

Appendix 2 – Merton staff climate change training requirements Staff

The accredited provider or providers are required to deliver climate change training to the following specification:

1. Content

- Training must be specific to the local authority context
- Suppliers are preferred who can demonstrate the opportunities to tailor their training programme in collaboration with Merton Council's Climate Engagement Officer, to reflect local climate challenges and opportunities in Merton.
- As a minimum, the supplier should demonstrate how the course covers the following learning objectives:
 - a. improves the awareness of council officers and councillors regarding the causes, costs and impacts of climate change;
 - b. helps officers and councillors identify opportunities for reducing carbon emissions and deliver a multitude of co-benefits in their own area of work at the Council, and beyond and;
 - c. encourages ambitious pledges and commitments through continued engagement and, or accreditation.
- Consideration will be given to the methods used to teach the course, such as opportunities for staff to solidify their learning through quizzes, discussions and other interactive methods.
- The course should result in an individual and/or organisationally recognised accreditation

2. Scale and timeframes

- The provider must have the resource capacity to train 40-80 staff before the end of this calendar year, ideally starting in early autumn 2022.

3. Delivery

- With such a broad topic, accredited training options are unlikely to last for less than one full day e.g. 8hrs of training. However, suppliers should give consideration to the flexibility of delivery options, with the most flexible options likely to be preferred (see Appendix 1), according to our staff survey. Ideally this would include:
 - Courses split across multiple evening sessions for Councillors
 - Courses split across multiple sessions for Staff, ideally bitesize sessions that could be undertaken in a lunch break. This is important for busy senior staff.

4. Administration

- The provider will be expected to manage bookings, including any pre-course questionnaires, attendee queries and post-course communication, as well as evaluation.
- Providers are preferred who can handle the total administration of the course, including any paperwork associated with examinations or accreditations

5. Cost

- The supplier is required to provide the full schedule of costs to initially run three training sessions
- The Council are looking to work with a provider who can deliver value for money whilst delivering the programme to the specification detailed above.