**Template agenda for meeting a councillor about a Climate Action Plan**

**Introductions** (10 mins)

This is the part of the meeting where you quickly establish who you are and why you’re meeting. It is good to have people from a variety of backgrounds and locations in the local area if possible. All councils will have a commitment to serving all sections of the community and the more representative your group is the more likely you are to be heard.

Make sure to highlight any groups you’re working with on the campaign. It’s also a good opportunity to share why you care about climate change and why it matters to people in the area. You can use the factsheet from the postcode tool to help illustrate this.

The councillor and council staff will also introduce themselves and likely outline the initiatives they have taken on climate change already.

Remember: we want to work with the council and we should present ourselves as helpful allies who are bringing positive and realistic solutions to the discussion.

**Climate Action Plan** (30 mins)

This will be a part where you’ll want to explain why it’s important the council tries to deliver as many of these initiatives as possible.

Make sure to bring a physical copy of the Climate Action Plan for councils and point to anything specific you’d be very keen the council looks in to. Remember, many of these actions are low-cost or no-cost and some even raise money for the council. We also want to work with them so they get more powers and funding so they can take more climate action.

The councillor and council staff will also probably have read through it and have some opinions. They might also say they’re doing some of the points – which is great to listen to and note down.

Make clear that you want to see progress and commitments over the coming months and that you will be sharing successes with the Climate Action Group network and Friends of the Earth.

Remember: the focus of this discussion is to present the strengths of using the Climate Action Plan as a basis for action and try to get agreement that the council will use it as a framework.

**Next steps** (10 mins)

Outline any campaigning events you’ll be doing to build support for a Climate Action Plan for example petitions and public meetings. Express you’d be keen to have representatives from the council speaking on platforms where appropriate.

Agree a contact point for the Climate Action Group to keep this moving forward. It may be the councillor or a council officer (member of council staff).

Agree if possible when you’ll meet next to check in on progress.

Take a picture of your meeting with the councillors and staff to share on social media and so you can keep a record of your campaign.