



Date: 3 December 2009  
Your ref:  
Our ref: SS/FF  
Enq to: Sue Stevenson  
Email: [sue.stevenson@cumbriacc.gov.uk](mailto:sue.stevenson@cumbriacc.gov.uk)

Dear Partner,

Following my letter of 4<sup>th</sup> August 2009 seeking the name of your nominated officer on climate change activity, I am now writing to all Partner organisations to initiate the monitoring and reporting process on the actions taken since the signing the Climate Change Commitments on 16<sup>th</sup> March 2009.

The aim is to distil the monitoring responses into a progress report to the CSP covering CO<sub>2</sub> emission reduction, internal organisational responses, policy revision, leadership and public engagement and adaptation. The first report will be submitted to the CSP Thematic Partnership and Joint Chairs Group when it meets in March 2010. To enable a full assessment of climate change activity across the CSP to be made, your return must be submitted by January 29<sup>th</sup> 2010 and sent to Alex McKenzie at Cumbria County Council, Nisi Prius Building, The Courts, Carlisle, CA3 8LZ or by email to [alex.mckenzie@cumbriacc.gov.uk](mailto:alex.mckenzie@cumbriacc.gov.uk)

In practical terms, the information will also serve to identify best practice which can then be shared amongst other Partner organisations, identify difficulties that have arisen and the need for intervention and support.

The electronic Monitoring Form is available to download from the CSP climate change pages ([www.cumbriastrategicpartnership.org.uk](http://www.cumbriastrategicpartnership.org.uk)), together with an example of the type of response expected.

All 146 Actions have been included in the Monitoring Form. However only 38 actions are relevant to every CSP organisation. These are coloured light blue. All Partners will be expected to report on these 38 Actions and because these span a variety of topic areas I anticipate that you will need to take a corporate approach to reporting progress. The Actions and targets have been taken directly from the agreed Climate Change Action Plan, though some have been rearranged and edited to make it easier for CSP member organisations to respond.

The name of the lead organisation responsible for the delivery of the remaining Actions is written next to each Action. You will need to scroll through these Actions initially and identify those which your organisation is responsible for and delete the rest; a table in Microsoft Word has been constructed to make this easier. This process will result in a simplified, more manageable Monitoring Form which can be used repeatedly.

In due course the results will be made public via the CSP web site. If you have any specific questions please contact Alex McKenzie ([alex.mckenzie@cumbriacc.gov.uk](mailto:alex.mckenzie@cumbriacc.gov.uk)) who is leading the CSP Task Group on climate change. As well as sorting out the monitoring, the Task Group is

currently working on a shared approach to adaptation and helping CSP organisations to map out individual approaches that will enable each organisation to produce a bespoke adaptation plan.

Finally, if you haven't already done so already, could you send to [alex.mckenzie@cumbriacc.gov.uk](mailto:alex.mckenzie@cumbriacc.gov.uk) the contact details of the staff member who has been allocated responsibility for implementation of the climate change action plan within your organisation?

Yours sincerely

**Sue Stevenson**  
**Cumbria Strategic Partnership Manager**