

Action number	Action title
1	Set an organisational target for net zero carbon
2	Develop a strategy and action plan on how to achieve this
3	Include climate change / sustainability in all organisational policies
4	Declare a climate emergency
5	Ensure your leaders are supporters of climate change action
6	ISO14001 – consider achieving the environmental management standard (or similar)
7	Include a sustainability / climate change commitment statement in all job descriptions
8	Set targets or objectives for divisions/departments across the organisation
9	Ask authors to consider the sustainability / climate change impacts of their proposal to Board, Cabinet and senior committees
10	Use the Cheltenham's Climate Impact Assessment Tool
11	Vary your methods of communication
12	Share consumption data, metering and costs
13	Share successes but ensure report covers different aspects of savings cost, CO2 etc.
14	Publicise your annual report on carbon emissions and sustainability
15	Have a climate change / sustainability champion staff award
16	Set up Green Champions and give them further power / a network to grow through a Green Council
17	Allow your departments to set up their own groups or help staff from all areas of the organisation come together to work on topics of interest
18	Provide some funding to support the projects ideas your staff will have
19	Run a Green Team competition
20	Continue with virtual meetings and working from home
21	Reviewing parking to make car use more difficult
22	Review Business travel policy and provide carbon neutral vehicles
23	Pay cyclists higher rate for expenses, ban work related air travel
24	Label things that can be turned off at night and remove most printers
25	Look at your top ten purchased products and ask if you can reduce use or replace with something more sustainable
26	Establish a furniture/equipment re-use scheme
27	Train procurement staff in social value and sustainable procurement
28	Deliver carbon literacy/sustainability training to all staff
29	Incorporate into other learning e.g., Quality Improvement programmes
30	Consider whether this training should be mandatory
31	Provide regular communications and training
32	Ensure staff have time to take actions
33	Keep a number of projects ready for submission for public sector grant applications
34	Introduce whole life costing for business planning and procurement
35	Work with local higher education providers to train climate change professionals
36	Agreement to commit to a low carbon menu within organisations