

**Public Sector Climate Adaptation Capability Framework**

TEMPLATES



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Introduction

Purpose of this document

The Public Sector Climate Adaptation Capability Framework(Version 2.0, Published 2024) (“the Framework”, “CACF”) identifies four capabilities needed for an organisation’s adaptation journey and describes 42 tasks to develop these capabilities over four stages from starting to mature.

This Template document provides further details relating to each of the tasks included within the Framework(Version 2.0, Published 2024). These Templates should be used alongside the Public Sector Climate Adaptation Framework Handbook and Supporting Guidance which are available on the Adaptation Scotland website. In addition, a Benchmarking Tool are available for use alongside this Framework.

**Access all Public Sector Climate Adaptation Framework resources at:**

[adaptation.scot/take-action/adaptation-capability-framework/](https://adaptation.scot/take-action/adaptation-capability-framework/)

Template 1: Adaptation Action within your organisation

The template lists a range of services/ departments that are commonly found in public sector organisations and gives examples of adaptation links for each. Complete the template by adding in information about any plans, policies and / or strategies that relate to adaptation. There is space at the end of the table to list additional department/ services relevant to your organisation.

Table 1 Adaptation Action within your organisation

|  |  |  |
| --- | --- | --- |
| **Service/ Department** | **Example adaptation links***Examples of how the service/ department may be affected by climate change* | **Action within your organisation** *Describe existing actions, plans or policies that support adaptation across different services. You may wish to list or link to relevant plans/ policies/ strategies.* |
| Planning | Climate impacts such as flood risk and coastal change may affect different locations and communities. Is adaptation included in processes such as spatial and development planning? |   |
| Economic development | Disruption to supply chains and opportunities for adaptation services could affect investment and business operations in your area. Has this been factored in to economic development plans? |   |
| Housing/ Building/ facilities/ asset management | Increased severe weather events, rainfall and temperatures may impact building fabric and the health and wellbeing of residents. Whether retrofitting existing or building new, it is likely that there will be issues with water management (in flood and drought), weather resistance and overheating. Has this been factored in to housing investment and strategies? |   |
| Grounds/ estate management | Increased risks of pests and diseases, water logging of greenspaces and wind throw of trees are just a few of the challenges increasingly affecting our natural environment. How is your organisation protecting nature and working with nature to help society to adapt? |   |
| Transport | Disruption caused by landslides, flooding, and severe weather regularly disrupt transport infrastructure and networks. How is your organisation planning for current and future climate impacts such as these? |   |
| Risk management/ business continuity | Failure to adapt to the impacts of climate change poses serious risks for many departments/ services. How are these risks being managed through organisational risk management and business continuity processes? |   |
| Health/ social care | Changes in climate may affect patterns of disease and other health issues. Extreme weather events may limit access to vital services and potentially impact on people’s physical and mental health. A warming climate, however, may also offer more opportunities to be outdoors and enjoy an active, healthy lifestyle. Have the challenges and benefits of a changing climate been assessed within health or social care policies?  |   |
| Environment | Climate change may affect the delicate balance of Scotland’s ecosystems, altering habitats and affecting many Scottish species as well as land productivity or water supply. Have climate implications been factored into your organisation’s environment strategy? |   |
| Visitor/ tourism | Severe weather events and long term changes in climate will have a significant impact on visitor attractions and tourism operations. Has your tourism strategy or visitor services department taken action to plan and prepare for severe weather and climate change ? |   |
| Flooding | Flooding may impact on properties and infrastructure – with serious consequences for people, heritage, businesses and communities. These impacts may be cross cutting, affecting physical, social and economic structures and assets. How is flood risk accounted for and dealt with by your organisation? |   |
| Coastal/ marine planning | Sea level rise may result in more coastal flooding, erosion and coastline retreat. If your organisation is coastal, what considerations have you taken to prepare for climate change in your land use, coastal and marine plans and strategies?  |   |
| ICT & Digital Strategy  | Extreme weather events, such as flooding, landslides, drought and heatwaves can impact ICT networks support services which are vital to our health and wellbeing and economic prosperity. How has your ICT or Digital strategy considered the potential adverse effects of climate impacts?  |   |
| Add additional service/ departmental descriptions | Give examples of how the service/ department may be affected by climate change |   |

Template 2A & 2B Links with the Scottish National Adaptation Plan (SNAP3)

Scotland’s third adaptation programme – SNAP3 – was published in 2024. The Programme has five overarching outcomes (Table 2A), each containing objectives to contribute to the outcome. A full version of the Programme can be accessed here: [About the Scottish Government’s National Adaptation Plan (SNAP3) - Adaptation Scotland](https://adaptation.scot/about/about-the-scottish-governments-national-adaptation-plan-snap3/) Use below template 2A to consider how each of the five outcomes might be relevant to your organisation.

Table 2A Links with the Scottish National Adaptation Plan (SNAP3)

|  |  |  |
| --- | --- | --- |
| **Outcome** | **Is this outcome relevant to your organisation?** | **Your notes**  |
| Yes/ No | How might each of the outcomes be relevant to your organisation? |
| Nature connects across our land, settlements, coasts and seas. |   |   |
| Communities are creating climate-resilient, healthy and equitable places. |   |   |
| Public services are collaborating in effective and inclusive adaptation action. |   |   |
| Economies and industries are adapting and realising opportunities in Scotland’s Just Transition.  |   |   |
| Scotland’s international role supports climate justice and enhanced global action on adaptation. |   |   |

Objectives within the third outcome, *Public services are collaborating in effective and inclusive adaptation action*, are provided in template 2B. Consider how each of these objectives are be relevant to your organisation.

Table 2B Objectives contained within SNAP3 Outcome 3: Public services are collaborating in effective and inclusive adaptation action

|  |  |  |
| --- | --- | --- |
| **Objective** | **Is this objective relevant to your organisation?** | **Your notes**  |
| Yes/ No | How might each of the objectives be relevant to your organisation? |
| Objective: Public body duties and capacity (PS1) Providers of public services have the governance, culture, skills and resources for and are collaborating in effective and inclusive adaptation action. |   |   |
| Objective: Public service and infrastructure resilience (PS2) People can access the public services they need; and critical assets, systems and networks are resilient to the impacts of the changing climate. |   |   |
| Objective: Managing Scotland's water resources (PS3) Partnerships for water resource planning and rainwater drainage networks are active in prioritised catchments to support drought resilience, flood resilience and climate resilient places. |   |   |
| Objective: Transport system (PS4) The transport system is prepared for current and future impacts of climate change and is safe for all users, reliable for everyday journeys and resilient to weather related disruption. |   |   |

Template 3 Identify links between common organisational priorities and climate change adaptation.

The template lists examples of issues that are commonly addressed through public sector strategic priorities / objectives and/ or outcomes. Climate change adaptation links are given for each example. Complete the table by adding notes to describe the relevance to your organisation. There is space at the end of the table to list priorities relevant to your organisation.

|  |  |  |
| --- | --- | --- |
| **Strategic priority examples***The examples below describe the type of issues that are commonly part of strategic priorities/ objectives or outcomes* | **Possible climate change adaptation link***Examples of why climate change adaptation may be relevant to different strategic priorities.* | **Your notes** *Is this priority area relevant to your organisation? If yes explain why. Add your notes – are any of the examples relevant to your organisation? Why?* |
| Priorities related to Improved access to education and educational attainment | Investment in education facilities such as new schools or building refurbishments should be designed with future climate in mind so that these facilities are not affected by flood risk, overheating or damage from severe weather. |   |
| Priorities related to reducing poverty and inequalities | People and communities experiencing multiple causes of vulnerability are often most vulnerable to the impacts of climate change. Understanding how climate impacts may affect vulnerable groups can help make action to reduce poverty and inequalities more effective |   |
| Priorities related to improving the natural environment | Nature is being affected by changes in climate and impacts such as the spread of pests and diseases have serious consequences. Nature also has an important role to play in helping people and places adapt to climate change – for example by providing natural flood defences and cooling. |   |
| Priorities related to transport, energy or communications infrastructure | Investment in new or existing infrastructure is a major opportunity to improve resilience to the impacts of climate change and avoid the cost of retrofitting at a later stage. |   |
| Priorities related to Improving health | The impacts of climate change and our action to adapt has the potential to have negative and positive impacts on health. |   |
| Priorities related to community regeneration | Planning and investment in community regeneration is a major opportunity to implement measures that will enable these locations to adapt to the impacts of climate change. |   |
| Priorities related to business and economic development | Business supply chains, assets and infrastructure are vulnerable to the impacts of climate change. It is important to consider how industry sectors relevant to your organisation/ location may be affected and factor this in to work to support business and economic development. |   |
| Priorities related to net zero emissions | Climate hazards could affect your ability to meet your emissions reduction targets. Ensuring that your climate mitigation actions are "climate ready". For example, if PV panels are being placed on buildings (to reduce carbon), ensuring that buildings can withstand heat and heavy rainfall should also be a priority.  |  |

Template 4: Organisational motivation and governance for climate adaptation

|  |  |  |
| --- | --- | --- |
| **Motivation** | What motivated your organisation to address climate adaptation? |   |
| Has your organisation already experienced climate change impacts affecting policies, programs, projects or assets? |   |
| **Risk** | What is the risk appetite of your organisation? (For instance does your organisational policy specify what acceptable and unacceptable risk is?) |   |
| Are there existing risk management approaches to managing weather and climate related risks? Contact your risk manager to find out.  |   |
| **Governance** | Are there groups, committees or partnerships within your organisation who could be involved with adaptation work? |   |
| Are there any leaders who already drive change relating to climate adaptation? |   |

Template 5: Identify Resources.

Use the resource categories below to record information about resources may be available to support adaptation work.

|  |  |
| --- | --- |
| Resource Category | Availability within your Organisation |
| **People -** Identify job roles, teams, committees or individuals that may already be developing policies, plans, or actions aligned with adaptation or who have knowledge of climate change issues and duties. Catalogue the skills that your organisation has access to that could help with adaptation work (for example risk managers, engineers, GIS and data analysts, community engagement, resilience practitioners, communication or environment specialists and those with facilitation skills). |   |
| **Money** - Examine what funding is currently allocated to support work aligned with adaptation and what funding opportunities exist. |   |
| **Assets** - Understand the different types of assets and what their roles in adaptation might be. Identify any assets that your organisation owns or manages that support resilience and adaptation (for example flood prevention infrastructure or estates and greenspaces that provide ecosystem services). |   |
| **Data** - Determine what adaptation information (including records of climate impacts) your organisation currently promotes internally and/or externally and identify who holds theses resources. |   |
| **Processes** - Understand what resources (staff, processes, metrics/indicators) the organisation has for monitoring, evaluating and reporting.  |   |

Template 6: Identify relevant groups, partnerships and forums

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Group or organisation** | **Geographic Area of their Work** | **Their aims and objectives** | **What organisations are members?** | **Name and contact for chair or lead contact** | **Existing adaptation links or on-going work** | **Potential future adaptation links or areas of interest** |
|   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Template 7: Linking Priorities and climate impacts - interview questions

|  |  |
| --- | --- |
| **Service/ Department** |  |
| **Name and Role** |  |

**Service Aims & Function**

1. What is the main remit or scope of your service?
	1. What is your critical function?
	2. How does your service operate?
2. Does the service own/ operate any premises and infrastructure?
3. How many staff work as part of the service and what are their roles (office based, outdoors, remote working)?
4. What are the current strategic priorities for your service area?
	1. Do you have any major projects or infrastructure investments planned or underway?
	2. Could you please identify 4-5 top priority areas that you are working on at the moment (be that investment, projects, assets, key performance indicator, plans etc.
	3. Please provide further information on each priority in relation to who is involved, geographic coverage, dependencies and influences (e.g. transport infrastructure, land use, natural environment etc.)

**Impacts of Weather & Climate on Service**

1. How does weather and climate affect this priority?
2. What has happened in the past? What could happen in the future?
3. Has your service area been impacted by weather events including…

|  |  |
| --- | --- |
| Extreme heat |  |
| Extreme cold  |  |
| Extreme precipitation |  |
| Floods |  |
| Sea level rise |  |
| Droughts |  |
| Storms (High Winds) |  |
| Landslide |  |
| Forest Fires  |  |

1. Have you been affected by weather events occurring in neighbouring areas?
2. What potential positive effects from climate change might exist related to your service area? Are there any opportunities you perceive which may benefit your department? Or is your department taking action that will support communities and other services to adapt?

**How Impacts are being Managed Currently**

1. Has increased likelihood of impacts such as damage and disruption caused by severe weather/ flooding/ overheating of buildings/ changes in the natural environment been factored in to planning for the future?
	1. If yes – how has this been done? Do you take climate change projections into account when planning for future investments or projects?
2. What is already being done to manage/ increase resilience to the impacts of weather/ climate?
	1. How effective are the measures currently in place to deal with the impacts of weather/ climate? How do you monitor and evaluate them?
3. What are the barriers to managing/ increasing resilience to the impacts of weather/ climate?

**Further Actions Required**

1. What more should/ could be done to improve resilience to weather/ climate?
2. Are there any priority actions that you think should be undertaken to address the identified impacts?