity for steam, heating or cooling.
- c) The **indirect** GHG emissions - Scope 3 [where applicable, and if available]: Total GHG emissions as a consequence of the organisation(s) activities which occur from sources not owned or controlled by it.

#### 4.3 EMISSIONS STATEMENTS - FOR SECOND AND SUBSEQUENT REPORTS

State the Greenhouse Gas (GHG) emissions of the organisation(s) for the baseline year, and the organisation's emissions for the current reporting period - as follows:

- a) The **direct** GHG emissions - Scope 1: Total GHG emissions from the organisation's owned or controlled sources, e.g. boilers, furnaces, vehicles
- b) The **indirect** GHG emissions - Scope 2: Total GHG emissions from offsite energy suppliers, e.g. electricity for steam, heating or cooling
- c) The **indirect** GHG emissions - Scope 3 [where applicable, and if available]: Total GHG emissions as a consequence of the organisation(s) activities which occur from sources not owned or controlled by it.

#### 4.4 EMISSIONS REDUCTION PLAN - CURRENT

Set out the proposals, policies and actions by the organisation(s) for reducing emissions in the exercise of its functions, including:

- a) Any target(s) the organisation(s) has set itself to reduce emissions levels and the year in which the organisation(s) aims to achieve the target(s).
- b) The organisation's proposals, policies and actions to reduce emissions; if emissions reduction targets have been set by the organisation(s), please indicate how these proposals, policies and actions will contribute to achieving that target.
- c) Timescales for implementing the proposals, policies and actions highlighting any priority actions to be taken before the next report.
- d) The owners of each action [*The purpose behind this is to identify the business*]

#### 4.5 EMISSIONS REDUCTION PLAN - PROGRESS FROM PREVIOUS REPORTS

Provide an assessment of the progress made by the organisation(s) towards implementing the Emission Reduction Plan(s) set out in any previous report(s) including:

- a) the progress which has been made towards implementation (i.e. completion date / expected completion date) for each proposal, policy and action of the previous Emission Reduction Plan(s).
- b) the contribution that the proposal, policy and action of the plan(s) has made so far, towards achieving any target(s) set in previous Emission Reduction Plan(s).
- c) if any commitments or deadlines within previous Emission Reduction Plan(s) were not met, please explain why.