



Shetland Islands Council Annual Climate Change Report



Appendix B Climate Change Programme Governance and Management

The Climate Change Strategy aims are:

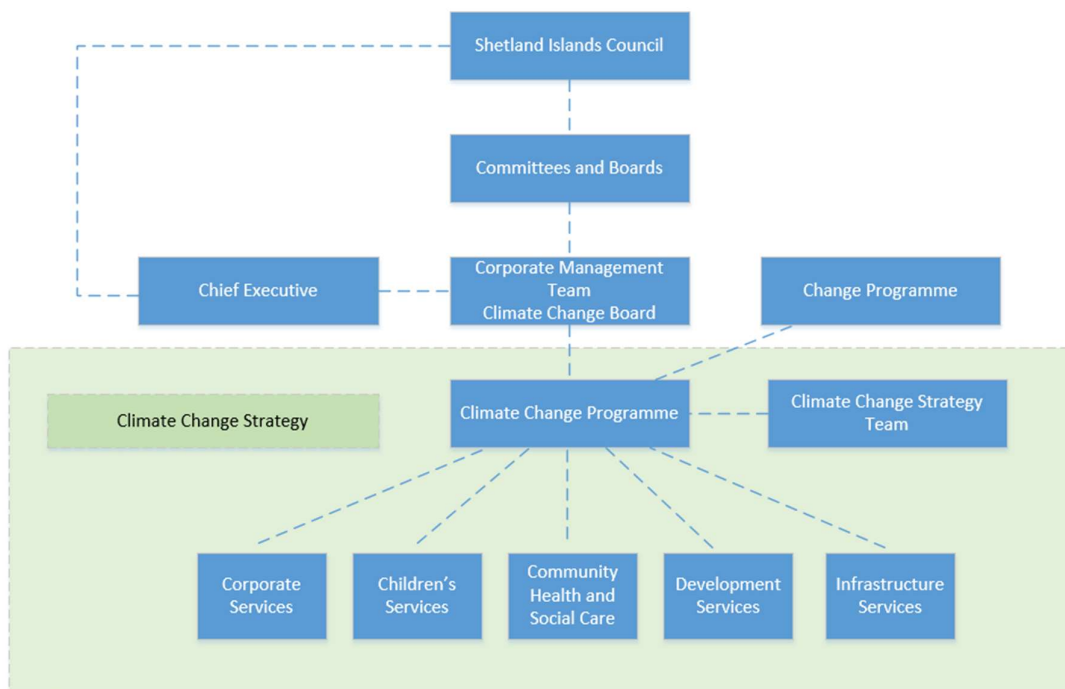
- **We are an organisation and community that is resilient to our changing climate.**
- **We are a net zero organisation and community.**
- **Equality and fairness are at the heart of the transition to net zero.**
- **Opportunities to maximise the social, economic and environmental benefit to the community are optimised.**

Effectively addressing climate change requires an agreed framework for the management of climate change, within which governance, roles and responsibilities are clearly defined, policy, strategy, objectives and processes are set out and channels and timescales for reporting are agreed.

The following governance structure for the management of climate change provides a framework for delivering, developing, maintaining and governing climate change management throughout the organisation.

The Shetland Islands Council Climate Change Strategy and Action Plan sets out the background, context, aims, strategic objectives, delivery mechanism and monitoring and reporting framework for the Shetland Islands Council in relation to addressing climate change.

Climate Change Programme Governance and Reporting Framework



Decision-Making

The Climate Change Programme contains programmes of work which were identified during the delivery set up for the SIC Climate Change Strategy Action Plan. Each of the programmes of work will have a working group established to be responsible for delivery, and a programme board to provide oversight.

Reporting

Quarterly reporting to the Climate Change Board and to the Environment and Transport Committee.

Escalation

Major problems are highlighted to the Climate Change Board for review

Roles and responsibilities

The following roles and responsibilities are integral to the Shetland Islands Council climate change governance arrangements:

Shetland Islands Council (full Council)

- Responsible for setting and promoting or approving changes and/or proposals related to the Council's Climate Change Strategy and Action Plan, governance arrangements and actions t on an annual basis.
- Ensures that climate change is considered as part of all decisions made, with guidance from senior officers.
- Encourages a culture that supports and embeds climate change issues.

Environment and Transport Committee

- Changes and/or proposals related to climate change policy, strategy, governance arrangements and actions are reported to, and agreed by, the Environment and Transport Committee, for recommendation to the full Council.
- Climate Change Strategy and Action Plan updates are reported quarterly to the Environment and Transport Committee.
- Annual climate change performance report is reported to the Environment and Transport Committee annually. This is linked to statutory annual reporting for

public bodies on climate change, and will include commentary and analysis on performance and alignment with climate change targets.

Other Council Committees

- Consider climate change as part of all decisions made, with guidance from senior officers.

Chief Executive

- The Chief Executive chairs the Corporate Management Team Climate Change Board.
- The Chief Executive is the conduit through which instructions from the Shetland Islands Council are relayed to Directorates, including in relation to climate change.

Corporate Management Team (CMT)

- CMT has responsibility for considering climate change as part of the development of strategies and policies, in response to external trends, and to implement the various elements of the Climate Change Strategy and Action Plan as agreed by the Climate Change Board.
- CMT ensures that addressing climate change within the organisation is carried out in an effective, consistent and cooperative manner.

CMT Climate Change Board

- Corporate Management Team (CMT), undertakes the role of a Climate Change Board
- CMT Climate Change Board has responsibility for driving the management of addressing climate change across the organisation by ensuring the implementation of, and compliance with, the SIC Climate Change Strategy and Action Plan.
- CMT Climate Change Board meets on a quarterly basis to consider climate-focussed reports from each Directorate and from Climate Change Programme teams, and requests reports on specific projects and activities in relation to climate change.
- CMT is supported in its role of Climate Change Board by Climate Change Strategy staff in Infrastructure Services.

- CMT has responsibility for monitoring and driving performance standards for climate change across the organisation via the agreed mechanism as set out in the SIC Climate Change Strategy, for formally considering climate change performance on an annual basis in relation to climate change targets, and for reporting that performance to Environment and Transport Committee.

Directors

- Directorate responsibility for Environment and Estate Operations Service is in the remit of the Director of Infrastructure Services.
- All Directors ensure the SIC Climate Change Strategy and Action Plan are fully implemented and complied with.
- Directors ensure that climate change actions, as identified in the SIC Climate Change Action Plan, within their Directorate, Department (Service plan level) and at operational level are incorporated into service work streams with progress reported through the Pentana performance management system. Instances of lack of progress should be escalated where necessary and managed appropriately.

Climate Change Programme

- Climate Change Programme report to the quarterly CMT Climate Change Board on climate change targets and SIC performance report (Pentana performance management), emerging and significant updates including project, sector or industry specific issues, climate change related initiatives and other relevant business, with some reports going to the Environment and Transport Committee depending on content and significance.
- Climate Change Programme report the SIC Annual Climate Change Performance Report annually to the CMT Climate Change Board, in line with statutory Public Bodies Climate Change Duties Reporting. Reviews of strategy, policy, terms of reference, processes and methodologies, are reported to the CMT Climate Change Board and on to the Environment and Transport Committee as appropriate.
- Climate Change Strategy Team staff attend Directorate Management Team meetings quarterly to provide support, advice, collaboration and continuity on the process of embedding climate change across the organisation.

All Staff / Property Managers

- All staff and project managers are required to take cognisance of the various elements of the SIC Climate Change Strategy and Action Plan.