**Document Instructions**

There are two formats of the Carbon Reduction Plan in the Town and Community Council (TCC)

Climate Toolkit, excel-based in the Carbon Tracker and Reduction Tool, and this word version.

Only use one format.

The blue text in this document is there to guide Town and Community Councils in writing their

own Carbon Reduction Plan specific to their buildings, Town and Community Council activities and

carbon footprint, and is typically the minimum information required.

On completion of the Carbon Reduction Plan, Town and Community Councils must delete all blue

guidance text.

1. **Introduction**

The introduction should set out the need for urgent climate action and that the Carbon Reduction Plan is how the Town and Community Council is committing to reduce its contribution to global warming by reducing carbon emissions.

1. **Executive Summary**

The Executive Summary highlights the main points of the Carbon Reduction Plan such as emission figures, emission reductions and actions implemented. There should be no additional information that isn’t already in the main body of the plan.

1. **Town and Community Council, Scope & Methodology**

Describe the Town and Community Council and its features. State any arrangements where the Town and Community Council shares buildings with other organisations and how emissions are managed between them.

State that carbon reductions are working towards Net Zero Carbon target of 2030 (Welsh Government Public Sector)

State the emission sources and themes that the Town and Community Council is measuring (e.g., Building Heating, Waste).

State which carbon calculator tool the Town and Community Council is using to identify carbon emissions (E.g., the one issued by Flintshire County Council). Additionally, state the data collection methodology used if known (E.g., [Welsh Government Reporting Guide](https://www.gov.wales/public-sector-net-zero-reporting-guide)). State that this will be done on an annual basis.

How will others be informed?



1. **Baseline Emissions**

State the baseline year selected by the Town and Community Council (e.g., 1 April 2022 – 31st March 2023), the Town and Community Council’s total carbon emissions and the figures for each emission source (this should also include a breakdown of themes). A graph for the baseline year would be beneficial here.

1. **Data & Graphs**

Copy and paste tables and graphs from the Carbon Tracker and Reduction Tool, being sure to name each one **Figure 1, 2, 3** etc. with a brief description underneath. This will ensure they can be referred to in Section 6.

1. **Carbon Emissions & Reduction Progress**

Report on the latest carbon footprint measurement, stating the total emissions and a breakdown of each emission source.

State how carbon emissions have changed in comparison to the baseline year and any previous years. This will form the basis for explaining the success of actions taken or improvements/ focus needed for the following year.

Additional tables and graphs can be included to demonstrate those emission changes for visual reference. Be sure to reference these in Section 5.

1. **Renewables**

Provide a brief explanation of renewable energy generation (how much was generated that year, any changes from the baseline and previous year). Try to explain any changes seen (e.g., new installation of Solar PV, equipment downtime for repairs, etc.).

1. **Action Plan**

This section introduces the Town and Community Council’s Action Plan. This is a list of carbon reduction actions the Town and Community Council have agreed based on findings of the carbon footprint baseline. It covers the themes of Buildings, Transport, Procurement, Behaviour and Land Use (land use may not be relevant so please remove if necessary).

Town and Community Council’s should select a number (e.g., 10) of impactful and relevant climate actions it wishes to complete in the years to come (e.g., up to 2030), aiming to engage with stakeholders where possible. Town and Community Councils are only expected to complete a few actions per year ensuring they are manageable and implemented well.

This section should inform of when the action is planned for, who is responsible and then dated once completed providing traceability.

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| **Theme**  (buildings, etc.) | **Carbon Reduction Action**  (state actions to reduce emissions and any targets) | **Lead**  (staff) | **Resource**  (funding, time, expertise) | **Start Date**  (planned start) | **Finish Date**  (once completed) |
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1. **Glossary**

Provide a list of terminology with explanations. Examples can be found in in Flintshire County Council’s Climate Change Strategy, [here](https://www.flintshire.gov.uk/en/PDFFiles/Climate-Change/Climate-Change-Strategy-2022-2030.pdf).