

Annex B Phase 2 Minimum Officer Resource Requirement

Activity	Role	Period	Time (hours)
Mobilisation	Climate manager	Sep-25	1.5
	Climate officer	Sep-25	1.5
Review and comment on digital / visualisation	Climate manager	Mar-26	2.5
	Climate officer	Mar-26	2.5
Survey question development and agreement	Climate manager	Oct-25	2
	Climate officer	Oct-25	2
Priority interventions packages (discussion & agreement)	Climate manager	Oct-25	1.5
	Climate officer	Oct-25	2.5
Capacity building (Energy literacy)	Climate manager	Nov-25	1.5
	Climate officer	Nov-25	1.5
Progress meetings (fortnightly)	Climate manager	Sept-25 - May-26	18
	Climate officer	Sept-25 - May-26	18
Capacity building (net zero financing)	Climate manager	Nov-25	1.5
	Climate officer	Nov-25	1.5
Stakeholder engagement D (action planning)	Climate manager	Nov-25	2.5
- includes preparation			
	Climate officer	Nov-25	4.5
	Planning policy team	Nov-25	1.5
	Development management team	Nov-25	1.5
	Strategic developments team	Nov-25	1.5
	Economic development team	Nov-25	1.5
	Property team	Nov-25	1.5

Stakeholder engagement E (action prioritisation)	Climate manager	Nov-25	1.5
	Climate officer	Nov-25	2.5
Commercialisation, investment, and route to market strategy review	Climate manager	TBC	1.5
	Climate officer	TBC	3.5
	Finance team	TBC	3
Review and comment on draft county/district output report(s)	Climate manager	Feb-26	2.5
	Climate officer	Feb-26	3.5
	Development management team	Feb-26	1.5
	Economic development team	Feb-26	1.5
	Planning policy team	Feb-26	1.5
	Property team	Feb-26	1.5
	Strategic developments team	Feb-26	1.5
Review and comment on FINAL County/District output report(s)	Climate manager	Mar-26	1.5
	Climate officer	Mar-26	3.5
Monitoring and evaluation tool - handover session	Climate manager	Apr-26	1.5
	Climate officer	Apr-26	1.5
Ad hoc input / contact	Climate manager	Sep-25 - May-26	1.5
	Climate officer	Sep-25 - May-26	3.5
	Total hours		
Climate manager	41		
Climate officer	52		
Development management team	3		
Economic development team	3		
Finance team	3		
Planning policy team	3		
Property team	3		

Strategic developments team	3		
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