



Climate Change Adaptation Reporting Guidance for Public Bodies

Annex F: Guidance on Developing and Setting Adaptation Targets



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Guidance on Developing and Setting Adaptation Targets

Introduction

This annex provides supporting information to assist reporting organisations in considering how they may wish to develop adaptation targets. It outlines key considerations, practical tips and illustrative examples. The material is non-prescriptive and is intended to support organisational judgement.

Tips for Developing / Setting Adaptation Targets

- Each reporting organisation is unique. Setting adaptation-related targets is not a prescriptive process, and decisions may be influenced by:
 - the organisation's functions, services, investments and assets;
 - the types of adaptation actions currently underway or planned;
 - organisational climate ambitions; and/or
 - wider policy or legislative commitments.
- Targets should be ambitious yet achievable, balancing the risks of setting them too high (potential demotivation) or too low (failing to keep pace with change). Considerations may include feasibility, resourcing and cost.
- Setting S.M.A.R.T. targets (specific, measurable, achievable, relevant and time-bound) can support monitoring, evaluation and review.
- Where longer-term goals are set (e.g. to 2050), interim or KPI-based milestones can help track progress.
- Where organisational barriers exist, a target aimed at overcoming the barrier may help evidence commitment.
- Targets may be action-based, capacity-based, risk-reduction-based or outcome-based, and a mixed approach can be useful.

- Early-stage organisations may set process-focused targets (e.g. completing assessments or plans).
- Targets should be proportionate to the organisation's size, functions, capacity and risk exposure.
- Some organisations may prioritise critical functions first before broadening scope in later cycles.
- Where appropriate, targets may align with existing strategies, statutory duties, sector frameworks or the NICCAP.

Illustrative Examples of Adaptation Targets

The examples below are illustrative and non-exhaustive. They are intended to help organisations think about potential approaches to target-setting. They are not prescriptive and may not be appropriate for all organisations. Each organisation must determine relevance based on its own functions, statutory duties and operational context.

Strategic Targets

- Develop and adopt an organisation-wide climate resilience strategy by XXX date, setting out priority risks, objectives and planned actions.
- Embed climate adaptation considerations into all major organisational planning and decision-making processes (e.g. corporate planning, investment planning, asset strategy, service planning) by XXX date.
- Ensure that all key organisational strategies (e.g. estates, digital, procurement, workforce, service delivery) include consideration of projected climate impacts by XXX date.

- Establish a long-term organisational adaptation ambition or vision (e.g. resilience aligned with **2050 climate projections**) by XXX date, supported by interim milestones.
- Develop a corporate-level adaptation action plan, setting out organisational priorities, key measures and indicators, by XXX date.
- Integrate climate-related risks into the organisation's overarching strategic risk framework, with regular review and reporting to the senior leadership team by XXX date.
- Ensure the organisation maintains appropriate leadership, governance and oversight arrangements for adaptation (e.g. a senior responsible officer, board oversight mechanism or cross-departmental group) by XXX date.
- Establish an organisation-wide approach for monitoring, evaluating and reporting adaptation progress, with annual reporting commencing XXX date.
- Strengthen organisational preparedness for extreme weather and climate-related disruptions by ensuring priority services have robust continuity arrangements in place by XXX date.
- Embed adaptation considerations within procurement and contract-management processes (e.g. supplier requirements, project specifications, service contracts) by XXX date.

Climate Risk and Impact Assessment Targets

- Review and update the organisation's climate change impact assessment at least twice every **five years**.

- Ensure climate-related risks are incorporated into the corporate risk register by XXX date, and into all relevant service-level risk registers by XXX date, with annual review thereafter.

Estate, Buildings and Infrastructure Resilience Targets

- Complete climate-resilience assessments for all major operational buildings and key sites by XXX date and develop a prioritised improvement plan by XXX date.
- From XXX date, require all new capital projects to demonstrate use of climate-resilient design features consistent with projected future climate conditions, evidenced at business-case stage.
- Identify, map and prioritise organisational sites at elevated risk of flooding, heat or surface-water hazards by XXX date, followed by an annual review of risk status.

Staff Capability and Governance Targets

- Deliver introductory climate-resilience awareness training to **100% of staff in relevant roles** by XXX date, with refresher training every **three years**.
- Provide targeted adaptation-related training to key roles (e.g. estates, procurement, emergency planning) by XXX date, with completion monitored annually.
- Establish a cross-organisational climate resilience or sustainability group by XXX date, meeting **quarterly** and providing an annual summary of activity.

Service Continuity and Operational Resilience Targets

- Review and update business continuity and emergency plans to incorporate projected climate-related hazards by XXX date, with plan updates conducted at least every **three years**.
- Introduce or enhance procedures to minimise service disruption during extreme weather events, with progress reviewed against agreed performance indicators every **12 months**.

- Conduct at least **one scenario-based climate resilience exercise** (e.g. flood, heatwave, storm) every **18 months**, with lessons recorded and action plans updated within **three months** of each exercise.

Nature-based and Environmental Adaptation Targets

- Implement at least **two nature-based adaptation measures** (e.g. SuDS, planting, shading) at priority locations on the organisation's estate by XXX date, based on risk-mapping.
- Increase green infrastructure, shading or permeable surfaces at identified opportunity sites by **XXX%** by XXX date, subject to feasibility assessments.
- Improve surface-water management or drainage at all priority high-risk sites by XXX date, with drainage performance reviewed annually thereafter.

Partnership and Coordination Targets

- Participate in at least **one multi-agency/organisation adaptation or resilience initiative** in each reporting period, documenting contributions and outcomes by XXX date.
- Establish procedures for sharing climate-related information with relevant partners (e.g. councils, utilities, NHS bodies, etc.) by XXX date and review these procedures annually.
- Develop and maintain a record of critical interdependencies (e.g. digital, utilities, supply chains) by XXX date, reviewing and updating it every **12 months**.

Monitoring, Evaluation and Reporting Targets

- Develop and approve a suite of adaptation-related performance indicators by XXX date, and report against them annually.
- Produce internal progress updates on adaptation actions at least **annually**, with findings presented to the appropriate governance group by XXX date.
- Introduce a process for monitoring, logging and reviewing climate-related incidents or near-misses by XXX date, with data reviewed at least every **12 months**.

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