


6 steps towards footprinting



Step 1 Gaining support

Task	Action required	Responsible officer	Progress report
Seek approval from Chief Executive, councillors, and senior management to use footprint approach	<p>Send the LF letter to your Chief Executive and Council Leader inviting your council to take advantage of the footprint services. ✓</p> <p>Send a report to your corporate management team stating that you have been chosen to participate. Send regular update reports.</p>		
Identify officers, services and structures that can support your work to use the footprint approach	<p>Provide relevant officer groups with information on your council's footprint and how it relates to their service.</p> <p>Start with officers who hold environment data, monitor council performance, or develop corporate policy. ✓</p> <p>Use existing structures, like corporate working groups.</p>		
Tell the public	<p>This is an opportunity to tell the public that you are taking on footprint work. Use your local media - discuss with your communications officer.</p>		

<p>LF support</p> 	<ul style="list-style-type: none"> ✓ Provide invitation letter to Chief Executive ✓ Provide assistance and examples of reports to corporate management ✓ Provide case studies of councils using the footprint approach ✓ Assist in identifying officers within your council that may be able to use the footprint information ✓ Provide information for a local press release
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Timescales	Council time commitment	3 months
	LF Officer time	3-5 days
	Completion date	

Step 2 Awareness raising


Task	Action required	Responsible officer	Progress report
Explain what a footprint is and how it relates to council business	<p>Download your FREE council footprint report via our website - localfootprints.org</p> <p>Present your council's footprint data to appropriate officer groups, senior management and council members. ✓</p> <p>Remember to link the service priorities, objectives and work plan with potential footprint reductions.</p>		
Involve schools	<p>Identify Eco Schools in your council and send the information on the footprint materials and the LF footprint training. ✓</p>		
Join up services and create champions to encourage use of footprint approach	<p>Footprint analysis will require cross-service working. One individual officer or team can lead on footprinting activities; however you will need data and policy support from a variety of officers.</p> <p>Create a working group or informal group of champions to assist in rolling out footprint approach.</p>		

<p>LF support</p> 	<ul style="list-style-type: none"> ✓ Provide information on how your council area footprint relates to services ✓ Provide generic footprint presentation for you to amend for local use ✓ Provide tools and support for communication. We have the experience and tricks of the trade from other authorities! ✓ Present your footprint data to Members, Chief Executive, Senior Managers and staff ✓ Support via telephone and email
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Timescales	Council time commitment	3-12 months
	LF Officer Time	3-7 days
	Completion date	

Step 3 Undertake policy analysis

Task	Action required	Responsible officer	Progress report
Identify key policies that require environmental impact monitoring	Put your champion group to work. Use SSN's Best Value Toolkit to conduct a survey of council and community planning policies that may need footprint data. ✓ Create a timeline of policies to be developed or updated in the next 12 months.		
Decide what you want footprint analysis to do for your Council	Gather your champion group and brainstorm how you wish to use footprint analysis. ✓ What policies or questions do you have that need footprint analysis? Prioritise a maximum of three plans, projects or strategies to use footprint analysis.		
Scotland's Climate Change Declaration	Use the footprint approach to monitor progress towards the Declaration commitments. ✓		

<p>LF support</p> 	<ul style="list-style-type: none"> ✓ Facilitate the use of the SSN Best Value toolkit as part of the policy analysis ✓ Facilitate the brainstorming session with your champion group ✓ Provide guidance on policies that are appropriate to use footprint analysis ✓ Provide information on your Ecological and Carbon Footprint that relates to the commitments in Scotland's Climate Change Declaration ✓ Support via telephone and email
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Timescales	Council time commitment	1-2 months
	LF Officer Time	2 days
	Completion date	

Step 4 Use as a monitoring tool


Task	Action required	Responsible officer	Progress report
Use Ecological Footprint as a benchmark	If you simply want a snapshot of your global environmental impact, your council footprint report provides a clear picture of the extent to which a local authority area is moving beyond environmental limits. Remember that you can also use the footprint indicator as part of your quality of life indicators.		
Collect local data	Start with officers who collate data for performance indicators, community plan indicators, or regional energy and transport surveys. ✓		
Set a target to update the baseline	Set a target to use footprint analysis every 2-3 years to measure the global environmental impact of your local authority.		

LF support 	<ul style="list-style-type: none"> ✓ Provide your council with a custom footprint report via localfootprints.org ✓ Provide list of data that may be available locally ✓ Provide examples of local authorities using the footprint as an indicator. ✓ Support via telephone and email
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Timescales	Council time commitment	3 months
	LF Officer time	2 days
	Completion date	

Step 5 Conduct footprint analysis

Task	Action required	Responsible officer	Progress report
Apply footprint analysis to key policies	Choose top footprint impact areas of housing, transport or energy OR top three policies, identified in Step 3. You will need to purchase footprint software called REAP to conduct the analysis.		
Identify officers needed to undertake footprint analysis and form a small team	If you are conducting a scenario on, for example, the transport strategy, you will require transport officers and planners to assist in scenario building. ✓		
Hold a scenario workshop	Design the scenario workshops to identify several policy options that require footprint analysis. ✓ Identify central questions for footprint analysis, data available and required, officer responsibilities and timescale.		
Tell the public	This is an opportunity to tell the public that you are taking on footprint work. Use your local media - discuss with your communications officer.		

LF support 	✓ Provide information on license fees if your council wishes to purchase the footprint analysis software (REAP)
	✓ Organise training for footprint software
	✓ Design and facilitate scenario workshops
	✓ Support via telephone and email



Timescales	Council time requirement	3-12 months
	LF Officer time	5-7 days
	Completion date	

Step 6 Create an Action Plan

Task	Action required	Responsible officer	Progress report
Create actions to address priority areas identified in the footprint analysis	Develop a footprint action plan to reduce impacts of priority policies and projects. ✓		
Set a target	This target can be a percentage reduction in the footprint, or a commitment to stabilise your area footprint or other appropriate target.		
Identify potential footprint reduction projects	Choose projects that will provide a quick win for footprint reduction. Remember, housing, food and transport have high footprint impacts.		
Involve schools	Identify reduction actions and projects that link policy and school estate management. ✓		
Tell the public	This is an opportunity to tell the public that you are taking action to reduce your footprint. Use your local media - discuss with your communications officer.		

LF support 	<ul style="list-style-type: none"> ✓ Provide local authority footprint reduction report examples and case studies ✓ Facilitate schools involvement in the reduction plan ✓ Provide tools and support for communication to your corporate management team, directors and community partners ✓ Provide information for local press releases
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Timescales	Council time commitment	6 months
	LF Officer time	3 days
	Completion date	



The Local Footprints Project

The purpose of the Local Footprints Project is to help local authorities and schools make an effective contribution to reducing Scotland's global footprint through the use of footprint analysis to inform policy and practice, to raise awareness and to change behaviour.

For more information,
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