

ADAPTATION SUB-GROUP MEETING

WEDNESDAY 10TH FEBRUARY: 2 – 4 PM, HOSTED BY YORKSHIRE FUTURES.

Yorkshire Futures, Victoria House, 2 Victoria Place, Leeds, LS11 5AE.

AGENDA

Time	No.	Item	
2.00	1.	Welcome, Introductions and Apologies <i>Amanda</i>	
	2.	Minutes of the last meeting and matters arising <i>Amanda</i>	Attached
	3.	Terms of Reference <i>Jon</i>	Attached
2.20	4.	RIEP Adaptation Projects Discussion on projects, coordination, and support: <ul style="list-style-type: none"> • South Yorkshire Climate Change Local Climate Impact Profile Part 1, Extreme Weather Events Media Trawl. • North Yorkshire Local Climate Impact Profile: Media Trawl. • West Yorkshire Adaptation Action Plan. 	Attached Attached Attached
	5.	NI188 Workshop for the Northern Regions <i>Tim</i>	Attached
	6.	One Year On event proposal <i>Jon</i>	Attached
	7.	Date of next meeting <i>All</i>	
	8.	Any other business <i>All</i>	
3.00			

Regional Adaptation Sub-Group Meeting

Thursday 7th January 2010
Hosted by Kirklees Council, Huddersfield.

Attending

Tim Godson – GOYH	Ruth Sherratt – Kirklees Council
Jon Club - GOYH	Dave Cherry - Leeds City Council
Gail Hammond - Environment Agency	Amanda Crossfield - Yorkshire Futures
Vince Carter - Forestry Commission	

Apologies

Richard Wilson – Natural England	George Munson - Leeds City Council
Bernd Hoermann - Sheffield City Council	Andy Horrocks – Yorkshire Forward

Supported by

Alexis Fennell and Kathryn Richardson - Kirklees Council Environment Unit

General Notes	
<p>1. Post PIP, the issue of engaging the business community in understanding Adaptation and how adaptation planning supports business continuity remains to be resolved. Creating a clear definition of adaptation for businesses has now been passed to DEFRA to advise upon a national scale.</p> <p>2. Issues with the UKCIP website and thoughts:</p> <ul style="list-style-type: none"> • that the accessibility is poor and doesn't conform to standards used by LA's (fonts formats etc) • there are still problems with the site opening in multiple page views • the support package could be improved it is not appropriate for the end user. • its links to the practicalities of NI 188 are not clear 	
Actions	Who
Adaptation locality sheets – finalise by end of Jan	JC / AH
Organise Spring Workshop for localities working on levels 2 and 3.	TG coordinate with input from group members
Kirklees and Leeds have RIEP funding to bring the sub-regional group up to Level 2. Discussion regarding how this could support the wider region.	
Ruth/Dave to provide notes and template forms in advance of the	RS / DC

Northern Adaptation Planning meeting. Circulate all RIEP adaptation project briefs to board members	JC
Widen the subgroup to involve other sub-regional local authority reps, plus regional representation from Highways and Homes agencies. Aim for geographically central meeting venues	JC to follow up
April Event to review 1 yr on from the launch. Will look at progress of regional plan and how we integrate adaptation.	JC to draft proposal for comment / support
Request meeting with iRS climate change lead so we can input from an adaptation perspective.	TG
Next Meeting	
10/11 th February at Yorkshire Forward in Leeds.	All Confirmed as 10 Feb 2-4pm, Leeds.

ADAPTATION SUB-GROUP – DRAFT TERMS OF REFERENCE

Drafted: 9 February 2010

Operational Context

Adapting to a changing climate is an emerging field with many delivery bodies and partners at an early stage of responding to this challenge. The Climate Change Partnership for Yorkshire and Humber has a key role in supporting work on adaptation, particularly through embedding the recommendations of the Regional Adaptation Study and supporting Local Strategic Partnerships. The Adaptation Sub-Group will facilitate this at a practical level by bringing together practitioners to design and share advice and best practice across localities, sub-regions, and the region – whilst making links at a national level.

Aims

- To support the Climate Change Partnership for Yorkshire and Humber at a practitioner level on adaptation to climate change.
- To plan and develop support for delivering against National Indicator 188 for local authorities and their partners, in particular those who have adopted NI188 within their Local Area Agreement (LAA).
- To coordinate and support adaptation projects being delivered with funding from YoHr Space.
- To embed relevant key recommendations from the Regional Adaptation Study into the Climate Change Plan for Yorkshire and Humber.
- To build links across the region, inter-regionally, and with national partners to support improved performance and efficiency.

Meetings

Meetings take place as and when required, which is approximately every 4 – 8 weeks. The venue and Chairing of the meetings will be rotated across all members.

Reporting

The group will report its progress and flag issues both to the Climate Change Partnership for Yorkshire and Humber, and the YoHr Space Climate Change Board – through submission of action lists from each meeting.

Membership

- **Chair.** Rotating, taken by host of each meeting.
- **Membership.** Attendees to be drawn from local authorities that have NI188 in their LAA, sub-regional representatives in relation to YoHr Space funded adaptation projects, and relevant regional agencies.

Name		Organisation
Gary	Arnold	East Riding of Yorkshire Council
Diana	Adamson	Selby DC
Vince	Carter	Forestry Commission
Dave	Cherry	Leeds CC
Jon	Clubb	LGYH
Amanda	Crossfield	Yorkshire Futures
Jon	Follows	Kirklees

Tim	Godson	GOYH
Gail	Hammond	Environment Agency
Bernd	Hoermann	Sheffield CC
Andy	Horrocks	Yorkshire Forward
George	Munson	Leeds CC
Richard	Wilson	Natural England

Project Title	South Yorkshire Climate Change Local Climate Impact Profile Part 1, Extreme Weather Events Media Trawl.	
Lead Authority/Sub Region	Doncaster Metropolitan Borough Council / South Yorkshire	
Lead Officer Contact Details	Name: Address: Telephone: Email:	Malcolm Beal PO Box 257, Council House, College Road, Doncaster, DN1 1RN 01302 737580 malcolm.beal@doncaster.gov.uk
Partner Authorities Involved/Beneficiaries	Barnsley, Doncaster, Rotherham and Sheffield City Council.	
Project Description	<p><i>A brief description and summary of the project:</i></p> <ul style="list-style-type: none"> • The aim of this project is to deliver the first part of the Local Climate Impact Profiles (LCLIPs) for Doncaster, Rotherham and Barnsley local authority areas. The RIEP funding will be used to finance the development of extreme weather timeline and “media trawl” section of the LCLIPs, cataloguing all significant events in over a period of ten years. • It is intended that Sheffield City Council will use the expertise that they have already gained in producing their own Local Climate Impacts Profile (LCLIP) and carry out the work on behalf of the other 3 Local Authorities and the sub region. • This co-ordinated approach will enable a firm uniform foundation to be built upon which a cohesive interlinked sub-regional LCLIP and individual interlinked LCLIPs can be built. 	
Strategic Justification	<p><i>Identify how this proposal will deliver a significant impact to the work stream approach/strategy identified within annex 2 and 3 of the strategy</i></p> <ul style="list-style-type: none"> • Production of individual local authority Local Climate Impact Profile (LCLIP) extreme weather timeline and media trawls in a similar and co-ordinated way will enable all 4 of the South Yorkshire local authorities to work together in a cohesive, co-ordinated manner towards the development of comprehensive Local Climate Impact Profiles and form the foundation for Rotherham, Barnsley and Doncaster to start their journey to meeting UK government NI188 expectation. • The coordinated production of individual LCLIPs addresses the needs of the South Yorkshire local areas and supports the delivery programmes and services which address climate change, preparing for its impacts and increasing service resilience • It will seek to deliver improved performance on NI188 together with individual local authorities climate change targets and commitments • It will deliver against key actions from the Climate Change Plan for Yorkshire and Humber and build upon the evidence presented in the Regional Adaptation Study • The joint working sub regionally on LCLIPs will help secure commitment to action which will deliver significantly improved efficiency through greater joint-working 	
Project Key Objectives	<p><i>Identify the objectives of the project and how these relate to the objectives of the Y&H RIEP Strategy</i></p> <ul style="list-style-type: none"> • Greater commitment and higher priority within South Yorkshire given to tackling the present and future impacts of climate change • Provide a unified approach to identifying, preparing for and responding to extreme weather events across the sub region occasioned by local climate change • Share information and experience across South Yorkshire and build upon current good practice • Enhance the potential for further collaboration between all four councils and Local Strategic Partnerships in South Yorkshire around responding to climate change 	

Project Deliverables	<p><i>Identify what the proposal will produce – what tangible things will the proposal deliver (e.g. improved processes; enhanced skill levels; new contracts etc)</i></p> <ul style="list-style-type: none"> • Individual local authority (Barnsley Doncaster & Rotherham) LCLIPs extreme weather timelines and appropriate media trawls • Development of a unified strategic South Yorkshire approach to understanding local and sub regional extreme weather events set out in an accessible summary report and awareness resources. • By using Sheffield CC's expertise and staff resources in the production of the LCLIPs (Part 1) a considerable monetary saving should be achievable and a common format for all the sub regional and local LCLIPS can be attained.
Project Outcomes	<p>Knowledge and action relating to climate change varies between the four local authorities, with each authority demonstrating different strengths and weaknesses. The purpose of this project is to provide a fully unified foundation to producing the LCLIPs Extreme Weather timeline in order to improve performance against the climate change national indicator (NI188) across South Yorkshire. This project will achieve:</p> <ol style="list-style-type: none"> 1 A fully integrated set of local authority specific set of LCLIPs Extreme Weather timelines for Barnsley, Rotherham and Doncaster. This work will improve dramatically the understanding of local extreme weather and the engagement of key stakeholders around climate change NI 188 within these local authorities and their communities. 2 Improved efficiency and performance around NI188 through shared knowledge of past extreme weather events and projected climate changes across the South Yorkshire area 3 A firm platform of research and joint working upon which to build future collaborative activity across South Yorkshire in dealing with climate change 4 Enable those authorities that are not as advanced as they would wish to start to confidently begin to work towards NI 188 targets.
How will learning from this project be transferred both internally and to other LAAs or Councils in the region?	<p>The outcomes of the individual extreme weather timelines will be reported via current structures, including:</p> <ul style="list-style-type: none"> • Internally within each local authority via - Senior Management, Councillor and Local Strategic Partnership reporting structures • Sub-regionally – through the South Yorkshire Climate Change Network and for example through its associated projects such as the Leadership events. This work will form a major input into the NI 188 Leadership event in the spring of 2010. It will also assist the development of soundly based resources for the School Climate Change project. • Regionally – through the RIEP Climate Change Board, Y&H LAA Climate Change Network/Practitioners Group, Y&H EMS Network, Climate Change Partnership <p>A key part of the extreme weather timeline work will ensure that an accessible resource is produced for each local authority and South Yorkshire as a whole which can be used as a key part of each local authority's climate change communication campaigns for example schools, businesses and the voluntary and community sectors</p>
Will the proposal specifically address issues of equality and diversity, community empowerment and innovation?	<ul style="list-style-type: none"> • Climate change will have the biggest impact on the most vulnerable communities of interest e.g. older people and the ability to provide some form of climate change prediction e.g. temperature, rainfall etc and produce a unified approach to dealing with extreme weather events will assist in mitigating this impact. • The production of the LCLIPs extreme weather timelines will assist South Yorkshire Local Authorities in introducing innovation in tackling climate change issues • The local and sub regional extreme weather studies will be produced in a form suitable for use to engage all sectors of the South Yorkshire community.

Section 2 Finance

<p>Total Project Costs</p>	<p><i>Please provide a total cost for the project including an indication of non-financial resources i.e. officer time:</i></p>	
	<p>External Costs (Additional)</p> <p>Seconded staff specialist who has already undertaken this task for Sheffield City Council to:</p> <p>Carrying out a comprehensive extreme weather events “media trawl” for Barnsley, Rotherham and Doncaster.</p> <p>Develop individual extreme weather timelines for Barnsley, Rotherham and Doncaster as a basis for the start of the development of a more detailed Local Climate Impacts Profile for each Local authority</p> <p>Extreme weather awareness raising / educational resource to ensure effective dialogue with internal and external (LSP) stakeholders.</p> <p>Employee costs: £9,500</p> <p>Supplies and Services: Travel and Project Resources: £1,000 Marketing and promotion, including web presence SY Care4Air site: £1,000 Resource Development: £1,000</p> <p>Total : £13,000</p>	<p>Internal Cost (Authority Contribution)</p> <ul style="list-style-type: none"> • Project Management by Sheffield City Council • Ongoing monitoring and commitment and communication • Project materials costs and development expertise and time. • Rooms for progress meetings
<p>Funding Required (£k)</p>	<p>From Yorkshire and Humber RIEP:</p> <ul style="list-style-type: none"> • £13,000 	<p>Partner Contributions:</p> <p>Sheffield City Council will provide central management and expertise for the project and cover associated costs.</p> <p>Rotherham, Barnsley and Doncaster will provide appropriate contributions from all relevant officers from within each local authority to ensure all appropriate weather and media coverage is reviewed.</p> <p>The Project will be co-ordinated through the South Yorkshire Climate Change Network.</p>

Section 3 Project Management

Does this project have the support of the Chief Executive of the lead authority(s) as a key authority priority? What evidence is there that all key stakeholders are fully supportive of this project and have agreed to the key outcomes, deliverables and governance arrangements for the project?

- All four South Yorkshire Local Authorities are supportive of this project which has been developed jointly through the South Yorkshire Local Authorities representatives on the Climate Change Network (Board).
- The key outcome of the project a personalised extreme weather timeline and awareness raising resource for Barnsley, Rotherham and Doncaster is needed by each of these local authorities to begin their actions to address NI188.
- A unified South Yorkshire extreme weather study is needed as a firm basis for the development of a SY Climate Change Strategy.

What are the key milestones and target dates for achieving them?

Key Milestones	Target Date
<ul style="list-style-type: none"> • Weather data research begins • Research commences on Barnsley, Rotherham and Doncaster media. • Individual Extreme Weather Timelines produced for Barnsley, Rotherham and Doncaster. • Personalised Extreme Weather Awareness communication resources produced for Barnsley, Rotherham and Doncaster. • Unified South Yorkshire Extreme Weather study produced 	<ul style="list-style-type: none"> • December 2009 • January 2009 • March 2010 • March 2010 • April 2009

What are the main project risks, their potential impact and the likely hood of them happening?

Risk	Impact	Likelihood
Delay in starting project	<ul style="list-style-type: none"> ▪ Rotherham, Barnsley and Doncaster not engaged in NI 188 and so delays in them starting their adaptation action towards Level 1. ▪ Sheffield resource becomes unavailable. 	<ul style="list-style-type: none"> ▪ Unlikely if experience local resource in Sheffield City Council is utilised.

Lead Authority Outline Bid Authorisation

Name:
Position:	Signed on behalf of the Project Lead Authority (Must be either a Chief Executive or Director)

3011

PROJECT BRIEF



Section 1 Project Overview

Project Title	North Yorkshire Local Climate Impact Profile: Media Trawl
Lead Authority/Partner/ Sub Region	Selby District Council
Lead Officer Contact Details	<p>Name: Diana Adamson</p> <p>Address: Civic Centre, Portholme Road, Selby, North Yorkshire, YO8 4SB</p> <p>Telephone: 01757 292191</p> <p>Email: dadamson@selby.gov.uk</p>
Partners Involved/ Beneficiaries	<ul style="list-style-type: none"> North Yorkshire County Council, and seven other district Councils (Craven, Hambleton, Harrogate Richmond, Ryedale, Scarborough, Selby) and the North York Moors and Yorkshire Dales National Parks.
Support for the project (sub regions, networks etc)	<i>Date of meeting and agreed by:</i> North Yorkshire NI 188 Delivery Group on 11 September 2009.
Project Description	<p><i>A brief description and summary of the project:</i></p> <ul style="list-style-type: none"> This project will facilitate the process of beginning to adapt to climate change across North Yorkshire. It will build capacity and achieve greater collaboration and effective and efficient working across the sub-region in order to improve the response to the current and future implications of Climate Change. The aim of this project is to gather quantitative and qualitative information about the effects of significant weather events on council /national park services across North Yorkshire by undertaking a local impact profile media trawl of local newspapers over the last 5 years. The value of this type of media trawl is that it can be done quickly, and with limited resource commitments, yet it can achieve a lot. It provides a platform from which to: <ul style="list-style-type: none"> Monitor current vulnerabilities to the local weather; Share the evidence across the authorities in an accessible format; Understand weaknesses in the present responses of the authority; Identify critical thresholds as a basis for interrogating future climate scenarios. And will enable a strategic, partnership led approach regarding Production of individual local authority and national park LCLIP media trawls and extreme weather timelines, cataloguing all significant events in over a period of five years. This co-ordinated approach will enable a firm uniform foundation to be built upon which a cohesive interlinked sub-regional LCLIP and individual interlinked LCLIPs can be built.

<p>Strategic Justification</p>	<p><i>Identify how this proposal will deliver a significant impact to the workstream approach/strategy identified in annex 2 and 3 of the Regional Improvement and Efficiency Strategy (RIES)</i></p> <ul style="list-style-type: none"> • Project lies within the Climate Change strand of the RIEP • The media trawl work has been identified as the first stage of work needed to address the needs of the North Yorkshire local areas in preparing for the impacts of climate change • It will seek to deliver improved performance on NI188 which is contained within individual local authorities climate change targets and commitments • It will help to deliver against key actions from the Climate Change Plan for Yorkshire and Humber • The evidence will be used as a first step to empower leadership in the sub-region in relation to climate change adaptation The coordinated production of individual LCLIPs addresses the needs of the North Yorkshire local areas and supports the delivery programmes and services which address climate change, preparing for its impacts and increasing service resilience. • The joint working sub regionally on LCLIPs will help secure commitment to action which will deliver significantly improved efficiency through greater joint-working.
<p>Project Key Objectives/ outcomes</p>	<p><i>Identify the objectives of the project and how these relate to the objectives of the RIES</i></p> <ul style="list-style-type: none"> • To start to assess the vulnerability of all councils and the 2 national parks in North Yorkshire to recent extreme weather • To compare results across the sub region and identify common headline issues, largest impacts, costs and critical adaptation actions to reduce the sub region's vulnerability to climate change • To provide initial stimulus and support councillors and National Park authority staff in understanding and delivering challenging local and national climate change targets • This project will also enable potential for collaboration between councils in North Yorkshire and the 2 National Parks around responding to climate change to help facilitate a co-ordinated, partnership focused approach regarding priority actions. • Provide a unified approach to identifying, preparing for and responding to extreme weather events across the sub region occasioned by local climate change
<p>Project Deliverables/ outputs</p>	<p><i>Identify what the proposal will produce in terms of improvements, efficiencies and support</i></p> <ul style="list-style-type: none"> • Enhanced knowledge, skills and improved processes across all local authorities in the sub-region in relation to responding to climate change and reporting on progress on the Climate Change indicators (NI 188) • Individual local authority LCLIPs , with extreme weather timelines and appropriate media trawls. • Development of a unified strategic North Yorkshire approach to understanding local and sub regional extreme weather events set out in an accessible summary report and awareness resources. • By using consultant's and existing best practice expertise in the production of the LCLIPs (Part 1) a considerable monetary saving should be achievable and a common format for all the sub regional and local LCLIPS can be attained.

	<ul style="list-style-type: none"> • Support for series of initial LCLIP workshops with each district council and NYCC to get the interview process started. • Development of a climate impacts database of past extreme weather events that will identify key services areas that have been affected by extreme weather over the past 5 years across the sub region (and including National Parks) (and including a range of support tools) • A basic impact profile reports (one per local authority and one report for the 2 National Parks) incorporating an Extreme Weather Time Line and highlighting areas of future work.
Project benefits	<p><i>What will the benefits of the project be in terms of the key priorities in the RIES:</i></p> <ul style="list-style-type: none"> • <i>The transformation of public services in our priority areas;</i> • <i>Self-improving authorities that lead and support others, and are open to challenge;</i> • <i>Active self-directing and value adding networks that drive innovation and share learning; and</i> • <i>An improvement and efficiency 'hub' offering access to coherent and co-ordinated high quality support to all authorities and their partners.</i> <p><i>In particular what is the current performance level, and what is anticipated at the completion of the project? (eg improved performance; improved efficiency; improved outcomes; improved capacity to deliver).</i></p> <p>At the present time local authorities and their partners have a capacity problem in terms of mobilising change to tackle the mitigation and adaptation to climate change. This project will</p> <ul style="list-style-type: none"> • Provide evidence for officers and Member across the sub-region on the vulnerability of key services to extreme weather events in the context of a changing climate so that further work can be undertaken to identify priority actions to address adaptation to climate change. • Currently all North Yorkshire Authorities have assessed themselves as at Level 0 against National Indicator 188. This media trawl, climate impacts database and Local Climate Impact Profile report will help improve performance as it is one of the areas of work recognised as being important to progress the authorities to level 1 • Improve capacity to deliver through collaboration and joint working in the sub-region and National Parks • Improve efficiency through economies of scale in collective work
How will learning from this project be transferred both internally and to other LAAs or Councils in the region?	<ul style="list-style-type: none"> • Cabinet Member, Councillors, Senior Officers and LSP agencies will be able to consider some of the implications of extreme weather events in response to Climate Change in the future decision making. • The outcomes of the individual extreme weather timelines will be reported via current structures, including: <ul style="list-style-type: none"> ○ Internally within each local authority via - Senior Management, Councillor and Local Strategic Partnership reporting structures ○ Sub-regionally – through the North Yorkshire Climate Change Network and for example through its associated projects such as the Leadership events. ○ Regionally – through the RIEP Climate Change Board,

	<p>Y&H LAA Climate Change Network/Practitioners Group, Y&H EMS Network, Climate Change Partnership</p> <ul style="list-style-type: none"> A key part of the extreme weather timeline work will ensure that an accessible resource is produced for each local authority and North Yorkshire as a whole which can be used as a key part of each local authority's climate change communication campaigns for example schools, businesses and the voluntary and community sectors
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<p>Will the proposal specifically address issues of equality and diversity, community empowerment and innovation?</p>	<ul style="list-style-type: none"> The media trawl will highlight areas and groups of people vulnerable to extreme weather events which in turn will assist with the development of a more proactive approach to addressing adaptation to climate change to tackle and ultimately reduce the increasing vulnerabilities.
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Section 2 Finance

<p>Total Project Costs</p>	<p><i>Please provide a total cost for the project including an indication of non-financial resources i.e. officer time:</i></p>	
	<p>External Costs (Additional)</p> <p>£12,500 for:</p> <ul style="list-style-type: none"> a media trawl for all 8 local authorities + 2 National Parks Production of individual local authority and national park reports including time lines. Extreme weather awareness raising / educational resource to ensure effective dialogue with internal and external (LSP) stakeholders and support to initial LCLIP workshops in the local authority areas. 	<p>Internal Cost (Authority Contribution)</p> <ul style="list-style-type: none"> Project Management via Sub-regional Steering group Meeting rooms for progress Support with setting up and maintaining a sub-regional data base by the Regional and Strategic Policy Team, North Yorkshire County Council. Assistance to also be offered to look at UKCIP Climate Change Projections 2009 to support the local climate impact profiles

<p>Funding Required (£k)</p>	<p>From Y&H RIEP:</p> <p>£12,500 for:</p> <ul style="list-style-type: none"> a media trawl for all 8 local authorities + 2 National Parks 	<p>Partner Contributions:</p> <ul style="list-style-type: none"> Other North Yorkshire sub-region councils + National Parks time to advise on sources for media trawl and for completing the current
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	<ul style="list-style-type: none"> ○ Production of individual local authority and national park reports including time lines. ○ Extreme weather awareness raising / educational resource to ensure effective dialogue with internal and external (LSP) stakeholders and support to initial LCLIP workshops in the three local authority areas. 	vulnerability work (identified through the initial media trawl) and assistance compiling and maintaining the database. Partners will also be responsible for implementing future action plans that are based on the findings of the local climate impact profiles.
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FOR PROJECTS UP TO AND INCLUDING £30K Quarterly breakdown	<i>Please provide a quarterly breakdown of spend itemised under broad headings, i.e staff, running costs, events, publicity etc)</i>		
	Spend item	£	Month and year

Section 3 Project Management

<i>Does this project have the support of the Chief Executive of the lead authority(s) as a key authority priority? What evidence is there that all key stakeholders are fully supportive of this project and have agreed to the key outcomes, deliverables and governance arrangements for the project? Who will manage the project?</i>
<ul style="list-style-type: none"> • Yes – Steve Martin, Strategic Director, Selby District Council • All Partners in this bid to obtain written commitment from Director or Chief Exec

Key action/task	Target Date
<ul style="list-style-type: none"> • Brief finalised and agreed • Brief to consultants 	<ul style="list-style-type: none"> • December 2009 • End December 2009
Output/deliverable	Target Date
<ul style="list-style-type: none"> • Media trawl • Local authority reports and time lines • Personalised Extreme Weather Awareness communication resources produced for each local authority 	<ul style="list-style-type: none"> • December 2009 - February 2010

<i>What are the main project risks, their potential impact and the likelihood of them happening?(see appendix 7)</i>			
Risk	Consequence	Likelihood	Action
Lack of media evidence	Limited evidence – experience of others shows this is not likely	Unlikely	Review data as determined and report amended project details as concluded.
Delays in project start up	Delay in improvement against NI188 and failure to achieve Level 1 in 2009/10	Unlikely	NI 188 meeting planned and consultancy list established.

Consultants not being able to deliver within cost expectations	Project not able to commence	Unlikely	Review data as determined and report amended project details as concluded.
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Guidance Notes for developing a Project Brief

- The information below aims to provide guidance to assist in the application for RIEP Funding.
- Bids should cover the points raised below (where applicable) and include any supporting information. The detail below is not exhaustive so please include any additional information that would be relevant in support of your bid.

1 Section 1 - Project Overview

You will need to demonstrate the extent of consultation with local authorities/partners and subsequent buy in.

Project description

This should include background information on the current position in support of your bid.

Include where relevant:

- How have you identified the need?
- Is this a pilot scheme with the potential to be extended?
- What area of Yorkshire and Humber will benefit from this work – eg local, sub regional or regional level?
- Is this a new piece of work or is the funding requested to extend or develop an existing arrangement?
- If it is to extend an existing piece of work – how is that currently funded, by whom and until when?
- If it is an existing piece of work - what activity and outcomes have been achieved already?
- Why does the work need to continue/develop further?

Strategic Justification

You will be expected to demonstrate the strategic fit within the overall improvement and efficiency priorities of your organisation/sub regional partnership and with the RIES.

Include where relevant:

- A description of the need and how it fits within the overall improvement and efficiency priorities of your organisation/sub regional partnership
- A description of how it links to the requirements of the RIES and supports Councils to deliver on LAA/LSP targets.
- A description of how it will contribute to achieving efficiency savings, both cashable and non cashable.
- Why it is needed now?
- What are the risks of doing nothing?
- What other options have been explored? Why this one?
- How have the benefits been identified?
- What are the key benefits to be realised?
- Clarity on what will define successful outcomes and how they will be measured.
- When will the benefits be realised and by whom?
- Include 'soft benefits' that cannot be quantified in financial terms.

Delivery – key objectives/outcomes, project deliverables/outputs, project benefits

You will be expected to provide information on how you will deliver the outcomes proposed in the bid.

Include where relevant:

- A high level plan for achieving the outcomes, with key milestones, and major dependencies (on partners / other projects/programmes)
- Where will the delivery take place?
- Who will deliver? - staffing / resource requirements

- How will staff be recruited – secondment, temporary contract etc?
- What are the risks in delivering the outcomes and do you have an outline plan for addressing them?
- What are the performance management arrangements?
- Where procurement is involved include – proposed sourcing option, contract terms, length, payment and performance mechanism
- What the procurement approach will be and the rationale behind the decision
- What will happen at the end of the work – will it be completed (eg a piece of research work)? Might it require a further bid for funding in the future. Will it continue, will it become self funding?
- How will you ensure that the learning is shared?

Section 2 - Finance

You will be expected to include a financial breakdown in your proposal. For projects up to and including £30k, a quarterly breakdown is required.

Include where relevant:

- What funding sources have been considered – could whole or match funding be sought from other funding sources?
- Whether the full amount is required from the RIEP or whether match funding has been agreed.
- The bid should include a breakdown of all costs associated with the work, including contributions in kind (eg provision of office space, staff etc)
- You should include details of timescale for funding (ie whether this is a one off, one year commitment or whether further funding will be required in later years).

Section 3 – Project Management

You will be expected to provide:

- full information on high level support for the project and governance/performance management arrangements
- a breakdown of key actions/tasks with target dates
- main project risks, likelihood (high, medium, low) and actions to mitigate risk

PROJECT BRIEF



Section 1 Project Overview

Project Title	West Yorkshire Adaptation Action Plan
Lead Authority/Partner/Sub Region	Association of West Yorkshire Authorities
Lead Officer Contact Details	<p>Name: Clare Elliott Policy Officer</p> <p>Address: Association of West Yorkshire Authorities (AWYA) Queen's House Market Street</p> <p>Telephone: Wakefield WF1 1DF</p> <p>Email: Direct line: 01924 304353 Email: Clare.Elliott@awya.gov.uk</p>
Partners Involved/Beneficiaries	<ul style="list-style-type: none"> Leeds City Council, Bradford City Council, Calderdale Metropolitan Borough Council, Wakefield Council, Kirklees Council
Support for the project (sub regions, networks etc)	N/A
Project Description	<p>This proposal aims to;</p> <ul style="list-style-type: none"> create a comprehensive Adaptation Action Plan for the five West Yorkshire Local Authorities (LAs), provide well structured evidence for the LAs to progress through levels of NI 188, create a single unified framework for consultation, engagement and target setting with key area-wide Local Strategic Partnership (LSP) partners, particularly those working across local authority boundaries, such as the West Yorkshire Fire and Rescue Service, West Yorkshire Police and the NHS. <p>Leeds & Kirklees would provide leadership on the project, with ongoing support from Calderdale, Bradford & Wakefield.</p>
Strategic Justification	<p>To achieve level 3 in NI 188, each authority needs to have 'developed a comprehensive adaptation action plan'. To date, none of the LAs has an adequate adaptation action plan. Whilst all five must report against NI188, Leeds & Kirklees have selected NI188 as a priority area within their LAA.</p> <p>A jointly authored West Yorkshire adaptation action plan will:</p> <ul style="list-style-type: none"> build on the risk assessment work undertaken in Leeds and Kirklees to develop a model local authority action plan for each of the five WY LAs and a shared WY wide action plan. foster closer working relationships across the five authorities, including the exchange of best practice, provide opportunities to deliver any training identified more efficiently create greater parity in the capacity of the authorities involved to deliver objectives. enable Leeds & Kirklees to share their experience with the WY LAs streamline consultation and engagement with sub-regional partners such as W.Yorkshire Fire and Rescue, West Yorkshire Ecology, Yorkshire Water etc

	The plan will also build upon the Regional Adaptation Study & the individual Local Area Reports.
Project Key Objectives/ outcomes	<p>The key objectives of this project are to:</p> <ul style="list-style-type: none"> • Design a sub-regional approach to adapting to climate change which recognises the most appropriate scale to take action to address impacts (LA specific or WY wide) • Share best practice including the findings of Leeds & Kirklees Local Climate Impact Profiles • Work with regions across the UK such as North East & East Midlands who have piloted a sub-regional approach to adaptation to gain key lessons / advice and obtain assistance • Raise the importance of climate change adaptation within the LAs and across the LSPs • Identify opportunities for resource sharing in respect of reducing sub-regional risks <p>The main outcome of the project will be to develop and implement a sub-regional collaborative approach to climate change adaptation action planning. This will draw on LA-specific knowledge and skills and will meet public sector transformational needs (in line with the RIEP objectives).</p>
Project Deliverables/ outputs	<ul style="list-style-type: none"> • A comprehensive Climate Change Adaptation Action Plan and evidence for each LA to submit to DECC for NI188 • Joined-up, sub regional approach to adaptation ensuring parity between participating target LA's and efficiencies of scale. • Leeds & Kirklees assisting Bradford, Calderdale & Wakefield to 'fast-track' through the various levels of NI188.
Project benefits	<ul style="list-style-type: none"> • The LAs with most adaption experience (Leeds and Kirklees) will lead the project thereby assisting the other three LAs to progress quicker than they could alone. • Through the development of the action plan, Leeds and Kirklees will support the other three LAs to embed adaptation internally & with partners • Closer working relationships between the five LAs and their strategic partners in the sub-region • Efficiently meeting adaptation objectives through pooling of resources, staff time & training delivery. • Reduced time demands on key sub-regional partners in adopting a joint-working approach to liaison, fact finding and target setting

How will learning from this project be transferred both internally and to other LAAs or Councils in the region?	<ul style="list-style-type: none"> • Final plan to be circulated to all key LSP members across the sub-region • Final plan to be presented at the most relevant LSP meeting within in each local authority • Report or update presented at regional climate change meetings eg RIEP Climate Change Board, Yorkshire & Humberside Local Authority Climate Change, Yorkshire & Humber Adaptation Sub-Group • DECC & UKCIP to circulate to partners as a case study • Final plan to be accessible from all five LAs corporate websites and linked to the regional body's adaptation learning resources
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Will the proposal specifically address issues of equality and diversity, community empowerment and innovation?	Climate impacts are acknowledged to effect deprived communities more than affluent ones. The WY adaptation action plan will make it a priority to include actions to minimise the impact of climate change on deprived areas.
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Section 2 Finance

Total Project Costs	<i>Please provide a total cost for the project including an indication of non-financial resources i.e. officer time:</i>	
	External Costs (Additional)	Internal Cost (Authority Contribution)
	<ul style="list-style-type: none"> £12,500 Staff time to develop the plan: £6,250 – Kirklees £6,250 - Leeds	<ul style="list-style-type: none"> In-kind only Project Officer time from each of the five LAs to attend meetings, provide information to the project leaders and comment on draft versions on the plan

Funding Required (£k)	From Y&H RIEP:	Partner Contributions:
	<ul style="list-style-type: none"> £12,500 	<ul style="list-style-type: none"> In-kind - UKCIP have offered a staff member to assist with the development (6 days in total)

FOR PROJECTS UP TO AND INCLUDING £30K Quarterly breakdown	<i>Please provide a quarterly breakdown of spend itemised under broad headings, i.e staff, running costs, events, publicity etc)</i>		
	Spend item	£	Month and year
	Project Officer time (Leeds)	3,125	Q1 2010
	Project Officer time (Kirklees)	3,125	Q1 2010
	Project Officer time (Leeds)	3,125	Q2 2010
	Project Officer time (Kirklees)	3,125	Q2 2010

Section 3 Project Management

<i>Does this project have the support of the Chief Executive of the lead authority(s) as a key authority priority? What evidence is there that all key stakeholders are fully supportive of this project and have agreed to the key outcomes, deliverables and governance arrangements for the project? Who will manage the project?</i>
<ul style="list-style-type: none"> All five West Yorkshire local authorities support this project Leeds & Kirklees will be jointly responsible for project management Six weekly meetings between the sub-region

Key action/task	Target Date
<ul style="list-style-type: none"> Research on the five LAs (NI188 data entry to date, LCLIP, Local Area Profiles) Key Significant Effects identified for each LA Key actions & timescales LSP involvement 	<ul style="list-style-type: none"> Feb 10 March 10 March-April 10 April 10
Output/deliverable	Target Date
<ul style="list-style-type: none"> Draft WY adaptation plan Final WY adaptation plan 	<ul style="list-style-type: none"> May 10 June 10

<i>What are the main project risks, their potential impact and the likelihood of them happening?(see appendix 7)</i>			
Risk	Consequence	Likelihood	Action
Delay in start date	Low	Low	Project management set up
Limited LSP involvement	Low	Medium	Regular updates & LSP reports

Northern Regions NI 188 Workshop

Teleconference Meeting 26/01/10

Note of key decisions / actions

- Agreed date and venue – 25th March in Leeds
- Workshop to run from mid-morning to mid-afternoon to allow for travelling.
- Attendees to be organised into table groups to work on different topic areas.
- Plan for day
 - Am - to focus on what has been done, sharing practice / ideas
 - Pm – to focus on moving forward
- Suggested examples for sharing and discussion
 - Adapting building (Worcs)
 - Adaptation and transport (Leeds, Derbys)
 - Approaches to risk assessment (Walsall, Kirklees, Leics)
 - Open session - Partnerships, successes, barriers
- Suggested examples for moving forward
 - Opportunities - LDF and planning development (Rochdale)
 - Appraising adaptation options (E.g. from SW - Laurie)
 - Key groups and approaches to moving forward (E.g. Engaging the Health Sector)
- Next action
 - Draft agenda
 - Confirmation of attendees

**NORTHERN REGIONS NI 188 WORKSHOP
(Venue) Leeds
10.00 am on 25 March 2010**

DRAFT AGENDA

10.0 **Welcome and introduction**

WHERE WE ARE & SUCCESSES SO FAR

10.10 **Partnerships, successes and barriers** -Opening discussion

10.40 Concurrent Workshop Sessions

Adapting buildings - Examples from Worcestershire

Adapting transport - Examples from Leeds & Derbyshire

Approaches to risk assessment - Examples from Walsall
Kirklees and Leicestershire

11.20 **Break**

11.40 Repeat of workshops

12.30 Lunch

13.30 *APPROACHES TO MOVING FORWARD*

13.30 **LDF and planning development** - Example from Rochdale

14.00 **Appraising adaptation options** – UK CIP

15.00 **Close**

Your Climate, Our Future - One Year On
Week commencing 12 or 19 April 2010
Draft agenda – NOT for wider circulation.

Venue: tbc

9.30am – 1.00pm followed by lunch

Draft Programme

09:30	Registration	All delegates to receive an up to date electronic copy of Your Climate, Our Future in advance of the workshop. Delegates to select in advance 1 st and 2 nd choice sectors for workshop activities in advance.
10:00	Welcome Overview of agenda, aims and intended outcomes	Arthur Barker (Chair) Outcomes: <ul style="list-style-type: none"> • Appraise how we are progressing against the plan • Capture all achievements • Constructively challenge progress, support, and actions. • Embed adaptation in our actions
10:10	Keynote speaker Challenging speaker who can set the scene for the day against a context of politics, future budget constraints, and a hardening of public opinion on climate change. + questions.	Speaker tbc. High profile keynote speaker to help attract delegates to attend the workshop.
10:40	Where are we now? Table top discussion on each key priority: <ul style="list-style-type: none"> • Strategy & Monitoring • Built Environment • Transport • Health Services • Business • Land Management • Citizen Engagement 	<i>Delegates will have self selected their sector / priority when booking</i> Thematic leads from CC Partnership to give 5 minute overview of their area of work – focussing on mitigation . Group discussion: <ul style="list-style-type: none"> • Capture additional successes • Energy, Waste, Water – are they integrated? Fact sheets to be provided to spark debate. • What are the barriers to making faster progress? • What needs to be amended in the plan (added/deleted/refined) • Who else can help? Offers of help? • Prioritise actions.
11:30	Break	
11:50	The adaptation challenge	Guest speaker e.g. Jonathan Capstick DEFRA /

	Refresher of regional headline impacts, why planning to adapt is important, examples of best practice and innovation.	Acclimatise (tbc) / Chris West UKCIP
12:00	<p>Resilience planning Table top discussion on adaptive actions required in each sector:</p> <ul style="list-style-type: none"> ● Strategy & Monitoring ● Built Environment ● Transport ● Health Services ● Business ● Land Management ● Citizen Engagement 	<p><i>Delegates will have self selected their sector / priority when booking</i></p> <p>Thematic leads from CC Partnership to give 2-5 minute overview of their area of work and how adaptation to climate change is relevant to their sector.</p> <p>Group discussion:</p> <ul style="list-style-type: none"> ● Capture additional successes ● Energy, Waste, Water – are they integrated? Fact sheets to be provided to spark debate. ● What support / guidance is needed? ● What needs to be amended in the plan (added/deleted/refined) ● Who else can help? Offers of help? ● Prioritise actions.
12:50	Summing up and close	Facilitated by Cllr Arthur Barker
13.00	Lunch	