**Guidance for use**

* This briefing note template is designed for you to tailor according to your organisation and the audience (e.g. senior management, staff, community planning partners).
* Populate the template with detail that is specific to your organisation.
* Add or remove sections as appropriate.
* If you would like help using the template please contact adaptationscotland@sniffer.org.uk

**Climate risk management and adaptation [choose appropriate title]**

**Briefing note: senior managers and councillors [insert audience]**

**Purpose**

This briefing note outlines the challenges and opportunities that climate change presents for [insert name of organisation] core services and corporate vision. By preparing for the impacts of climate change – and indeed wider change – we have an opportunity to become more efficient as an organisation, while innovating and empowering communities to play a part in our response.

**Background** [this section should set the scene and outline the risks of not adapting]

[Insert organisation] is increasingly vulnerable to the consequences of severe weather and climate change. In recent years, we have experienced [list notable impacts and consequences: financial, health and safety, reputational, etc].

Under Section 44 of the Climate Change (Scotland) Act 2009, we must, in exercising our functions, act in the way best calculated to deliver any statutory adaptation programme. The Scottish Climate Change Adaptation Programme (SCCAP) was laid before Scottish Parliament in May 2014 and enacts this duty.

The following documents outline our statutory duties relating to climate change adaptation: [add or delete policies as appropriate to your organisation - see Annex 1 of [Five Steps](http://adaptationscotland.org.uk/Upload/Documents/v6SNIFPublicSectorGuidelines.pdf): “Policy drivers for adaptation-related activity”]

* Scotland’s Climate Change Declaration
* Public sector sustainability reporting requirements
* Single Outcome Agreement
* National Planning Framework

Other public bodies are already responding to the challenge of adaptation [insert examples where relevant] and we must do all we can to ensure that we can cope with the challenges and opportunities that climate change will present. If we do not prepare [insert what is at stake].

**Current situation** [what progress have you made?]

[Insert organisation] has published [insert achievements, e.g. carrying out awareness raising; completed an LCLIP; developed adaptation arrangements; participated in Adaptation Scotland’s Adaptation Learning Exchange].

We are also implementing projects including [insert relevant projects, e.g. installing green roofs on schools]. These projects have had a number of benefits [list any benefits (financial, reputational, health)].

**Key considerations and recommendations** [what do you want senior management to do?]

It is recommended that we carry out a staff awareness raising programme/ implement a data recording and monitoring systems/ resource the development of an adaptation strategy/ update decision-making procedures to include climate change impacts and adaptation.

This will require [list the resources you need to allow you to do these activities].