**The Action Plan Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Theme (and sub theme)** | **Current Team Impacts**  (Positive and negative / individual and team) Describe the impacts | **Response Action 1 – what you will do now**  (Provide details on **level of responsibility and timescale for action**. Who will lead? Add columns later for follow up actions and outcomes) | | | **Opportunities –**  Less clearly defined than actions but something to explore | **Ambitions –**  Clearly defined goals like “zero carbon by 2050” |
| **Decarbonisation** |  | **Action** | **Lead** | **Deadline** |  |  |
| Getting to and from work |  |  |  |  |  |  |
| Heating home and office |  |  |  |  |  |  |
| Source of our electricity |  |  |  |  |  |  |
| The food we eat at home and in work |  |  |  |  |  |  |
| The stuff we buy at home and in work |  |  |  |  |  |  |
| Business travel |  |  |  |  |  |  |
| ? |  |  |  |  |  |  |
| **Biodiversity - Reversing the Nature Crisis** | | **Action** | **Lead** | **Deadline** |  |  |
| Paper and office consumables – sources and disposal |  |  |  |  |  |  |
| The food we eat at home and in work |  |  |  |  |  |  |
| Land and office management |  |  |  |  |  |  |
| Garden management |  |  |  |  |  |  |
| ? |  |  |  |  |  |  |
| **Zero Waste** |  | **Action** | **Lead** | **Deadline** |  |  |
| Office consumables at home and at work |  |  |  |  |  |  |
| Food waste at home and at work |  |  |  |  |  |  |
| Procurement practices at home and at work |  |  |  |  |  |  |
| ? |  |  |  |  |  |  |