

Notice of Meeting

Overview and Scrutiny Commission

Councillor Angell (Chairman),
Councillor Virgo (Vice-Chairman),
Councillors Mrs Birch, Brossard, Gbadebo, Mrs McKenzie-Boyle,
McLean, Mrs Mattick, Mossom, Porter, Temperton and Tullett
Tracey Wright, Parent Governor representative
Mark Glanville, Parent Governor representative



Tuesday 10 March 2020, 7.30 - 9.00 pm
Council Chamber - Time Square, Market Street, Bracknell,
RG12 1JD

Agenda

Item	Description	Page
1.	Apologies for Absence	
	To receive apologies for absence and to note the attendance of any substitute Members.	
2.	Minutes	
	To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Commission held on 19 February 2020.	
3.	Declarations of Interest and Party Whip	
	<p>Members are asked to declare any disclosable pecuniary or affected interests and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an Affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p>	
4.	Urgent Items of Business	
	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	

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5.	Public Participation	
	To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.	
6.	Work Programme Update	
	Overview and Scrutiny Panel Chairmen to provide a verbal update the Overview & Scrutiny Commission on work programme progress.	
7.	Climate Change Review	
	The Overview and Scrutiny Commission to consider the evidence pack and through workshop activities will propose the priorities for the new Climate Change Strategy.	

Climate Change evidence pack

Please note the Evidence Pack should be read in advance of the meeting but for those short of time the essential reading is the Climate Change briefing report.

8.	Climate Change briefing report	5 - 32
9.	Draft BFC Climate Change pledge	33 - 34
10.	Air quality presentation	35 - 40
11.	Arup Climate Emergency - what next?	41 - 56
12.	Other local authority's climate change declarations	57 - 58
13.	London Borough of Sutton Carbon Management Plan	59 - 110
14.	Climate Risk and Adaptation Framework and Taxonomy (CRAFT) briefing note	111 - 112
15.	Suggested optional reading	
	<p>Met Office definition of climate change https://www.metoffice.gov.uk/weather/climate-change/what-is-climate-change</p> <p>Climate change explained on www.gov.uk https://www.gov.uk/guidance/climate-change-explained</p> <p>Green GB & NI – Government campaign https://greengb.campaign.gov.uk/</p> <p>Committee on Climate Change - Preparing for climate change https://www.theccc.org.uk/tackling-climate-change/preparing-for-climate-change/</p>	

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	<p>Committee on Climate Change - How the UK is progressing https://www.theccc.org.uk/tackling-climate-change/reducing-carbon-emissions/how-the-uk-is-progressing/</p> <p>LGA Councillor Workbook on Climate Change https://www.local.gov.uk/councillor-workbook-acting-climate-change</p> <p>Reporting:</p>	
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Date of next meeting

The next Overview and Scrutiny Commission meeting is scheduled for Thursday 2 April 2020.

Sound recording, photographing, filming and use of social media is permitted. Please contact Kirsty Hunt, 01344 353108, kirsty.hunt@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 2 March 2020

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To **Overview and Scrutiny Commission**
10 March 2020

Climate Change Action Plan **Executive Director of Delivery**

Introduction

1. The O&S Commission has taken on the role of scrutiny panel for addressing Climate Change and overseeing the work of the council to meet its objective of being Carbon Neutral by 2050.
- 1.2 The Council's approach to addressing climate change has been focused on making this part of the core operating principles that the council works under and that achieving our target of 2050 doesn't need separate funding but is a choice in how we deploy our limited resources. This means we, as an organisation, through our community leadership role, will encourage wider actions that can reduce, mitigate and off-set the impact of man-made activities on the environment.
- 1.3 This approach makes addressing climate change everyone's business and therefore the Commission, in its role of authorising Panel reviews, can bear this objective in mind. It is key that the Commission ensures in its own work that reviews on any topic have climate change in mind, with a view to delivering recommendations to the council that not only address the main topic but also positively address the 2050 target.
- 1.4 Furthermore as the Commission looks at the whole council and its policies, plans, and performance against these, the commission takes a holistic approach to its work, ensuring that the big picture is being taken into account when decisions are being taken, and that these also are in support of the 2050 objective.
- 1.5 Whilst the Executive has already taken the first step in implementing this motion, it is worth noting that addressing man-made climate change isn't a new policy area for the council, or the council's thinking and planning. In February 2007, the council signed up to the Nottingham declaration on climate change (appendix 1). In January 2013, the Council refreshed its commitment to action on climate change by becoming a signatory to Climate Local, the Local Government Association's successor to the Nottingham Declaration on Climate Change. The Council also issued a Climate Change Action Plan in 2013 reflecting our commitment under Climate Local which was revised and updated in 2016.
- 1.6 This report therefore provides the strategic background necessary for the Commission to be able to undertake its work.

2. Background

- 2.1 In October 2018 the Intergovernmental Panel on Climate Change (IPCC) published a Special Report. The IPCC concluded that the Climate Change problem was getting worse. The IPCC concluded that the world needed to limit global temperature increases to no more than 2 degrees Celsius above pre industrial levels, in order to have any chance of reducing the risks of dangerous and irreversible climate change in the future. However, it recognised that the solutions to this problem will not be scientific, but political; only politicians can take the decisions necessary to make the changes that will make the difference.

- 2.2 The IPCC report attracted publicity and media attention at the time but action at the national government level, to work towards the objective, has been slow. However, the IPCC Special Report of October 2018 was the strongest yet and seems to have hit a nerve amongst the public. Effectively, it said that the world has just 12 years to get a grip on this issue or irreparable damage will be done to our ecosystem that cannot be reversed.
- 2.3 Action in relation to the IPCC report, at the local government level, came from Australia, where Adelaide Council declared a climate emergency. This made local politicians and the public think about how they could create pressure for change and start to demand higher targets for emissions reductions, in line with the Special Report. The movement shifted to the UK, where in November 2018, Bristol and Manchester, passed motions declaring a climate emergency, and set themselves targets for being carbon neutral by 2030 and 2038 respectively.
- 2.4 Since then, a number of other councils have made climate emergency declarations. The [Campaign Against Climate Change](#), have published a full list of councils on their website.
- 2.5 Bracknell Forest Council, has committed itself to becoming carbon neutral by 2050, and is therefore in the process of developing a new Climate Change strategy, in line with the council motion 02/2019.
- 2.6 In Motion 02/2019, on 17 July 2019, a climate change motion was agreed at Council. This stated that:

“This Council strongly believes in the need to continue its work to address the impact of man-made Climate Change on our local communities. To this end, this Council asks the Executive to develop detailed action plans with measurable ambitious annual targets and an annual report to address this pressing matter to ensure that the Council meets the government target of eradicating its net contribution to climate change by 2050.”

Scientific consensus

- 2.7 The scientific consensus agrees that the main human influences on global climate are emissions of the key greenhouse gasses: carbon dioxide, methane and nitrous oxide. At present, just over 7 billion tonnes of CO₂ is emitted globally through fossil fuel use and an additional 1.6 billion tonnes is emitted by land use change, largely by deforestation. The concentration of these gasses in the atmosphere has now reached levels unprecedented for tens of thousands of years.
- 2.8 According to the IPCC, mean global temperatures are likely to rise between 1.1 and 6.4°C (with a best estimate of 1.8 to 4.0°C) above 1990 levels by the end of the 21st century, depending on our ongoing emissions.
- 2.9 For the UK, climate change means hotter, drier summers, milder, wetter winters, higher sea levels and a risk of coastal flooding. Across the globe, there will be more intense heat waves, droughts and flooding. There may be severe problems for regions where people are particularly vulnerable to changes in the weather. Food shortages and the spread of disease are commonly predicted.

Climate Change Act

- 2.10 The Climate Change Act (2008), as amended in June 2019, sets a legally binding target for the UK to reduce greenhouse gas emissions to net zero by 2050.
- 2.11 The 2008 Climate Change Act, makes it the duty of the Secretary of State to ensure that the net UK carbon account for all six Kyoto greenhouse gases for the year 2050 is at least 80% lower than the 1990 baseline, in order to avoid dangerous climate change. The Act aims to enable the United Kingdom to become a low-carbon economy and gives ministers powers to introduce the measures necessary to achieve a range of greenhouse gas reduction targets.
- 2.12 It is clear that the duty does not fall to councils and therefore there is no additional funding available to councils, in order to implement the act. Estimates on the total cost of transitioning to a zero-carbon economy is likely to be well in excess of £1tn., according to Phillip Hammond, when he was Chancellor of the Exchequer. The Department for Business, Energy and Industrial Strategy believes it will cost more, estimating £70bn a year.
- 2.13 Since 2003, DEFRA has published experimental statistics of carbon dioxide emissions for local authority areas. In 2008, the experimental data set for 2005 was upgraded to full national statistics status and 2005 became the baseline year for future performance monitoring. (Appendix 2).
- 2.14 Table 1 in Appendix 2 shows a clear trend towards the reduction of overall co2 emissions within the BFC area. The greatest of these being in industry & commerce, whilst the weakest is in road transport. However, it is difficult to understand the full scope of what is or isn't included (railways for example are excluded) and it is even harder to identify emissions for which the Council is directly responsible.

3 BFC Climate Change Action Plan (2013 – 2019)

- 3.1 In January 2013 the Council refreshed its commitment to action on climate change by becoming a signatory to Climate Local, the Local Government Association's successor to the Nottingham Declaration on Climate Change. The Council also issued a Climate Change Action Plan in 2013 reflecting our commitment under Climate Local which was revised and updated in 2016.
- 3.2 The plan itself was presented using 7 key themes:
- 1. Taking the lead**
 - 2. Energy**
 - 3. Transport**
 - 4. Waste**
 - 5. Procurement**
 - 6. Adaptation**
 - 7. Raising awareness**
- 3.3 To date we have already delivered some significant outcomes:
- **All 14,500 borough-wide streetlamps have been converted to LED's accounting for energy savings of 55% between April 2016 and April 2019 (6,261,869 kWh to 3,412,604 kWh).**

- **We have secured £3 million of external funding for the residents of Warfield Park Mobile Homes, to enable the installation of mains gas; providing an average saving of 40% on gas bills for these residents.**
- **We have supported the introduction of Personal Travel Planning to businesses and targeted residential areas, using funding from Central Government, as part of the Local Sustainable Transport policy in 2014/15.**
- **Walking, cycling and the use of public transport has continued to be promoted in marketing campaigns, resulting in annual bus travel, in the Borough, increasing by 13% between April 2017 to April 2018. This is on top of a 2% increase in the number of people walking and a 13% increase in bike journeys, between May 2018 and May 2019.**

There are many more examples that can be cited, demonstrating the council's commitment and actions taken. A full summary of progress made so far is shown in the updated Action Plan (see appendix 3). It should be noted that the plan is still very much a working document and that updates show progress made so far. Interviews and / or follow ups with the key individuals concerned are still ongoing, as part of building the baseline for the new strategy.

- 3.4 One of the key learning points to emerge from trying to update the plan was the difficulty in measuring any progress against a benchmark / starting position as nothing appeared to have been established. In addition, whilst several actions did have potentially measurable targets to one degree or another, there were several which were more aspirational or difficult to measure in a realistic way.
- 3.5 Furthermore the current plan is focused on what BFC could do to address climate change impacts on the entire borough. It therefore reflects both actions that it has direct control / responsibility for but also actions which impact upon the borough as a whole, for which BFC may only act as an influencer or enabler.

4. Strategy approach – Towards a Climate Change Strategy

- 4.1 Many UK Local Authorities have declared climate change emergencies or at the very least re-stated their commitments towards planning for climate change. Various tools and / or models exist which suggest ways by which Councils can begin to structure their approach to this issue. It is clear that both Member and corporate commitment is key to encouraging a climate change mitigation culture within the organisation. It is also important that any proposed actions are quantifiable / measurable from an established benchmark start position.
- 4.2 Information gleaned from The Executive Director: Delivery's attendance at the West Berkshire Council Climate Change conference suggested a broad 5-point approach to producing a climate change strategy and action plan. (full conference notes are shown in Appendix 4).
1. Recognise the importance - that it will impact on demand and supply of services so it must be given a high profile.
 2. Allocate Finance – all problems require resources and that includes financial resources. The local authority needs to find funds to tackle this objective. This could be internally or externally sourced.

3. Training – it is vital that those who carry out the Council’s services (the van drivers, those advising benefit claimants to switch energy suppliers, the person operating heating systems) understand the context they are working in and the potential impact they might have. This means putting a training plan in place.
 4. Engagement – local authorities are able to bring public and private sector bodies together to act as a group.
 5. Advocacy – as the only democratically elected organisation in the area, the Council has a duty to take a lead on matters as serious as climate change.
- 4.3 More specifically, as the council’s climate change motion 02/2019 requires BFC to demonstrate it has eradicated its own net contribution to climate change by 2050, there is a need to generate both a start point figure (baseline) and milestone targets (benchmarks) to aim for, based on time windows, covering the next 10 years (2030), 2040 medium-term and 2050 long term outcome. These could be built into the strategy, allowing for regular reports on progress to the monitoring of the strategy itself.
 - 4.4 Officers are currently working with the Association for Public Service Excellence (APSE) to establish a set of baseline figures for its current carbon footprint. It is anticipated that this work will be completed during March 2020. APSE energy have already assisted several other UK local authorities with this work and their methodology follows the principles of the Greenhouse Gas (GHG) Protocol and the carbon conversion factors they use are taken from the BEIS GHG Conversion Reporting publication. This allows a consistent approach to comparing emissions and using recognised techniques for future reporting.
 - 4.5 APSE’s main initial focus will be on establishing Bracknell Forest Council’s carbon footprint within two main scopes:

Scope 1 – all direct emissions from activities under our control including fuel combustion on sites such as gas boilers and fleet vehicle emissions.

Scope 2 – all indirect emissions from electricity purchased and used by BFC.
 - 4.6 Follow up activities could include widening the scope to include all other indirect emissions from council activities occurring from sources we do not own or control (Scope 3), for example contractor vehicle emissions, officers’ business mileage, waste disposal and water. In addition, APSE could help with developing a zero-carbon strategy for BFC.
 - 4.7 From this activity, the council will be able to establish a baseline for greenhouse gas emissions it directly manages. This will allow a more reliable action plan to be developed, and impact followed, both in terms of activities to reduce the council’s carbon footprint (to as low as possible), and then the application of off-sets against this baseline measure. Given that the target is net carbon zero, part of the picture to monitor is using the full range of tools available to achieve carbon neutrality by off-setting the residual emissions of the council. Discussions are already taking place on the “re-forestation, of Bracknell Forest” plan. Also, the council should consider adding Solar PV to our commercial estate and selling the energy to the tenants, another source of off-setting our emissions.
 - 4.8 However, in addressing the target for the council, not to have a strategy that covers influencing and leading the community to change, may open the council to criticism

for not taking up its role as community champion and leader. Therefore, a second strand to the strategy is proposed, with an associated action plan. This would look at the wider community actions that could be undertaken to address climate change and specifically, support of the Secretary of State, in the Central Government's obligations to achieve the target, stated in the Climate Change Act. It is not proposed to baseline the Bracknell Forest Council area's carbon footprint, over and above the information provided to the council by Central Government.

- 4.9 Therefore, the proposed approach is to have a Climate Change Strategy, that sets out our approach and highlights the work delivered so far. Then to have an action plan that would focus on each of the 3 carbon footprint scopes highlighted above. It will be important to distinguish between Central Government / Secretary of State policies which BFC would be helping or enabling within the wider borough and actions relating to our own natural estate and activities (2 action plans). The latter should be our primary focus for achieving a carbon neutral position and it is important to note that a net carbon neutral position can be achieved via a combination of both reducing our own emissions and enabling carbon offsetting activities (e.g. planting more trees).
- 4.10 In the wider borough context, there may also be ways in which the Council can enable central government transport policies. One such example adopted in Milton Keynes involved the creation of an Electric Vehicle Experience Centre to better inform the public about the practicalities of EV ownership. Any initiatives to help increase numbers of EV ownership and to improve the vehicle charging infrastructure would by default help to lower transport related emissions. The council has already been approached by Honda Cars to see what opportunities there are to further green our fleet, but a wider scheme, supported by the manufacturer, may be the route to getting this scheme off the ground.

5. Next steps in strategy development

- 5.1 The current proposed schedule for the strategy is that the new Strategy will be presented to full Council by the Executive on the 15th July 2020.

Background Papers

Evidence pack

Contacts for further information

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The Nottingham Declaration on Climate Change

We acknowledge that

Evidence shows that climate change is occurring.

Climate change will continue to have far reaching effects on the UK's people and places, economy, society and environment.

We welcome the

Social, economic and environmental benefits which come from combating climate change.

Emissions targets agreed by central government and the programme for delivering change, as set out in the UK Climate Change Programme.

Opportunity for local government to lead the response at a local level, encouraging and helping local residents, local

businesses and other organisations to reduce their energy costs, to reduce congestion, to adapt to the impacts of climate change, to improve the local environment and to deal with fuel poverty in our communities.

Endorsement of this declaration by central government.

We commit our Council from this date 27 February 2007 to

Work with central government to contribute, at a local level, to the delivery of the UK Climate Change Programme, the Kyoto Protocol and the target for carbon dioxide reduction by 2010.

Participate in local and regional networks for support.

Within the next two years develop plans with our partners and local communities to progressively address the causes and the impacts of climate change, according to our local priorities, securing maximum benefit for our communities.

Publicly declare, within appropriate plans and strategies, the commitment to achieve a significant reduction of greenhouse gas emissions from our own authority's operations, especially energy sourcing and use, travel and transport, waste production and disposal and the purchasing of goods and services.

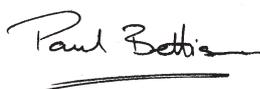
Assess the risk associated with climate change and the implications for our services and our communities of climate change impacts and adapt accordingly.

Encourage all sectors in our local community to take the opportunity to adapt to the impacts of climate change, to reduce their own greenhouse gas emissions and to make public their commitment to action.

Monitor the progress of our plans against the actions needed and publish the result.

Bracknell Forest Borough Council

acknowledges the increasing impact that climate change will have on our community during the 21st century and commits to tackling the causes and effects of a changing climate on our city/county/borough/district.



Leader of the Council
Paul Bettison



Chief Executive
Timothy Wheadon



Ian Pearson, Minister of
State for Climate
Change and the
Environment, DEFRA



Baroness Andrews
OBE - Parliamentary
Under Secretary of
State, DCLG

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Appendix 2 – Carbon Dioxide emissions within the Bracknell Forest Area 2005-17

Since 2003, DEFRA has published experimental statistics of carbon dioxide emissions for local authority areas. In 2008, the experimental data set for 2005 was upgraded to full national statistics status and 2005 became the baseline year for future performance monitoring. The table below shows their data for the Bracknell Forest area. 2017, represents the most recent year for which data has been published.

Table 1

Bracknell Forest CO2 emissions within the scope of influence of the local authority 2005-2017	Industry & Commerce kt/CO ₂	Domestic kt/CO ₂	Road Transport kt/CO ₂	Total kt/CO ₂	Population 000's	Per Capita Emissions (t)
2005	308.7	261.4	161.5	731.7	109.5	6.7
2006	312.4	263.0	157.2	732.6	109.9	6.7
2007	304.5	259.3	159.2	723.0	110.7	6.5
2008	297.7	257.3	150.3	705.3	111.5	6.3
2009	250.3	232.2	145.5	628.0	111.9	5.6
2010	242.9	247.8	141.8	632.5	112.9	5.6
2011	217.3	219.2	137.9	574.4	113.7	5.1
2012	225.0	244.0	135.5	604.4	115.1	5.3
2013	228.8	228.6	137.9	595.3	116.5	5.1
2014	184.1	191.7	139.8	515.6	118.0	4.4
2015	165.8	186.7	142.2	494.7	119.2	4.1
2016	145.5	178.6	142.7	466.8	119.7	3.9
2017	134.9	166.1	143.0	443.9	120.4	3.7

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Appendix 1 – progress made on climate change action plan projects

Progress against our current plan is detailed below

Theme 1: Taking the Lead

No:	Action	SMART targets	2019 UPDATE
L1	Lead by example – improve our own policies and practices	Include climate change mitigation and adaptation in all relevant policy documents. Ensure compliance with climate change policy requirements.	Implementation of a “Greening Waste Arrangement” report going to the executive in March 2020. A new air quality plan is being drafted in line with agreement at Licensing Committee in 24 October 2019.
L2	Publish and utilise planning policies which both enable economic prosperity and promote sustainability	Review BFC planning policies to reflect changes in national planning and climate change policies	The emerging draft Local Plan will reflect national planning and climate change policies. The draft Local Plan includes policies that require new developments to contribute to the climate change agenda through sustainable construction requirements. The submission version of the Local Plan will be examined by a Planning Inspector before adoption by the Council.
L3	Raise awareness and stimulate actions in the community	Maintain public awareness of climate change and sustainability issues. Implement an ongoing programme of community actions.	Articles have been published on the council website and in Town & Country, Forest Views and Bracknell Matters.
L4	Support homeowners to improve energy efficiency	Investigate schemes to support home energy efficiency. Promote home energy efficiency and renewable energy schemes to homeowners.	£1.2 million awarded by Warm Homes March 2019 (shared partnership with other LA's).
L6	Develop a renewable and low carbon energy strategy for Bracknell Forest	Review renewable energy and low carbon energy policies within the Local Development Framework by 2016	The emerging draft Local Plan will reflect national planning and climate change policies. The draft Local Plan includes policies that require new developments to contribute to the climate change agenda through sustainable construction requirements. The submission version of the Local Plan will be examined by a Planning Inspector before adoption by the Council.

Theme 2: Energy

No:	Action	SMART targets	
E1	Implement a three year rolling programme to convert all streetlights in the borough to LED	Install LED lanterns with Mayflower controls on all 14,500 street lights by 2019. Replace 300 life expired concrete columns with galvanised steel columns by 2019.	LED lanterns with Telensa controls have been installed on all 14,500 street lights, accounting for energy savings of 55% between April 2016 and April 2019 (6,261,869 kWh to 3,412,604 kWh). Further detail can be found here: https://www.bracknell-forest.gov.uk/roads-parking-and-transport/roads/street-lighting-led-upgrade
E2	Implement Energy Performance of Buildings monitoring (certificates & inspections)	Renew Display Energy Certificates (DECs) for all council and school buildings exceeding 250m2 annually. Display valid DECs prominently. Produce 5-yearly TM44 inspection reports for A/C systems over 5kW.	Energy Manager has ongoing tracker monitoring DECs for all BFC owned buildings. Energy Manager holds details for Garth Hill College & Time Square.
E7	Promote Flexible Home Improvement Loan scheme to eligible private (60yrs +) home owners	Value of loans awarded for energy saving works and no: of applicants by March annually.	Four flexible home improvement loans totalling £12,670 were issued in 2018/19 for the purpose of saving energy in the home.
E8	Promote renewable energy schemes	Publicise schemes such as Domestic Renewable Heat Incentive through council website and other media channels	Ongoing promotion of DRHI via channels identified.

E9	Promote home energy efficiency and alleviate fuel poverty	Provide energy efficiency advice to residents on demand. Signpost residents towards energy efficiency / fuel poverty funding	Green Deal community grants of £1.8M were shared out between 2012-2015. Heat the Home Counties – partnership of LA's offering grants to make homes healthier, warmer and cheaper to power. £3M available 2019-2022. BFC offers a free USwitch utility provider comparison tool on its website.
E 10	Improve our understanding of residential energy efficiency	Increase the no: of homes recorded in the ELMHURST home energy database. Publish Home Energy Efficiency Report.	46,266 homes registered (90% of all BF homes). 2018/19 Home Energy Efficiency report available on BFC website.
Other	New developments Renewable Energy CS 12 Policy		333 planned new dwellings (2018/2019) with renewable energy. The Council's Sustainable Energy Officer is now a consultee on all new developments and must ensure that properties meet a minimum renewable energy standard.
Other	Warfield Park Mobile Homes		£3 million spent on installation of gas mains at Warfield Park Homes site – resident feedback has indicated an average saving of 40% on gas bills. In terms of the Warfield installation, the site was on bottle gas, which was more expensive for the residents, they used more of it to achieve the same level of warmth and had additional transport costs / vehicle movements. Mains gas has the benefits of more efficient heating, therefore less gas being consumed, lower transport costs and therefore impact on the environment. By comparing the differences of CO2 between LPG and mains gas on our energy software it calculates at 2.92 tonnes per property per year. (480 properties on Warfield Park). As well as considerable financial savings and benefits for residents who now can choose with which utility to purchase their gas from.

			Residents on low incomes are now able to claim Warm Homes Discount currently £140 per year. Ongoing work is being carried out to provide external cladding to the homes.
Other	Westmorland		Solar panels are due to be installed at Westmorland along with EV charge stations.

Theme 3: Transport

No:	Action	SMART targets	2019 Update
T1	Increase the use of sustainable modes of transport in targeted areas	Deliver Personal Travel Planning (PTP) to targeted areas. Reduce car journeys for all trip purposes by 10% in the targeted areas by March 2015	Personal travel planning was delivered to businesses and targeted residential areas with funding from the government as part of the Local Sustainable Transport policy in 2014/15. Walking, cycling and the use of public transport has continued to be promoted in marketing campaigns. Annual bus patronage data provided by operators in the Borough showed a 13% increase in the use of Bracknell's buses from April 2017 to April 2018 and this was followed by only a 2% reduction between April 2018 and April 2019. See Travel in Bracknell Report for more info on all modes: https://www.bracknell-forest.gov.uk/sites/default/files/documents/travel-in-bracknell-report-2019.pdf CCTV cameras located in 20 places across the borough showed a 2% increase in the number of people that passed on foot and a 13% in those by bike between the survey dates in May 2018 and May 2019. Further detail can be found in the report above.
T2	Encourage more children (and parents) to cycle to school by delivering a Bike It programme to 24 schools	Achieve a 15% increase in cycling to school at the targeted schools by March 2015	Bike It programme was delivered to 24 schools in 2014/15/16 with funding from the government. Anecdotal evidence suggested that this had a positive impact on the number of children cycling to school.

			The Bikeability Scheme continues to be delivered to children in years five and six. Annually, over 600 children take part in the scheme.
T3	Encourage more employers to support sustainable travel choices among employees	Reduce commuting to work by car by 10% at targeted employer sites by March 2015	Government funding towards this scheme of work ceased in 2015. Since then, the Highways and Transport team have continued to attend sustainable travel events, hold Cycle to Work days and have produced a Travel Information for Workplaces document.
T4	Promote & facilitate greener fuel vehicles and technology	Install new electric vehicle charging points in Avenue car park. Publicise and promote existing EV charging points in Bracknell & Berkshire. Encourage major businesses and employers to update their fleet to EV's	Electric vehicle charging points providing free electricity have been funded by the council and installed in The Avenue (4), High Street (6) and Braccan Walk (5) car parks. There were 212 hours of charging across High St and Braccan Walk car parks in Sept 19 – an increase of 12% on the previous month. Usage levels will continue to be monitored. Information is available on the council website about grants that can be accessed to support the installation of electric vehicle charging points. The council owns five electric pool cars, with one more on order, and two charge points are available in the staff car park. Businesses such as Fujitsu, Panasonic and Waitrose have electric vehicle charging points and fuel stations within Bracknell are also starting to provide them.
T5	Promote the use of alternative travel choices for short local trips	Encourage more active travel through the walking and cycling strategy (and understand the perceived and real barriers to walking and cycling).	Walking, cycling and the use of public transport has continued to be promoted in marketing campaigns. The council's Sustainable Mode Strategy has been updated and has considered how certain groups may be encouraged to cycle. The Local Cycling and Investment Plan continues to seek out cycle routes that could benefit from being updated or introduced.
T6	Reduce environmental impact of vehicle fleet	Seize all appropriate opportunities to downsize and optimise replacement vehicles	EV are considered for every replacement vehicle tendered. BFC now has 3 EVs with another on order. Service redesign has reduced vehicle fleet and telematics monitor vehicle utilisation.

T7	Review pool car scheme	Consider use of more EVs.	One current pool car is an EV.
T8	Seek to encourage reductions in the environmental impact of contractors' vehicles	Report on vehicle mileage and fuel consumption (suez vehicles). Encourage contractors to reduce environmental impacts of vehicles / consider EV options.	New Suez fleet (Jun 2019) all have lower polluting euro 6 engines.

Theme 5: Procurement

No:	Action	SMART targets	2019 Update
P2	Consider extent to which Procurement can be used to help achieve the council's climate change strategy	Review procurement processes and document templates. Develop a suite of questions which can be used in the tender process by Sep 2013	The Procurement Manual gives advice on the three pillars of sustainability - social (value), environmental and economic. It mentions that the Council adopted <u>Government Buying Standards</u> (GBS) in 2008 and the council also adopted the <u>Ethical Trading Initiative</u> . Within the standard Procurement Plan, the approval document for major procurements, there is a section regarding the three pillars of sustainability that is completed as the project sees relevant. This is approved by the Director/EM/Exec and then guides the level of focus in that procurement. Within the Invitation to Tender (ITT), a discretionary question asks about environmental breaches and how the tender checks breaches with sub-contractors.
P3	Sustainable procurement training	Review Procurement training plan by March 2014. Procurement briefings to include sustainable procurement principles	E-learning modules mention GBS and environmental concerns in contracts. Training issued by the procurement team to new teams within the council doesn't touch upon climate change.
	Other: Climate change-related requirements that have been placed on recent		Buses – contracts for subsidised bus routes started in 2016 - Euro 4 minimum requirement on all vehicles. Home to School Transport 2016 tender – compliance with 2015

procurements

taxi licensing requirements.

IT hardware - laptops - EPEAT rating or equivalent, packaging removal and recycling, WEEE - current mini-comp.

Waste collection tendered in 2009. All vehicles to be Euro 5 unless agreed. The main collection vehicles – new at this point – may have been a higher specification. The contract was renewed in 2019. The minimum requirement for all vehicles is still Euro 5. The main collection vehicles due to be purchased over the next 2 years are specified as Euro 6. Contractor's obligations include consideration of environmental aspects, including fuel performance, environmentally friendly materials for sacks, pollution. Could be with smaller suppliers. This is Suez' specification and will be driven by what the manufacturers are making, since the main vehicles are new and highly specialised.

Parking and Car Parks – current tender includes “The Contractor shall ensure that every effort is made to support the climate change agenda and limit its impact in terms of pollution of the environment and harm to human health. Where possible and practical, only biodegradable, non-toxic, non-hazardous materials and substances shall be used in carrying out the Services.”

Theme 6: Adaptation

No:	Action	SMART targets	2019 Update
A1	Reduce the risk of surface flooding through the borough	Publish a local Flood Risk Management Strategy by Sep 2013. Determine planning applications requiring approval for Sustainable Urban Drainage (SUDs) systems	An updated version of the Local Flood Risk Management Strategy was created for 2017-2020. Since August 2015, the council has required a drainage strategy to be submitted with all major and some minor planning applications before they can be validated. Sustainable Urban Drainage (SUDs) systems are required for major planning applications and will continue to be required under the new local plan.
A2	Reduce water use in identified council buildings.	Install automatic meter readers on inaccessible water meters. Reduce water consumption and leakage by 5% p.a.	All automatic meter reader installations will be completed by Mar 2020.
A3	Encourage public to have more environmentally friendly gardens	Increase promotion of green gardening and water conservation techniques e.g. – <ul style="list-style-type: none"> - Garden centre day - Water butts - Drought resistant plants - Winter planting of woody plants - Mulching, composting & top dressing - Gardening for wildlife 	The Parks and Countryside team have actively promoted “Hedgehog Street” which is a charity that encourages households to consider wildlife friendly gardening. In the last year, promotion of “Hedgehog Street” has been achieved through the distribution of new leaflets.
A4	Improve water supply and retention to trees in order to reduce impact of warmer summers and droughts	Increase planting of amenity trees during winter. Use of drought resistant tree species? Greater use of planting boxes to minimise run off / evaporation. Greater use of compost/mulch/wood chip to prepare planting pits and top dress newly planted trees	Bracknell Forest Tree Strategy has been published and this sets out the need to replace tree stocks. Since 2016, it is estimated that 2,500 will have been planted in response to the strategy. The use of drought resistant tree species is currently under review.

A5	Adopt maintenance programmes for parks and open spaces to changes in the growth patterns of plants	Review current maintenance regimes. Update risk mgmt. policy document addressing climate change. Increased use of mulching and soil improvement techniques.	The schedule for cuts is currently under review, with the potential of reducing frequencies. All veteran and new planted (except whips) trees are now mulched. When available, woodchips from tree surgeons are used to support tree growth.
A6	Plan for impacts of climate change on species and habitat conservation and migration	Tree service, landscape designer and biodiversity officer to be consulted on all tree planting schemes to advise on site and species selection	1,416 trees will have been planted by the end of the 2019/20 winter as part of a green highway project.
A7	Implement climate change cross-cutting theme in Biodiversity Action Plan (BAP) 2012-17	Identify and adopt a green infrastructure network and policy for inclusion in the Local Plan by 2019. Publish a review of the impacts of climate change on the BAP and identify actions by 2016.	The Biodiversity Action Plan has been updated for 2018-2023 - climate change is mentioned but is not a key focus. A green infrastructure network has been identified to support the next local plan and a Green Infrastructure policy is in the draft local plan. In 2015, a review of the impact of climate change on the Biodiversity Action Plan was completed, identifying necessary actions.
A8	Reduce wildfire risk in Borough	Extend Swinley Forest fire risk mapping to other wooded areas in the borough. Manage woodlands to reduce wildfire risk. Introduce a wildfire R.A. and mitigation policy for new developments in the borough.	Outreach events were held in 2016 to educate residents following the Swinley Forest Fire.

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Notes from West Berkshire Climate Conference (28 October 2019)

Newbury College, monk lane, Newbury RG14 7TD

The format of the day was 2 plenary sessions, plus two breakout workshop sessions with electives. The day was hosted by the senior leadership team of the council, with about 15-20 staff on the ground marshalling and way finding. A security staff of about 6 were also on site, doing access control to sessions.

Delegates were drawn from the community, communities of interest, plus attendance from most Members, and Parish Councillors.

Opening plenary session:

Speaker: Richard Benyon MP (Newbury)

Key points:

The agenda has a “Hopey/changey” 60’s vibe, but this is necessary if you are to tackle huge change. In thinking big, people must believe that change is possible, and he is leading this from parliament. He is an ex-West Berkshire Member, so understands the role that councils can have but also the limitations.

Climate action is as much about bio-diversity and the natural environment, as it is to do with emissions. Need to work to protect the environment in order to harness and manage the “nature capital”, which has social value, on top of practical aspects like flood protection.

Speaker: [Tom Heap](#) (Countryfile presenter) - keynote speech

Central Government needs to provide the powers and resources in order to address climate change. The current industrial society is built on fire / the burning of fossil fuels and this needs to be “snuffed out”. That is why it is a wicked problem.

Are we ready to radically change our life styles? The answer is mostly no. People understand the issues but only government changes are really effective in large scale adaptive change.

What is driving our climate changing behaviour?

Positive outcomes

- UK. Co2 emissions today are lower than in 1894, due to using less coal (the great Satan). But less manufacturing in the UK, so are we just exporting the Co2 emissions to producing countries. Must continue the journey.
- Renewable energy – now a major part of the energy use mix. There are now full days, when the UK is powered using only renewables.
- Car emissions- engineering – cars are getting cleaner and the move toward zero emission vehicles. This work is going well.

Failures

- Cars emissions – while each vehicle has gotten cleaner, fashion has changed the types of vehicles being purchased. With more SUVs and more powerful cars taking a large segment of the market. EV vehicles are having a perverse effect, as the cost

per mile drops, people have more money and therefore are driving more (consuming more energy).

- Fast fashion – low cost, high turnover of clothes and other fashion items mean that more materials are being consumed and the waste is having to be dealt with.
- Food, food waste – although less BOGOFs, waste from food is increasing.
- Energy use in the home.

things that have worked haven't required individuals to change, the systems that they have used have changed (structural change and not individual change)

Why is it difficult to give up stuff? Same tune, something wrong, give up something you like, hasn't worked - therefore turning up the volume on this won't have an effect (protest groups) as adaptive change is required. Technology fixes better, as people aren't good at changing behaviour.

Adaptive change and public policy?

People told to reduce sugar in diet for years but give chocolate bars as presents. The policy change is to introduce a sugar tax, as this moves people to the right answer. Self-sacrifice isn't an enabling thought (slur of kill joys). Solution should be carrot based! However, we can see from France and previously in the UK, when fuel costs rose, which should have encouraged a modal shift, instead produced protests and riots. The depth of concern may be thin; fuel rises cancelled.

This is linked to the notion that "the political elites" are asking "real people" to give up something when, they themselves have not, therefore seen as hypocritical. Social justice warriors then find this and point out the perceived double standard; journalism loves this as it allows the conflict to be highlighted. Therefore, you need the delivery before the statements, so not to create a stick to beat yourself with.

Claire Perry (Fmr. Minister of State for Business, Energy and Clean Growth), stated that councils should be more ambitious around housing standards. The Future Homes Standard, seeks to ensure that new homes are free from fossil-fuel heating systems from 2025 (via building regs). However, the Future homes standard was to have a - zero carbon target in 2016, but pressure from house builders changed the date due to the impacts on their profits. In fact, to "green" new housing is a marginal cost at time of building, installing solar panels (Photovoltaic solar- PV panels and Solar thermal energy STE), plus heat pumps, etc.

In terms of things that individuals can do; for the bulk of the community (particularly the residents of West Berkshire) the cost of energy is too cheap for it to factor into their every day decisions. Energy costs are not big enough hit in pocket and the Bill, is just the bill. So, no incentive to save money, or want to save money. However most able to install Solar, wind and energy storage (battery) technologies to their homes. Conservation zones act against these technologies and changes in planning (national planning?) is needed. In the transportation area, more cycle lanes and cycling in general. Walk, walk, walk! With all of these initiatives, the focus is on the concentric rings, around each of us. What can we immediately do, what can we do in our influence, etc.,.

In terms of changes in the wider environment / community; businesses are not democratic, so can just do things. They can enforce changes in their workplaces, based on their view of the world. Can they been encouraged to do positive things for the community?

As a council, with fleets of vehicles; can small vehicles, with known travel routines be turned over to green energy?

Measure Co2 food footprint? Within waste management, the rise of plastic-phobia is worrying as most plastics have a good recycling process. Whereas the costs of glass production blows the costs of plastics out of the water. Therefore, need to be careful in the Glass v plastic war; something to be looked at from a whole life cycle costing.

Tree planting is a key carbon off setting activity. [Agroforestry](#) - farming between trees is something to be looked at and encouraged, bring farming and forestry together.

In West Berkshire, where 3 quarters of the Area is designated as the North Wessex Downs Area of Outstanding Natural Beauty; wind, and solar panels farms must be allowed in these types of areas without being seen as impacting on the area's status.

There needs to be a new definition of a "good life", away from having stuff and consumption. The current measure of UK success is GDP and a good life needs not to be based on GDP. However, to achieve this, Government needs to lead and throw off the "nanny" state claim; not nanny, leadership (e.g. pastic bag tax).

Workshop Session: Green District – A 'Question Time' style debate with panellists made up of Natural England, Friends of the Earth and WBCAN

Opening statements from panellists:

Key objectives of **Natural England** are to: mitigate emissions - restoring ecosystems - grow trees. We need to adapt in order to address flood and drought risk, which particularly impacts on West Berkshire.

Campaign to Protect Rural England (CPRE) - the country charity: Carbon sequestration and storage is another hidden route for addressing climate change; a benefit of protecting the natural environment. However, it is there needs to be a land strategy – for each area (not the Local Plan) which sets out how the different needs (economy, environment, social) will be addressed. Benefits for mental health can be derived from the countryside.

WBCAN - place based climate (**PECANS**) - Climate change and environment- bio diversity link. Need to look towards nature-based solutions to climate.

Panel questions

Q. What has been done so far....by West Berks?

LED lighting, Electric vehicles and Car park - voltage reduction

Q. Reforestation following Ash die back, what's the plan?

Need to find the right tree, right place. Create new forest, for tree "bathing" (like sun bathing on the beach), only 14% of district is covered by forest.

Q. Local panel - housing, homes. A whole new housing estate has been built, they all have wood burning stoves! How has the council allowed this?

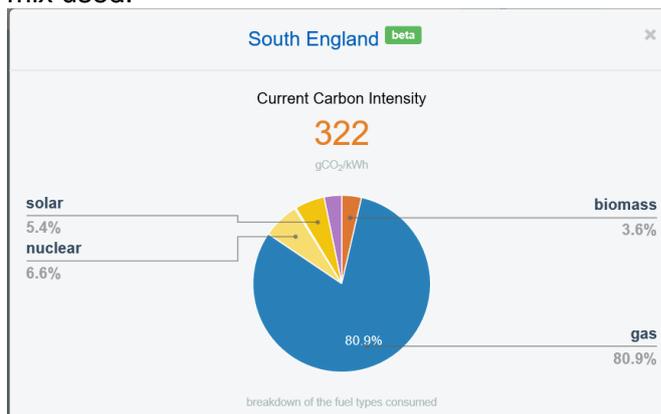
Need to address in local planning policy - Off grid/on grid – gas. The pressure for green field instead of brown field, need to force developers to come up to higher local standard. Arun District Council has had success in this matter.

Session 2

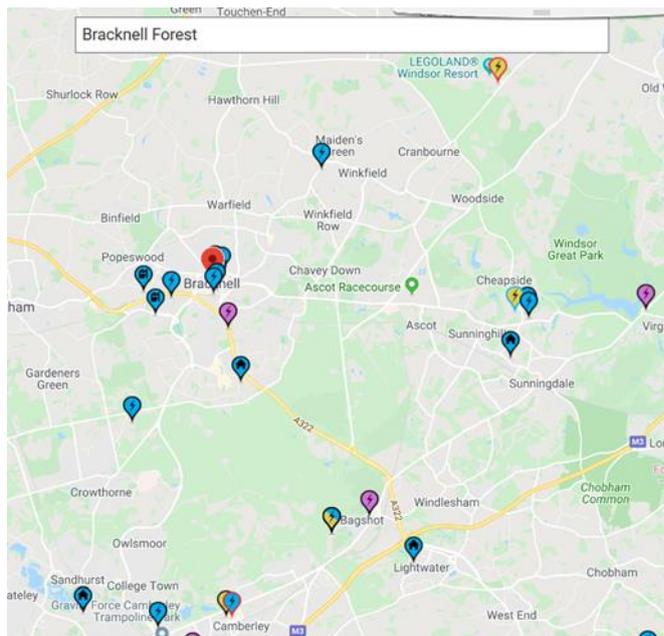
Speaker: Future Mobility and Air Quality - keynote speech from Giles Perkin

Department of Transport - [Future of Mobility: Urban Strategy](#) has a number of strands. However, at the heart of these is “Data and connectivity”. There is an opportunity to change how people use cars as 90% of vehicles are now leased. Rural transportation remains a big issue, although on-demand buses and other data driven shared options are now possible. These now just need to be planned, rather than invented.

In real time you can see the use of energy across the UK at carbonintensity.org.uk. This now allows everyone to have real time information on energy generation in their areas and the mix used.



[Zap Map](#), now allows Electric Vehicles (EV) owners to see where charging points are and more importantly, which ones are free in real time. That said, the Government provides financial support for EV buyers to install a charge point at their home through the [Electric Vehicle Homecharge Scheme \(EVHS\)](#), which covers up to 75% of the total costs. The grant brings the cost of a standard 3 kW unit plus installation to around £300 whilst a faster 7 kW unit would be in the region of £400.



Milton Keynes has created an [Electric Vehicle Experience Centre](#) – to allow the public to see how an EV could fit into their life style. It forms part of the garden city ethos of having a planned, city level approach to transportation. The centre provides both information and hands-on experience by providing test drives in a range of different vehicles.

The walk through the “fit into” life style process, allows adoption of the technology and deals with the lack of understanding in the general community. The “Charge at home”, overnight process does your main charge, and then “top up” when out and about at planned locations. Example of top up, planned locations could be charging at gym or creating social spaces with charging points, to allow time for charging on the go.

Some users who have swapped over, have reduced their car transport costs to the extent that they have generated the equivalent of a second income. There is then a question of do they use this to add to savings or to simply do more transport trips or other carbon using activities as bonus cash.

In the local authority space, West Yorkshire combined authority have put in a bid for Central Government funding for [Future Mobility Zones](#). These zones will create Mobility hubs enabling people to access a range of transport including e-bikes, car club vehicles, taxis and smaller responsive buses. This vision removes the short car trips and links the peri-urban spaces with the city centres or hub locations. On demand bus services, data driven, will transform these hubs and re-address the traditional solutions of housing and transportation.

Speaker: Steve Cirell - Association for Public Service Excellence (APSE) - APSE Energy

APSE Energy was established to promote the vision of the municipalisation of energy and a greater role for the local authority in the energy agenda within their area. The municipalisation of energy is an approach available to local authorities to contribute to tackling climate change, as well as many other outcomes. They produced a report titled [“Local authority climate emergency declarations”](#).

In October 2018 the Intergovernmental Panel on Climate Change (IPCC) published a Special Report. The IPCC concluded that the problem was getting worse. The IPCC concluded that the world needed to limit global temperature increases to no more than 2 degrees Celsius above pre industrial levels, in order to have any chance of reducing the risks of dangerous and irreversible climate change in the future. However, it recognised that the solutions to this problem will not be scientific, but political; only politicians can take the decisions necessary to make the changes that will make the difference.

The report attracted publicity and media attention at the time but action by politicians to work towards the objective has been slow. But the IPCC Special Report of October 2018 was the strongest yet and seems to have hit a nerve amongst the public. Effectively, it said that the world has just 12 years to get a grip on this issue or irreparable damage will be done to our ecosystem that cannot be reversed.

The first stirrings of new action in relation to the IPCC report came from Australia, where Adelaide Council declared a climate emergency. This made local politicians and the public think about how they could create pressure for change and start to demand higher targets for emissions reductions, in line with the Special Report. The movement shifted to the UK, where in November 2018, Bristol and Manchester, passed motions declaring a climate emergency, and set themselves targets for being carbon neutral by 2030 and 2038 respectively.

Since then, there has been a wave of climate emergency declarations in local government, with up to 80 Councils across the UK making declarations. A full list is featured on the [Campaign Against Climate Change](#) website.

An emergency declaration deserves the appropriate response for an emergency. If your house is on fire you can safely call it an emergency. There is an immediate reaction, substantial resources are employed to put the fire out and there is insurance in place to cover the losses that occur from such an event. The local authority is in a different position as it cannot drop everything to tackle climate change. It has other legal duties and responsibilities to fulfil. So, the meaning of emergency, in the local government context, is different in terms of the pace of action. However, it should not be different in terms of the resources allocated to the emergency. The action plan should:

1. Recognise its importance - that it will impact on demand and supply of services so it must be given a high profile.
2. Allocate Finance – all problems require resources and that includes financial resources. The local authority needs to find funds to tackle the emergency. This could be internally or externally sourced.
3. Training – it is vital that those who carry out the Council's services (the van drivers, those advising benefit claimants to switch energy suppliers, the person operating heating systems) understand the context they are working in and the potential impact they might have. This means putting a training plan in place.
4. Engagement – local authorities are able to bring public and private sector bodies together to act as a group.
5. Advocacy – as the only democratically elected organisation in the area the Council has a duty to take a lead on matters as serious as climate change.

In the motion, is the focus the council itself, or a commitment to the whole area? One is in your gift, the other isn't; councils generally only contribute about 1% of an area's carbon. The 2008 Climate Change Act, makes it the duty of the Secretary of State to ensure that the net UK carbon account for all six Kyoto greenhouse gases for the year 2050 is at least 80% lower than the 1990 baseline, in order to avoid dangerous climate change. The Act aims to enable the United Kingdom to become a low-carbon economy and gives ministers powers to introduce the measures necessary to achieve a range of greenhouse gas reduction targets. So, the duty isn't on councils.

So, how should councils address their emergency declarations?

- Need to do get the consultants in – create the baseline
- Establish the Data (sources, how measured, etc.)
- Establish What's in and out of scope
- Monitoring arrangements for the next 10-12 years (2030 short, 2040 medium, 2050 long term)
- Comms strategy
- How you will report on progress
- Funding

Places that the LA can have an impact:

- Own estate
- Community leadership
- Regulatory role - Merton rule (planning)

Energy management:

Generation is ok as a strategy but transport is the big area to have an impact upon.

Put in place an Energy reduction strategy that:

1. Uses less (cost nothing)
2. Energy efficiency (cost something)
3. Find new sources

Therefore, Fabric first, before greening a building, make sure that it is efficient and has as low an energy rating as possible. This will need investment. However, get emissions down first, then use to address the residual via carbon offsetting.

The council could consider putting PV solar panels on its commercial properties and then selling this power to the commercial tenant via Power Purchase Agreements (PPAs) from the energy you generate. A similar policy could be applied to council housing - returns of 8-10%. This is a way of Carbon offsetting the main council's emissions number.

Other projects could be:

BFC physical estate – Kamay - Turn down the voltage - voltage reduction / smart energy processes in our buildings – any project should be approved by Calvin for funding; solar PV install pilot eg portman place?

Re-procuring energy provider based on using renewable energy? Car park lighting?

Plant Trees (woodland trust could pay for them). A form of carbon sequestration

Putting a solar farm on the poor land use sites, such as landfill locations.

The Carbon footprint measure has three scopes:

Scope 1 – All Direct Emissions from the activities of an organisation or under their control. Including fuel combustion on site such as gas boilers, fleet vehicles and air-conditioning leaks.

Scope 2 – Indirect Emissions from electricity purchased and used by the organisation. Emissions are created during the production of the energy and eventually used by the organisation.

Scope 3 – All Other Indirect Emissions from activities of the organisation, occurring from sources that they do not own or control. These are usually the greatest share of the carbon footprint, covering emissions associated with business travel, procurement, waste and water. (these can only ever be estimates and therefore shouldn't be the focus of the council's plan.)

Finally, the council should be mindful that targets that are not achievable, won't be clear and measurable. Therefore, it needs to get into the DNA.

Conference closes

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Bracknell Forest Council
Corporate Climate Change Pledge
Action For ALL of US

The planet is changing. Climate change is having more and more of an impact and there is a growing urgency for everyone to do something about it. There are lots of small changes we can all make which not only helps with climate change but also could improve air quality, our health and save us money.

At the council we've already taken steps to reduce our own carbon footprint by making our buildings more energy efficient, converting our street lamps to LED's and greening our highways by planting trees.

The Council is now keen to launch a pledge which focusses on several key steps everyone can take to help limit the impact we are all having on the environment and help keep our borough protected for generations to come.

- **Make Low Carbon Journeys** – ditch the car it's not so far; encourage the switch to EV's; promote use of public transport; car sharing initiatives
- **Save Water** – water gardens late at night / early morning; don't fill the kettle right up; TOTT (turn off that tap); reduce shower time; fill the dishwasher/wash machine full for each use;
- **Reduce Plastic** – encourage staff to provide re-usable cups; work with suppliers to reduce packaging; buy 'loose' foods locally (unwrapped/unpackaged); BYO shopping bags; promote recycling awareness; promote 'refill' locations across the borough (refill app)
- **Manage Food Waste** – encourage planned grocery shopping; promote home composting; promote 'leftovers' recipes; promote kerbside recycling
- **Save Energy** – encourage / signpost ways to reduce energy consumption at home; quick win energy saving tips at home
- **Shop Locally** – buy seasonal produce locally; commit to buying at least one locally sourced product per week; try a local farm shop

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Public Protection Partnership | Bracknell Forest
West Berkshire
Wokingham

Air Quality



A shared service provided by
Bracknell Forest Council,
West Berkshire Council and
Wokingham Borough Council





1

Aims & Objectives

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West Berkshire
Wokingham

- To comply with the National Air Quality Objectives and European Directives limit and target values for the protection of human health.
- To monitor the NO₂ (nitrogen dioxide) levels through the 3 boroughs.
- Analysis the results
- Where necessary declare Air Quality Management Area's
- TRY to reduce the NO₂ in those AQMA's.
- *(or prevent them from happening)*

2

How we monitor the AQ

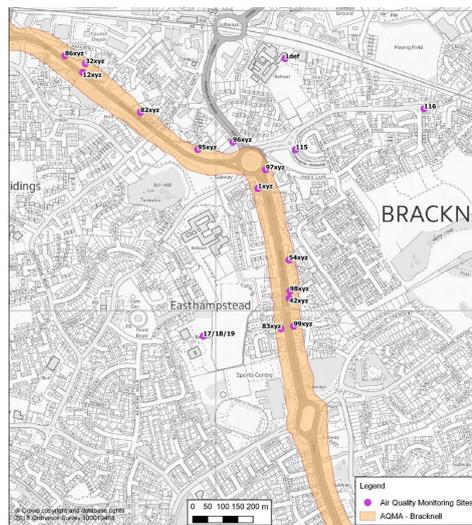
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West Berkshire
Wokingham

- **NO₂ Monitoring**
 - **Diffusion tubes** are located across the boroughs in areas where we believe that NO₂ may be increasing towards the 40 $\mu\text{g m}^{-3}$
 - **Continuous monitors** – has been located in the AQMA's and give continuous readings of the NO₂.
- **Reports**
 - All of our finds are written in an **Annual Screening Report** and submitted to DEFRA.
 - Depending on our findings tubes may be relocated or a **DETAILED ASSESSMENT** may need to be written if DEFRA would like us to declare another AQMA.

3

Diffusion Tube locations

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Wokingham



4

Outcome

- **Air Quality Management Area**

- Bracknell Borough has 2 of these areas which has resulted in the creation of the Air Quality Action Plan. The AQMAs are on Downshire Way and the other is along Crowthorne High Street.

- **Air Quality Action Plan**

- Each AQMA has an action plan, these are derived with other departments including Public Health, Highways, Planning & Environmental Health to reduce the NO₂ to 40 µg m⁻³ in the AQMA.
- The Action Plan is then updated on a bi-annual basis and the information on “how we are progressing” is sent to DEFRA in the ASR.

5

AQMA



6

Time Scales

Public Protection Partnership

Bracknell Forest
West Berkshire
Wokingham

- **Monitoring**
 - Diffusion tubes (monthly) – 3 days in total
 - Data inputted monthly.
 - Continuous monitors (continuous)
 - Data sent to us from TRL quarterly.
- **Reports**
 - Annual ASR (published in September for the previous years data)
 - Detailed Assessment (if deemed necessary)
- **Meetings**
 - Quarterly AQAP meetings with fellow colleagues to update DEFRA.
 - with Parish Councils when they wish for updates.
 - With Planning to ensure that AQ assessment are submitted with certain planning apps.
- **SR's**
 - When the public would like to know more!!!

7

Health Impacts

Public Protection Partnership

Bracknell Forest
West Berkshire
Wokingham

- Particulate matter and nitrogen dioxide are harmful to human health. Generally, for people in good health, short term, moderate exposure should not give any cause for concern. However, high levels or long term exposure can lead to the worsening of existing health conditions or the development of new cardiovascular/respiratory conditions.
- In 2010 the [Department of Health's Committee on Medical Effects of Air Pollutants](#) estimated the burden of Particulate Matter in the UK was equivalent to nearly 29,000 deaths in 2008, 25,000 of which were in England. DEFRA estimate the burden of Nitrogen Dioxide is equivalent to nearly 23,500 deaths per year in the UK. It is likely there is some overlap between the pollutants so it is not possible to estimate the total health burden.

8

What can WE do to reduce Air Pollution

Public Protection Partnership

Bracknell Forest
West Berkshire
Wokingham

- **When queuing or waiting at a level crossing, turn your engine off to save fuel and emissions.**
- Leave the car at home for short journeys.
- Consider buying a low emission vehicle.
- If a low emission vehicle isn't right for you, choose a petrol engine over diesel, as they generally produce less nitrogen dioxide and particulate matter.
- Investigate car sharing schemes, such as Lift Share, this will not only reduce the number of cars on the road helping ease congestion and air pollution but it will also save you money. Car sharing websites allow you to input journeys in a variety of ways so you can use it for one off or regular trips.
- **Work at home or start later to avoid peak traffic if you can.** This will reduce your exposure, contribute to reducing congestion and save you money on fuel.
- Get your car serviced regularly and check tyre pressure, this will save you fuel too.
- Drive efficiently, it can save you fuel and reduce wear and tear on your vehicle, both of which can help reduce pollution.

9

Public Protection Partnership

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West Berkshire
Wokingham

Thank you for listening

Charlie Fielder

Environmental Health Officer
Public Protection Partnership

10

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ARUP

You've declared a Climate Emergency... what next?

Guidance for local authorities



By declaring a **Climate Emergency*** you've acknowledged that your Council needs to act on the causes and impacts of climate change. This is a **major leap forward**; political commitment is often the hardest part.

*Haven't declared yet? Check this website to see why you should: <https://climateemergency.uk/>



You've declared a Climate Emergency... now what?

Don't panic! There is a clear urgency to act, but steady, considered action is better than rushing into a piecemeal approach. Less haste, more speed!

We want to see the momentum continue, and we understand how overwhelming it can feel to take the next steps. But we're also optimistic. This short guide is intended to help break down the challenge, based on our experience of helping local authorities around the world to develop and deliver effective climate action plans.



1 OWN

Find a senior owner to co-ordinate climate action across different departments and functions.



2 UNDERSTAND

Assess the key contributing causes and local impacts of climate change to inform focus areas.



3 PLAN

Agree targets, set milestones, identify what needs to be done, by when, to meet the target.



9 MONITOR

Don't skip this step! Obtain good quality data on results and performance, use and share this learning to drive continued progress.



4 COLLABORATE

You can't do this alone! Engagement with a wide variety of organisations, individuals, businesses and government will be necessary.



8 IMPLEMENT

Set out a detailed implementation programme and stick to it.



6 BUDGET

Cost your actions and prepare your business case.



5 PRIORITISE

What action can you take that will have the biggest impact? What has to be done to adapt to unavoidable risks? What existing actions can be modified to help achieve your aims?



7 INVEST

Secure investment and procure partners.

Introduction

The first half of 2019 has seen unprecedented recognition of the Climate Emergency, with mass climate protests, school strikes, warnings from the Bank of England, and new advice from the Committee on Climate Change urging the Government to set a new target to deliver net zero greenhouse gases by 2050. **We need to begin now, and act fast, to deliver on this level of ambition.**

We have drafted this guidance and the 9 steps aiming at readers who are new to this topic, perhaps moved by the Climate Emergency declaration. Having worked with local authorities in the UK for many years we understand in many areas great work is already underway. We are happy to pick up the conversation at any stage. Our contact details are at the back of the document.

But emissions continue to rise. Globally, our current trajectory is moving us rapidly towards more than 2°C of warming, which for the UK will bring hotter, drier summers and milder, wetter winters with an increase in the frequency and intensity of extreme weather events.¹ Sea level rise,² biodiversity impacts and loss of agricultural productivity are also expected. The consequences of these changes are already being felt. Over recent years, severe floods have caused major damage to property and businesses across the country.

Extreme summers like 2018 are now a 10-25% probability – and could become 50% likelihood by mid-century¹ – having impacts on resource availability, workplace productivity, health and wellbeing, and learning in schools.

By declaring a Climate Emergency, you have joined 65+ other local authorities³ – big and small – across the UK, who are setting ambitious targets. But what now?

85+

local authorities have declared a climate emergency⁴

– this number is growing every day.

1 MET Office, UKCP18 Headline Findings: <https://www.metoffice.gov.uk/binaries/content/assets/metofficegovuk/pdf/research/ukcp/ukcp18-headline-findings.pdf>

2 MET Office, UKCP18 Marine Climate Change: <https://www.metoffice.gov.uk/binaries/content/assets/metofficegovuk/pdf/research/ukcp/ukcp18-infographic-headline-findings-marine.pdf>

3 <https://climateemergency.uk/>

4 As of 5th June 2019, source: climateemergency.uk



Don't stop acting just because you're planning – there are plenty of things you know will help that can begin right away! Switching council energy supplies to green tariffs, introducing low-energy street lighting, or installing motion-detectors to reduce unnecessary energy use, will all move you in the right direction. A rapid review of upcoming operational, investment and policy decisions can help identify immediate opportunities to embed climate action.



1 OWN

Climate change cuts across all council departments and functions, and everyone has a part to play, whatever their role and remit. But for effective, cross-departmental action, identify an 'owner' with the seniority and influence to implement change. Be it an individual or small core team of people – whose focus is to plan and facilitate action across the organisation, monitor progress and hold people to account, challenging business as usual approaches and helping to find beneficial solutions.

Within a local authority, there may be a councillor with a responsibility for Climate, Environment or Sustainability, but they will need the support of a senior officer.

From our experience, a good leader will:

- Be established and respected, with an attitude that fosters positive engagement.
- Have strong existing relationships (or the ability to build them quickly) across the council and community.
- Be able to lead by example (personal commitments and authenticity are important in building credibility).
- Be well resourced, supported by a dedicated team of practitioners and subject matter experts.
- Be sufficiently empowered to take decisions and escalate issues to the Council executive.

In 2016, the transport sector had the highest share of emissions in **49%** of UK local authority areas. The industrial and commercial sector had the highest share in **28%**, and the domestic sector had the highest share in **23%** of authorities.

Local Authority Carbon Dioxide Emissions Estimates 2016, Department for Business, Energy and Industrial Strategy
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719182/Local_Authority_CO2_Emissions_Statistical_Release_2016.pdf



2 UNDERSTAND

You will need a thorough understanding of the key sources of GHG emissions in your jurisdiction, to identify where and how to focus emissions reductions measures. But don't forget about the unavoidable impacts of climate change too. A balanced response to the Climate Emergency will also need you to consider the likely impacts of climate change in your area, and how to prepare or adapt. Across mitigation and adaptation, an evidence-based approach will help you to uncover all challenges, identify synergies and opportunities, and leverage the scale of change that will be required.

- Emissions data at local authority level is published annually by the Department of Business, Energy and Industrial Strategy. This shows you at a high level where the majority of emissions in your area are coming from. You can do a bespoke inventory of your local emissions to allow a more tailored approach.
- Has anybody done a climate risk assessment for your area? Water and energy utilities, the Environment Agency, infrastructure operators and businesses have all considered elements of climate risk. You can bring these together through desk research and stakeholder engagement, or develop your own comprehensive assessment using available data. There is a wide range of tools and aids available to help identify climate risks and ways to build local resilience.



3 PLAN

Once you have identified primary focus areas for emissions reduction and adaptation, develop a plan of action that sets out what needs to happen, when it should happen by, who will need to make it happen, and how. You'll need to estimate the impact of your actions on your emissions and risk profiles, so that you can see how far each action takes you towards achieving your goals. Consider how actions might be programmed to build on each other over time.

- Set up the plan to enable the scale of implementation required. Beyond what is within your direct operational control or policy and communications influence, begin to think about the opportunity pipeline that will engage third party investors.
- Take account of growth and change - think about how new development and regeneration provides an opportunity to catalyse decarbonisation in the local area.
- You don't have to have a single plan dedicated to climate change. We know that Councils have many existing plans, and you may choose to integrate climate change into each of those rather than create another document.
- This plan should be alive – don't spend three years trying to come up with the perfect plan or you'll be diverting important time and energy that could be better used for implementation. A simple plan based on available evidence is your perfect starting point.
- You should already be considering how you'll monitor progress and performance. What information will help you make better decisions next time, or communicate the business case more effectively to potential funders? Think about what you will set as your measures of success (KPIs).

In developing London's 1.5°C climate action plan, over **100 separate stakeholders** were identified and engaged. They all held some level of power or influence over climate action in London.

Arup supported the Greater London Authority in the delivery of their 1.5°C plan, supported by C40 Cities, 2018. (<https://www.london.gov.uk/what-we-do/environment/climate-change/climate-action-plan>)



4 COLLABORATE

Successful climate action involves a wide variety of stakeholders – communities, businesses and other government bodies. You will not have the power to directly deliver all necessary actions, but you can promote change through indirect action, influence and encouragement. Consider what proportion of your emissions are within others' control or imported from elsewhere through your supply chains, and how can you stimulate behaviour change to reduce consumption? You can use your ability to convene people to help facilitate collective, large-scale action.

- It is helpful to record where you have control or influence to deliver your action plan and, where there are gaps, who can fill them, and what new partnerships or conversations need to be started. Identify your existing allies and how they can be most effective in catalysing action.
- For collaboration to work, everybody has to see the benefit. Most climate actions deliver other co-benefits (eg. improve air quality, promote healthy lifestyles). Try to identify these benefits early to drive more effective collaboration.
- Write an engagement plan to help develop these key relationships and build new ones. Be clear about who has the power to act in what capacity, and what the Council's role is to influence decisions on climate action.
- Be inclusive. Climate action should not conflict with other community interests. Consider ways to involve the community – this could include simple surveys, outreach and open sessions, gamification or a citizen's assembly/jury to generate input and interest in important issues.



Graffiti, Marble Arch, London.



5 PRIORITISE

Be ambitious, but recognise that spreading your effort and resources too thinly across too many actions at the start also has risks. Consider what actions offer the greatest impact for emissions reduction and adaptation, and which will bring co-benefits like job creation, health or environmental improvements, economic growth, etc. All of these aspects can help you to prioritise, and ensure that climate action is aligned with other local needs.

- Ensure that benefits are fairly distributed among all community groups and neighbourhoods, and will support inclusivity.
- Focus efforts on removing any barriers to action, so that the most beneficial actions can be delivered seamlessly.
- Are there any quick wins? Is there an existing plan of action, such as scheduled improvement works to Council-owned buildings or vehicles, which could be uplifted or modified to have a more significant impact on emissions reductions or climate resilience?

Our research with C40 Cities Climate Leadership Group estimated that the bike lane network in the SOMA neighbourhood of San Francisco displaced **165,000** car trips in 2016 alone, together with over **420,000** bus rides and nearly **3,000** taxi rides. This modal shift would have offset around **500** tonnes of CO₂ together with **44kg** of particulate matter (PM₁₀ and PM₂₅), bringing local air quality benefits.

Based on work completed by Arup as part of the project "Benefits of Climate Action Technical Support II" to measure the wider social, economic and environmental benefits of cycling and walking actions in six case study cities. (<https://www.c40.org/researches/measuring-benefits>)



6 BUDGET

Estimate the costs and benefits of each action to help develop a pipeline of projects and create a sustained programme of action.

- Consider whether there will be a payback from investment; if so by when, and whether the initial outlay can be recouped through cost reductions or new revenue streams. Prepare business cases that demonstrate the necessary return to secure funding. This might include identifying if there is any gap funding required to construct an investible business case.
- Quantify and monetise wider benefits of climate actions to present a clear, holistic cost-benefit comparison. Health, wellbeing, economic and ecosystem benefits can often be realised through climate action. Be creative in making this case, internally and externally. Our research into the co-benefits of climate action showed significant improvements in disease prevention and life expectancy when active modes of travel are enabled and promoted in urban areas; how much money could interventions like this save the NHS over the next 50 years?
- Stay up to date with technological advances and be prepared to trial new and innovative solutions, but don't wait for a silver bullet: we can make huge progress with the technologies we have today, we just need to be bold and prepared to invest.



7 INVEST

Use the business cases you have prepared to explore effective funding and innovative financing options to secure investment for delivery.

- Review city budget and planned investments to determine where climate action can be delivered through internally funded programmes, and where external funding will be most necessary or transformative.
- Not all actions will require new investment from local government – for example holding developers to stringent on-site emissions targets in new developments takes strong leadership, policies, good communication and well supported staff, but leverages private capital expenditure rather than local government funds. Likewise, updating performance requirements in contracts for public transport, waste management and other services needn't come at significant additional cost.
- Consider ways of increasing economies of scale and improving the chances of success – for example collating a portfolio of investment opportunities across organisations with similar needs. Develop the opportunity pipeline where third party investment is required.
- Where there are investment gaps, lobby national government and get others involved to push for the necessary financial support.



8 IMPLEMENT

The most important part!

Failure at this stage is often due to lack of resources, funding, support and leadership, so ensure these are in place. You'll need to engage technical teams and specialists from across the Council early on in scoping projects, preparing feasibility studies, programming work and drawing up tenders for external contractors or consultants. The difference from normal business is the climate angle – your climate leader or delegates will need to ensure opportunities for climate action are fully incorporated into project plans and designs.

- Where multiple benefits can be achieved from a single project or programme, ensure there is multidisciplinary input to project teams. Link up actions that are mutually supportive or dependent and make sure the plans for delivery are joined up.
- Where possible try to set up long-term programmes – too often, initiatives are short-lived and just as they begin to build momentum and become established, the programme comes to an end. Consistent, sustained action with increasing ambition is key to providing economic certainty for the market, but programmes should remain flexible to ramp up or adapt to better methods where these possibilities arise.



9 MONITOR

Monitoring is important to know you are meeting your goals and to drive continued progress. It allows evaluation of delivery, communication of performance and helps build evidence for further investment and more ambitious goals. It should feed into the continuous review of your plan and keep you on track to meet the targets and milestones you have set.

- Develop metrics and key performance indicators that help evaluate a range of identified impacts beyond the primary goals of emissions reduction and resilience. You can update your emissions and risk assessments to take account of actions delivered, and to re-baseline for future work.
- What local indicators are already gathered regularly that may support a specific monitoring plan? Consider innovative ways of gathering the data you need, such as crowd-sourcing and automation. Develop a platform for data collection.
- Ensure that any potential negative impacts are also monitored to allow risks to be effectively managed.
- Provide regular updates to stakeholders – transparency helps build trust and also allows support to be targeted where it is needed most.

Keeping these nine steps in mind as you develop your response to the **climate emergency** will help ensure that actions are effective, targeted and scalable. Delivering this response is a daunting task, but embrace the opportunity and make a start. Face the facts and be open about the challenge. Find your allies and identify a few high-impact interventions to set you on course. Revisiting the steps regularly will help you work out the rest as you go.

**WE ARE PASSIONATE ABOUT THIS,
AND WE'RE HERE TO HELP**



Sarah Bowden
Associate Director, Arup

“I believe that taking action on the biodiversity and climate crisis is everybody’s responsibility. As an individual you can make changes to your own lifestyle and choices and also effect change through your profession, but as a resident you can campaign for, and work together with your representatives, to bring about wider action that can have a much larger positive impact. Together with like-minded residents we are doing just that in the Royal Borough of Windsor and Maidenhead.”



Chris Pountney,
Associate, Arup

The impacts of climate change will hit future generations hardest. Recently, I was invited to speak to 300 Primary School children about climate change, focussing on how they could make a difference. It was national non-fiction day and they responded by writing about their climate concerns to their local MP. It left me challenged! We need to encourage this kind of enthusiasm, empowering all ages to speak up and act for a climate-safe future.



YOU ARE NOT ALONE!

Arup: www.arup.com

GCOM: Global Covenant of Mayors: www.globalcovenantofmayors.org

WWF One Planet City Challenge: wwf.panda.org/our_work/projects/one_planet_cities/one_planet_city_challenge

European Sustainable Cities Platform: www.sustainablecities.eu

ICLEI: Local Governments for Sustainability: www.iclei.org

UK100: www.uk100.org

RESOURCES AND LINKS:

C40 Climate Action Planning Framework: resourcecentre.c40.org/climate-action-planning-framework-home

Climate Risk Assessment Framework and Taxonomy: <https://www.globalcovenantofmayors.org/wp-content/uploads/2016/01/CRAFT-2-page-brochure.pdf>

City Resilience Index: www.cityresilienceindex.org

C40 Cities: www.c40.org

100 Resilient Cities: www.100resilientcities.org

Leading cities globally are beginning to consider their emissions from the point of view of consumption (traditionally we measure emissions where they are produced). Arup, working with C40 Cities and Leeds University, has recently led a significant research project on urban consumption. The research report can be viewed here:

<https://www.c40.org/consumption>

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Arup is an independent firm of designers, planners, engineers, consultants and technical specialists. Together we help our clients solve their most complex challenges. We strive to find a better way and shape a better world.

We shape a better world

Item 12

Local Authority	Climate change Declaration Link	Notes
Reading Council	https://www.reading.gov.uk/article/12745/Climate-emergency-declaration	<p>Drafted a 'zero carbon standards' within its local plan.</p> <p>Consultations on options, such as a Clean Air Zone and publishing a Local Transport Plan.</p> <p>Creating a Reading Climate Change Partnership and Strategy.</p> <p>Launching a Reading Community Energy Society.</p> <p>Wanting Reading to be carbon neutral by 2030.</p>
Wokingham Borough Council	https://news.wokingham.gov.uk/news/wokingham-borough-council-declares-climate-emergency/	<p>Pledges to be carbon neutral by 2030.</p> <p>Setting up initiatives on food waste, reducing energy usage on its properties and sustainable transportation as well as development policies.</p> <p>Set up a cross-party working group to investigate and propose further recommendations to help achieve a carbon neutrality.</p>
Windsor and Maidenhead Council	https://www3.rbwm.gov.uk/news/article/349/climate_emergency_declared	<p>Continuing to reduce energy consumption at the Council by a further 10%.</p> <p>Lobby the Government to provide the council with additional powers and resources so that the borough can meet national commitments.</p> <p>Establishing a cross-party working group to undertake a review of the council's current carbon footprint. Creating a strategy to be carbon neutral by 2050.</p>
Surrey Heath Borough Council	https://www.surreyheath.gov.uk/news/shbc-declares-climate-emergency	<p>Plans to become carbon neutral by 2030 across its own estate and operations, including contractors used and support the actions by Surrey County Council.</p> <p>A cross-party working group to be established to develop a strategy to meet targets set.</p>
West Berkshire County Council	https://www.newburytoday.co.uk/news/news/27702/west-berkshire-council-declares-climate-emergency.html	<p>Committed to making West Berkshire carbon neutral by 2030.</p> <p>Requirement for the council to work with businesses, residences and request the government to provide it with the powers and resources to achieve the goal.</p>
Brighton City Council	https://new.brighton-hove.gov.uk/news/2019/working-together-climate-emergency	<p>Established a cross-party working group to deliver actions which will tackle the climate crisis and ensure the climate emergency at the main heart of the council's agenda and influences all other policies.</p> <p>Committed to become carbon neutral by 2030.</p> <p>Proposing city-wide climate assembly, for residences to recommend actions for the council to address the climate emergency. 50 resident assembly that will be independent from the council, with a focus on transport and energy which cause the highest emissions in Brighton and Hove and will be able to call on an independent panel to help collect and present evidence.</p>

Cornwall
Council

<https://www.cornwall.gov.uk/environment-and-planning/climate-emergency/our-action-plan/>

Publish a Council report within 6 months, outlining how to reduce carbon emissions and work towards becoming carbon neutral by 2030.

Organising a large public consultation on the environment.

Forming the Forest of Cornwall with planting 32 square miles or about 2% of Cornwall's land mass with trees and hedges to absorb carbon and increasing public access to outdoor spaces.

Increasing protections of existing trees, hedges and woodlands when development projects under way.

*London Borough of Sutton
Carbon Management Plan
(2011-2017)*

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Foreword from Councillor Colin Hall Executive Member for Environment and Climate Change

Sutton aspires to become one of London's most sustainable boroughs and part of this, is our aim to become a Zero Carbon borough by 2025.

A key part to fulfilling this ambition is for the Council to lead by example by evidently reducing carbon emissions from its own activities and operations. The majority of our emissions come from three areas - buildings, street lighting and road signs and from our transport.

This Carbon Management Plan formalises our commitment and provides the Council with a comprehensive baseline of where our emissions come from and provides the framework for focused action over the life of the plan. The projects completed and in the plan show the potential financial and environmental benefits for the borough and provide the basis for testing what can be reasonably achieved when considering projects with the potential for further reductions in carbon emissions.

The London Borough of Sutton is excited about the insight that working with the Carbon Trust on this plan has provided and the learning opportunities offered through being part of a national network of public sector organisations committed to tackling climate change. We are happy to say that the plan has helped us save money and reduce carbon emissions and are delighted with its results and potential to advance our aim of becoming the most sustainable borough in London – a place where people want to live and work for its excellent quality of life, a borough which recognises the importance of wellbeing and happiness and strives to balance the economic, social and environmental commitments.

Foreword from the Carbon Trust

Cutting carbon emissions as part of the fight against climate change should be a key priority for all public sector organisations. Carbon management is about realising efficiency savings, transparency, accountability and leading by example. The UK government has identified the public sector as key to delivering carbon reduction across the UK in line with its Climate Change Act commitments, and the Carbon Trust is pleased to have partnered with the London Borough of Sutton on our 2011/12 Public Sector Carbon Management Programme to help it meet their challenge.

This carbon management plan will help the London Borough of Sutton to save money on energy and put it to better use in other areas, while making a positive contribution to the environment by reducing carbon emissions. It initially committed the Council to a target of reducing CO₂ by 40% by 2017, which has now been changed to 50% in line with their One Planet Sutton target. The potential financial savings and cumulative cost reduction from this new plan to the organisation is estimated at around £5.8m over 6 years, baseline year being 2010/11.

Public sector organisations willing contribute significantly to reducing CO₂ emissions and improving efficiency. The Carbon Trust is therefore very proud to support the London Borough of Sutton in their on-going implementation of carbon management.



Tim Pryce
Head of Carbon Management
Carbon Trust



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Executive Summary

London Borough of Sutton (LBS) has always been at the forefront of carbon management. Its first Energy reduction strategy commenced in 1994 and in 1997 it signed a Corporate Declaration of Commitment –to continually manage energy and carbon reduction. By 2003 LBS had reduced its energy consumption by 20% and by 2010 it had managed 25%. In order to sustainably take on the next stage of commitment LBS has partnered with the Carbon Trust.

Sutton's ultimate goal is to be zero carbon operational boroughs by 2025.

LBS signed up to Carbon Trust's Local Authority Carbon Management programme so that it could have access to the accumulated knowledge and expertise available in the public sector for tackling carbon emissions arising from its own operations. This Carbon Management Plan draws on that knowledge and sets out a new programme for a **50%** reduction in our 2010/11 emissions over the next **six years**.

This Carbon Management Plan supports Sutton's aim to become London's most sustainable suburb – a place where people want to live and work for its excellent quality of life. We believe that climate change is the single biggest challenge we face and here, in Sutton, we are determined to continue making a difference. We're hugely committed to the ethos of thinking globally, but acting locally. For this reason, we've adopted '**One Planet Living**' (**OPL**) – a vision of a sustainable world where people lead healthy, happy lives within their fair share of the earth's resources.

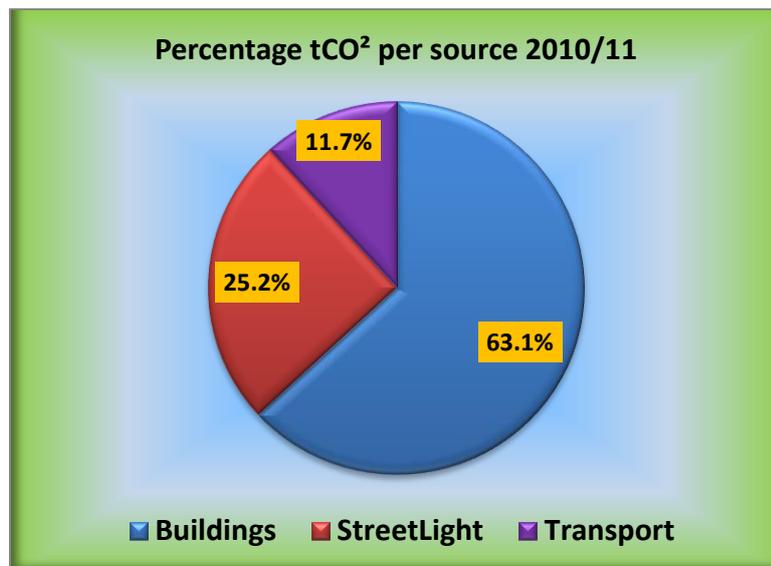
“Continued emission of greenhouse gases will cause further warming and long-lasting changes in all components of the climate system, increasing the likelihood of severe, pervasive and irreversible impacts for people and ecosystems. Limiting climate change would require substantial and sustained reductions in greenhouse gas emissions which, together with adaptation, can limit climate change risks”. (IPCC, 2015)

One of the 10 principles of One Planet Living is Zero Carbon Buildings and in pursuing this, we have set ourselves the aspiration of reducing carbon emissions by 50% from our own buildings by 2017. These are deliberately aspirational targets and this **Carbon Management Plan (CMP)** is one of a number of actions being taken to make the vision a reality for the people that live and work in Sutton. The local programme is now known as **One Planet Sutton (OPS)**.

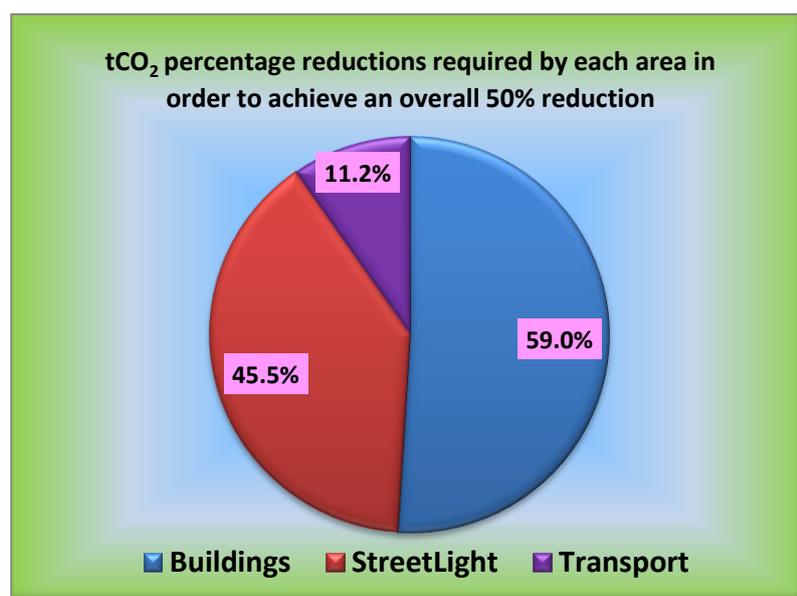
There is also a compelling financial case for taking action on our carbon emissions. The Council stands to save or avoid costs about £5.8million over the 6-year life of this plan if all of the identified projects are implemented and the targets met.

The financial benefits of reducing our carbon emissions will increase, if as predicted the price of energy continues to increase along with an integral increase in the cost of cutting carbon through Renewable, Nuclear and Carbon allowances.

In 2010/11 the Council total emissions was 13,415 tonnes of carbon dioxide from all of our operations and we spent just over £3m buying fuel, gas and electricity. The majority of our emissions are identified to come from three sources – buildings (63.1%), Street Lighting (25.2%) and Transport (11.7%). **The CMP excludes emissions data from schools and housing.**



Our overall target for this Plan is to reduce our emissions by 6,707 tonnes a year, a 50% reduction over six years. The plan to achieve this is by making emissions from our buildings comparable with best practice for each type of building which will result in a 59% reduction overall in emissions from our buildings, Street lighting by 45.5% and Transport 11.2%.



We identified projects in our 2010 CMP plan that are completed or that we could do that will achieve up to 100% of this target reduction. Some of the projects include those associated with new ways of delivering social care which now concentrates on providing personalised care and which due to less reliance on buildings has led to closure of many of our care establishments. The closure and release for alternative uses of three such centres will lead to a reduction of 425 tonnes of carbon per year. For highways, we are reviewing the feasibility of introducing remote monitoring and dynamic control of streetlights using a central management system could save up to 540 tonnes a year from our existing steel streetlight columns and increase to 844 tonnes when all existing concrete columns are replaced. We are confident that over the next few years, through innovation and the investment going into the energy sector, we will identify projects that will allow us to reach our target.

We estimated that we were to implement all the projects within the CMP it will cost £11.7million. We have so far, spent £1.5million on completed projects and have a further £3.8million within the existing projects. There is a further £50,000 in planned funded projects and £511,000 requiring funding. We have captured most of our low and medium hanging fruit to deliver us a potential of 72% reduction.

However, we still need to capitalise £5.8million on potential future projects to deliver us the rest of the 28% of the reduction. Inevitably this task becomes more difficult to finish as the financial returns become longer and the investment becomes harder to justify. In total, if **all** our projects were implemented we could cut our emissions by 6,443 tCO₂ (96% to Target).

	Capital	Revenue	Financial (Gross)		
Project	Capital Cost	Revenue Cost	Annual Savings	tCO ₂	Pay back (yrs)
Existing Project Total	£3,773,835	£10,000	£266,054	1027	14.2
Completed	£610,098	£1,200	£489,447	2190	1.2
Re-Fit	£952,456	£0	£138,973	832	6.9
Planned/Funded Projects Total	£50,000	£0	£7,828	23	6.4
Planned Projects Requiring Funding Total	£612,970	£10,000	£121,466	521	5.1
Potential Future Projects Requiring Funding	£5,800,000	£60,000	£374,157	1851	15.7
Total	£11,799,359	£81,200	£1,397,925	6443	8.5

Detailed breakdown of the above figures are available in Annex 1 Projects



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The Carbon Management Plan has been set up as a programme, with a team that draws membership from all key areas of the Council – Property, Leisure, Libraries, Parks, Fleet, Highways, Finance, Communications and Housing. The Programme Sponsor is the Executive Head of Property & Procurement and the programme board reports to the One Planet Sutton Board which has the responsibility for delivering our overall vision of becoming a sustainable borough. The Carbon Management Plan will be reviewed annually and reported to the Council and to residents through the annual One Planet Sutton reports that are published on our website.

1. Introduction

The council has set a new target to reduce its emissions from local authority buildings, vehicles, water and street lighting by 50% by 2016/17 (against a 2010/11 baseline of 13,415 tonnes). This document sets out how this target could be achieved. It compounds the projects we could implement to reduce carbon emissions and explains how these projects will be funded. It also includes arrangements for monitoring our performance and explains how we could embed a culture of carbon reduction within our organisational arrangements.

1.1 Our low carbon vision and target

- *London Borough of Sutton will reduce the Carbon emissions from own buildings, street lighting and transport by 50% from its baseline of 13,415 tonnes CO₂ in 2011 to 6,707 tonnes by 2017.*
- *The Councils cumulative total of obtaining the targeted 50% reduction by March 2017 is approximately £5.8m.*

1.2 Our drivers and priorities for reducing our carbon emissions

Climate change is globally recognised as the greatest environmental and economic threat faced by national governments and individuals. It is also an opportunity for energy efficiency and financial savings. Below we set out the main drivers for taking action to reduce our carbon emissions / energy consumption.

“Continued emission of greenhouse gases will cause further warming and long-lasting changes in all components of the climate system, increasing the likelihood of severe, pervasive and irreversible impacts for people and ecosystems. Limiting climate change would require substantial and sustained reductions in greenhouse gas emissions which, together with adaptation, can limit climate change risks”. (IPCC, 2015)

1.3 Strategy

“Adaptation and mitigation are complementary strategies for reducing and managing the risks of climate change. Substantial emissions reductions over the next few decades can reduce climate risks in the 21st century and beyond, increase prospects for effective adaptation, reduce the costs and challenges of mitigation in the longer term and contribute to climate-resilient pathways for sustainable development”. (IPCC, 2015)

Sutton Council is committed to becoming a One Planet Living Council, determined to live within its fair share of natural resources. Key to this ambition is tackling the causes of climate change through

reduced energy use and sustainable transport. The council has a vital role to play in leading by example, reducing our own CO₂ emissions, raising awareness and encouraging behaviour change.

This aim is prominently stated within core council documents. The council's corporate strategy 2011/12 – 2014/15 sets out the council's 4 key themes - **Safer, Fairer, Greener, and Smarter**.

The greener theme stresses the vision and leadership role of the council, and is defined as:

“Creating a community that is aware of, and works to reduce, their contribution to climate change, whilst also adapting to the challenges it presents”.

In 2009 Sutton became the first council to commit to becoming a One Planet Living (OPL) borough.

The Council's One Planet Sutton Plan sets out the key principles the council will use to become a sustainable borough by 2025. The priorities include:

- Zero carbon buildings
- Sustainable transport
- Sustainable water
- Local and Sustainable materials

The plan includes a target for council buildings to become net zero carbon by 2025. We developed the 59% reduction target in emissions from our buildings and a 41% reduction from the rest. It remains the Council's aspirations in achieving net zero carbon status through the use of renewable and decentralised heating. The council has been granted direct support by the Greater London Authority to develop Decentralised Heating Master plans for Hackbridge and Sutton Town Centre. It is anticipated that these will enable the introduction of decentralised heat networks that are powered by zero or low carbon sources.

Reporting our performance

Sutton was also the first council in the UK to achieve **Eco-Management and Audit Scheme (EMAS)** accreditation in 1996. As a result, the council is committed to annual public reporting of its performance on CO₂ emissions reduction, increasing pressure on the council to illustrate its progress.

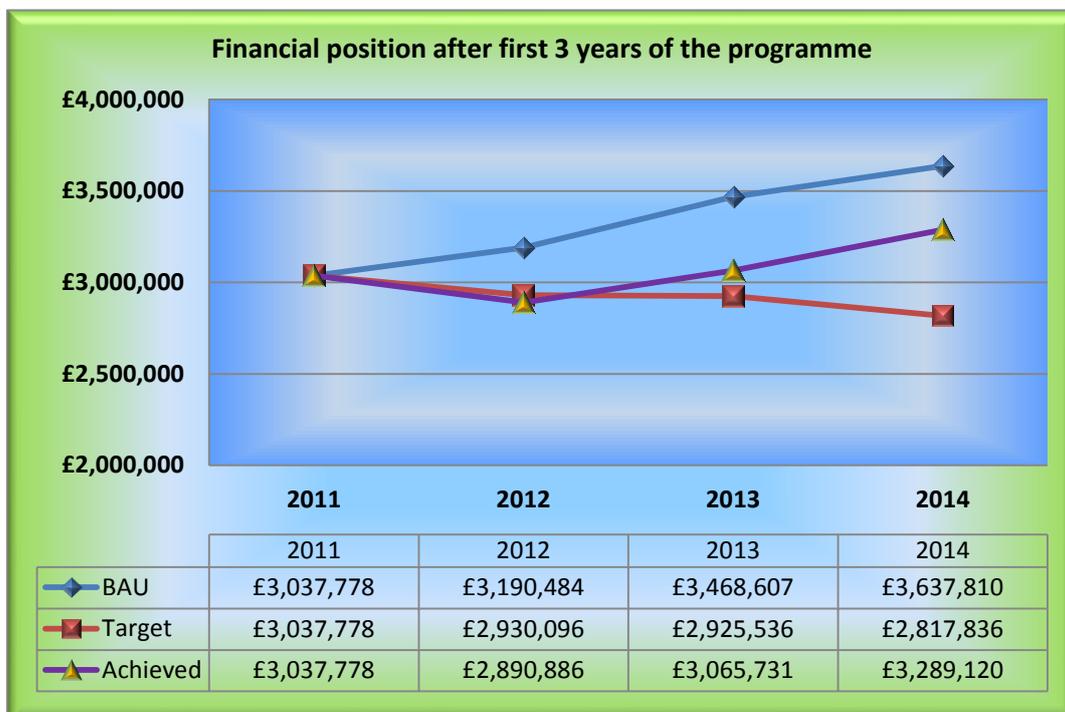
All council buildings with over 250m² floor area now require **Display Energy Certificates (DEC)** which indicates the buildings' energy use is assessed and banded according to the A-G grading similar to white goods labels, it should be clearly visible to the public on buildings with public access.

Sutton publishes CO₂ emissions data from its own estate annually as part of its **Green House Gas (GHG)** reporting to central government. This data is published on Sutton Council's website.

1.4 Financial

Energy and fuel costs have risen and fallen dramatically in the past few years. However, the continual trend for energy prices is upwards as investment in infrastructure, renewable and nuclear are passed down to the end customer. The council’s annual energy bill will continue to increase. In 2010/11 the council’s energy bill for buildings and fuel use covered in this programme stood at £3,037,778.

The current cumulative saving up to 2013/14 is £572,269 compared to projected target saving of £1,623,433. The Council programme of “Invest to Save” placed a Re-fit programme into the CMP for a reduction to start April 2014 which will present approximately £139,000 reduction to the Councils energy cost as well as 832 tonnes of CO₂ reduction. Further to this existing projects are valued at £3.8 million investment with a projected saving of £282,000 and 1092 tonnes of CO₂.



Graph 1: The current financial position up to March 2014 for the CMP (Purple-triangle line) shows first year to target (Red-square –line) and second and third year heads upward from target in correlation to the financial track (Blue-diamond line).

1.5 The context for our Carbon Management Programme

Over the past 3 year the council has worked with the Carbon Trust in implementing the Carbon Management Plan following the five step process shown below. This programme ties into the Council’s work on CO₂ emissions across the borough, and work already in progress within the Council’s own estate.



In 2010 LBS committed to reduce the carbon emission by 40% from its 2011 baseline, it has set up a scrutinising team assessing performance and value, goals have been created and an action plan produced. Subsequently, plan has been implemented for the last 3 years and the progress evaluated. The performance of whole plan has been continually reviewed and re assess. In 2014, the motion was passed to align the plan with OPS target to 50%. Finally, on an annual base the achievements are recognised and made public through the internal and external media.

The Corporate “**Zero Carbon Steering Group (ZCSG)**” a team 25 people was set up in October 2010 to drive forward, monitor and report progress on CO₂ reduction within the council. In

December 2014 a motion was made to rationalise this group to 6 people*. The key responsibility will fall on to the energy manager to collate and administer energy reduction projects from each Service Head and report them every six months to ZCSG. By changing to this method we will ensure that projects are continually tasked and maintained at the fore front of each service heads.

Sutton has also made public commitments to reducing CO₂ emissions, firstly by signing the **Nottingham Declaration** and more recently the **National 10:10 campaign** – aiming to reduce our estate CO₂ emissions by more than 10% per year. Annual reduction of 15% is required in order to achieve target.

*Executive Head of Asset Planning, Management and Capital Delivery; Head of Asset Management; Sustainability Manager; Head of Transport and Highways; Head of Programme and Project Management and the Energy Manager

Between 2003 to 2011 the Council accomplished 6% reduction in carbon emissions. A deliberate policy of moving away from carbon-intensive sources of energy resulted in a 27% reduction in fossil fuel emissions of the portfolio being monitored. This reduction equates to 839 tonnes CO₂.

LBS have a use of a green revolving energy efficiency fund managed by Salix Finance. The Council contributed £100,000 and Salix contributed £80,000. The fund has managed to deliver 26 energy efficiency projects totalling £271,828 with an annual savings of £83,915 and 521 tonnes of CO₂.

Currently, the major investments are in Street light Ballast, Youth Centres and Leisure Centres and these figures will appear in the next CMP.

2. Emissions baseline and projections

The carbon **baseline** is a record of our carbon emissions in a chosen year. Targets and performance in reducing emissions are measured against this figure as a percentage of the baseline value. This section outlines which parts of our organisation’s emissions are included in the baseline, what year we have chosen as our baseline and how we have calculated that baseline.

2.1 Scope

The baseline covers:	The baseline excludes:
Energy use within corporate buildings: 54% from electricity, 46% from gas and fuel and wood at less than 1%.	Energy use from within school buildings,
Council-owned fleet fuel use	Energy use from council owned housing,
Business and administrative travel,	Energy used by council contractors
Street lighting	Commuting to work
Indirect emissions from water use within corporate buildings	Indirect emissions from waste sent to landfill from corporate buildings
	Emissions from refrigerants

School buildings are not included in this project as they are part of the **Carbon Trust Collaborative Low Carbon Schools Service (CLCSS)**. Currently, the council does not have enough data on waste from the council’s own buildings to include within the plan.

2.2 Baseline

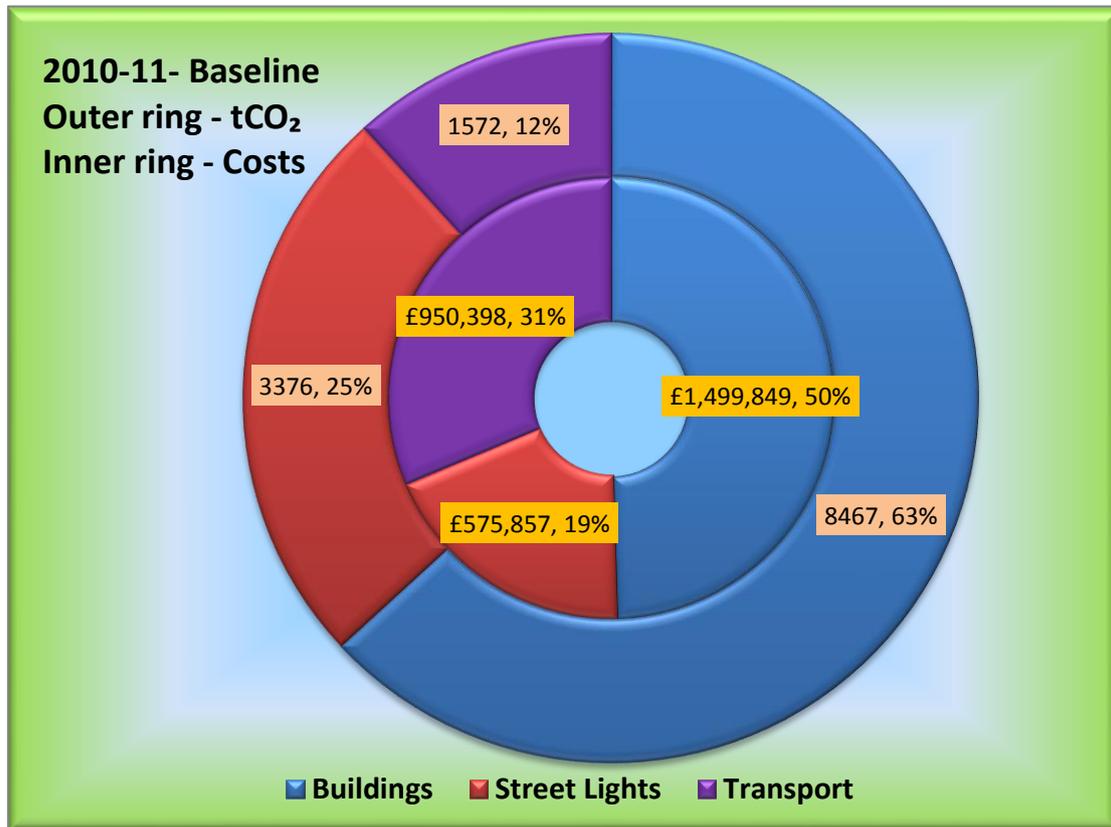
The CO₂ baseline data used within the plan is taken from our financial year 2010/11.

The source of the data has been GHG emissions 2010 reporting and **Carbon Reduction Commitment (CRC)** 2010-11 Footprint data.

The diagram below shows the CO₂ emission and the cost that forms the baseline for 2010-11.

The overall proportion of costs of energy on buildings is 50% which generates approximately 63% of CO₂ emissions, whilst, and transport is 31% of the costs with 12% of CO₂ emissions and Street lights are 19% of the cost with 25% of CO₂ emission. The baseline clearly indicated that addressing

building energy control would result in the most appropriate avenue to achieving the target. Added to this, we are able tackle the other two areas with the correct technological actions to reduce their demand on fossil fuels. The introduction of the Light Emitting Diode (LED) has greatly helped in reducing the street light demand and use of efficient computerised route management has reduced fuel use.

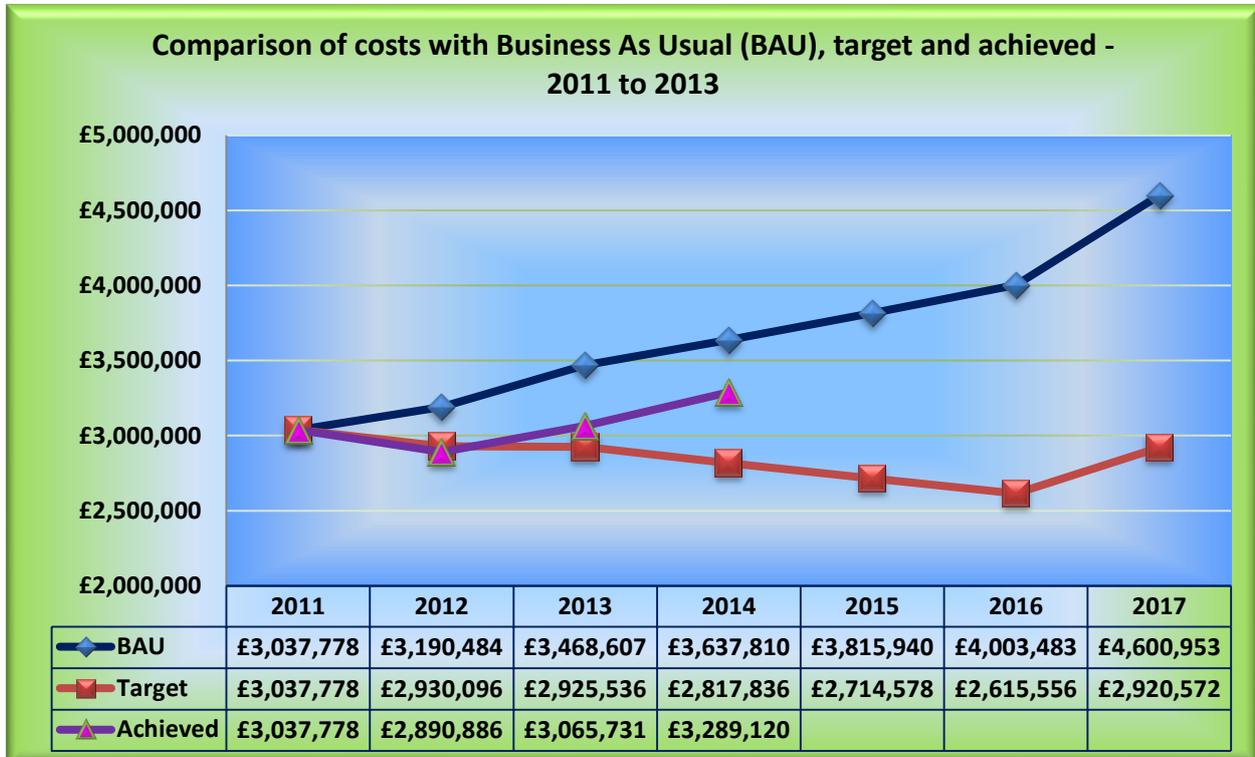


2.3 Projections and Value at Stake

The **Value at Stake (VAS)** is the potential cost of inaction. It compares the cost of energy consumption and CO₂ under a BAU scenario and a reduced emissions scenario, assuming we meet our 50% carbon reduction target.

The VAS is potentially worth £5.8 million. This clearly indicates that by running the CMP we are beginning to reduce the BAU numbers and are on a plan which will bring us an economic benefit.

2.4 Financial Value at Stake

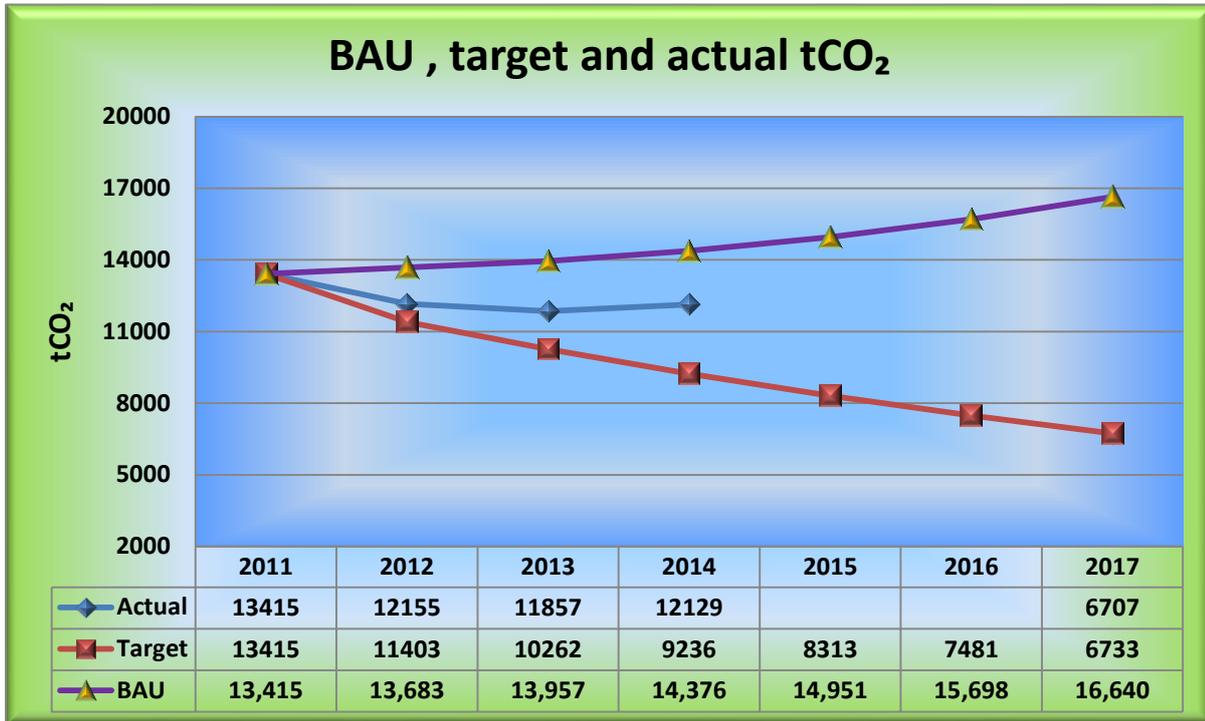


Graph 2: Shows that a cumulative financial saving so far is £572,269 (Purple-triangle line). The target (Red-square –line) to BAU (Blue-diamond-line) cumulative saving over the period is £5,793,103.

The BAU scenario shows the related costs that we would experience within the organisation if we do nothing to reduce consumption. The BAU scenario includes assumptions on how our consumption might increase. This is based on a general annual increase of 3-6% on energy prices and further 2-5% across the source price. Added to this the forthcoming energy demand and investment in to renewable with the energy market reforms which will add up to 17-20% on to energy prices from 2016 onwards.

The VAS graphs do not reflect a step change which building closures through estate rationalisation could bring about.

2.5 CO₂ emissions at stake



Graph 3 illustrates the CO₂ emissions at stake. If the council were to meet its year on yearly target (Red-square –line) for CO₂ reduction, a total cumulative of 35,902 tonnes of CO₂ would be saved by the council over the life of the plan. This is based on BAU (Purple – Triangle –line) increase of a 2% incremental over the period 2011-17. However, the true cumulative saving stands at 9,244 tCO₂ shown by the blue-diamond line.

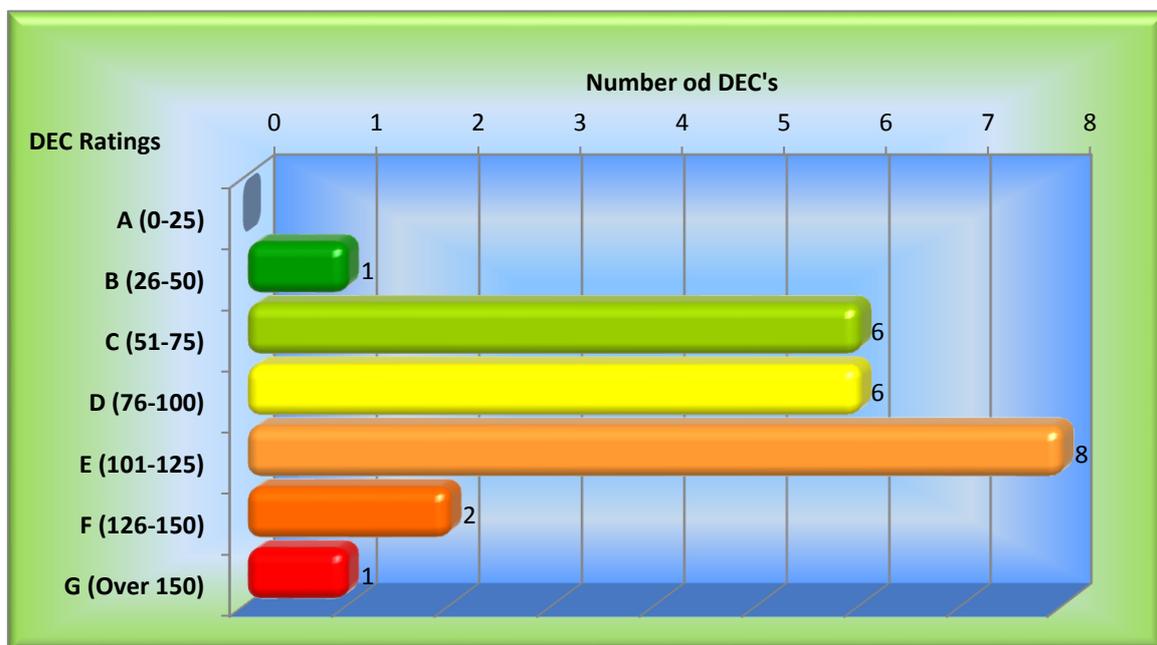
The 9,244 CO₂ is equivalent to **730** New Route master Buses
(Curb weight is 12.65 tonnes)



2.6 Display Energy Certificates

Display Energy Certificates (DEC) record the actual total annual energy use in public buildings over 500m², compared with an appropriate benchmark. It is a legal requirement and the certificates must be prominently displayed in the buildings that are covered by the law. Data for a chosen 12-month period is collected and submitted to the accrediting body for the certificate to be issued. The certificate shows the benchmark for the type of building being assessed and the operational performance rating of the building in comparison. A score of 100 would be typical for the type of building being measured, with ratings less than 100 indicating better than average energy efficiency.

Graph 4: Number of Buildings and DEC Ratings



Ideally, when determining the buildings we should focus on to reduce emissions we should start with the buildings with the worst DEC ratings and also with our largest buildings. The buildings with the higher DEC ratings will have greater potential to reduce emissions, but it is important to prioritise the larger consuming buildings as the impact of effort will be greater. The buildings which are in the bandwidth of E to G will have a greater carbon reduction emphasis.

If we were able to complete all our identified projects we could achieve 96% of our target, of 6,707 tCO₂

3 Annex

3.1 Projects

This section details the projects that we have so far completed, are near completion, planned funded, planned requiring funding and potential future projects that could help us achieve our emissions reduction target.

The projects were identified by a cross departmental agreement in implementing the CMP. Some are the outcomes of ongoing work within service groups to improve services and reduce carbon emissions, but the key large projects were driven either by fundamental changes to the way services are delivered or through service reviews that have resulted in a requirement for fewer buildings from which the Council needs to operate. Initially a special facilitated session involving all members of the ZCSG was used to generate ideas that lead to project ideas on reducing carbon emissions. Each project has been worked up by the Council's Energy Manager and checked and verified by officers and the Carbon Trust Project Manager.

These projects are summarised in the table below and expanded further in this Annex.

	Capital	Revenue	Financial (Gross)		
Project	Capital Cost	Revenue Cost	Annual Savings	tCO ₂	Pay back (yrs)
Existing Project Total	£3,773,835	£10,000	£266,054	1027	14.2
Completed	£610,098	£1,200	£489,447	2190	1.2
Re-Fit	£952,456	£0	£138,973	832	6.9
Planned/Funded Projects Total	£50,000	£0	£7,828	23	6.4
Planned Projects Requiring Funding Total	£612,970	£10,000	£121,466	521	5.1
Potential Future Projects Requiring Funding	£5,800,000	£60,000	£374,157	1851	15.7
Total	£11,799,359	£81,200	£1,397,925	6443	8.5

The major priority projects included in this schedule include the following:

- Re-Fit energy efficiency Greater London Authority Programme, with over 20 different controls spread across 11 buildings.
- Rationalisation of buildings used for delivering Council functions following reviews of how services are delivered
- Replacement of lighting in buildings and street signs with LED luminaries.
- Heating upgrade and balancing systems.

The projects are set out in the tables below:

Table 3.2 is a Key to stage of the Project

The Tables are associated to each service area which has contribution to the CMP.

Table 3.3 Asset Management

Table 3.4 Transport & Highways

Table 3.5 Facilities Management

Table 3.6 Sustainability

Table 3.7 Park, Biodiversity and Street Management

Table 3.8 Waste Management & Fleet Services

Table 3.9 Programme & Project Management

Table 3.10 Energy Management

Table 3.11 Information, Communication & Technology

Table 3.12 Re-Fit Programme

Table 3.2 Key to Stage of the Project

KEY Projects Colour Group

D	Deleted Projects	ESFTG	Environment, Street lighting and Fleet Transport Group
E	Existing projects	RG	Resources Group
C	Completed	ASSHG	Adult Social Services and Housing Group
F	Funded Projects	CYPLSG	Children, Young People and Learning Services Group
R	Require Funding	HRLHG	Human Resources, Leisure and Heritage Group
P	Potential	OSCG	Out Sourced Contract Group

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- Ref – a unique reference for reporting purposes that corresponds to the Project Definition Plan.
- Group - Associated Directorate
- Project - Title
- Lead– this is the individual lead / owner of the project.
- Costs – financial figures for:
 - Capital - the capital or implementation cost
 - Operational – operational costs
- Annual savings:
 - Financial – financial (gross)
 - tCO₂ – tonnes of carbon dioxide
- Payback period – the overall cost divided by the annual saving
- % of target – the percentage of our CO₂ saving target that this project will annually contribute
- Implementation year – the year of implementation.

Table 3.3 Asset Management

Ref	Group	Project	Lead	Capital Cost	Revenue Cost	Financial (Gross) Annual Savings (yr 1)	tCO2	Pay back (yrs)	% of Target	Implementation Year	Related Capital Scheme
C1	ESFTG	Closure of Ridge Road Library	Alex Fitzgerald	£0	£0	£6,575	36	0.0	0.6%	2011	Revenue/ Sutton Life Centre Scheme?
C2	RG	Closure of Glastonbury Centre (Sold)	Alex Fitzgerald	£0	£0	£9,700	55	0.0	0.8%	2011	Revenue
C3	ASSHG	Closure of Oakleigh Care Home	Alex Fitzgerald	£0	£0	£24,996	132	0.0	2.0%	2012	Revenue
C4	ASSHG	Closure of Hallmead Day Care Centre	Alex Fitzgerald	£0	£0	£36,511	204	0.0	3.2%	2012	Revenue
C5	CYPLSG	Closure of Century Youth Centre	Alex Fitzgerald	£0	£0	£5,803	33	0.0	0.5%	2012	Revenue
C6	ASSHG	Ludlow Lodge Care Home - Change of Use	Alex Fitzgerald	£0	£0	£31,657	176	0.0	2.7%	2013	Revenue
C7	ASSHG	Alternative Use of Gaynesford Lodge	Alex Fitzgerald	£0	£0	£5,528	29	0.0	0.5%	2013	Revenue
C8	CYPLSG	717 London Road, Cheam (Sold)	Alex Fitzgerald	£0	£0	£9,277	54	0.0	0.8%	2014	Revenue
C25	CYPLSG	57 Montague Gardens (Sold)	Alex Fitzgerald	£0	£0	£4,658	22	0.0	0.3%	2014	Revenue
C22	ESFTG	Brighton Road MSCP (Sold)	Alex Fitzgerald	£0	£0	£29,000	110	0.0	1.7%	2014	CRP

P5	RG	Rationalisation of Office Buildings	Alex Fitzgerald	£0	£60,000	£53,166	323	1.1	5.0%	2014	Revenue
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		Deleted Projects		£0	£0	£0		0.00	0		
		Existing Project Total		£0	£0	£0	£0	£0	0.0%		
		Completed		£0	£0	£163,705	850	0	13.2%		
		Re-Fit		£0	£0	£0	0	0.0	0.0%		
		Planned/Funded Projects Total		£0	£0	£0	0	0.0	0.0%		
		Planned Projects Requiring Funding Total		£0	£0	£0	636	0.0	0.0%		
		Potential Future Projects Requiring Funding		£0	£60,000	£53,166	323	1.1	5.0%		

Total (excluding deleted)				£0	£60,000	£163,705	1809	0.3			
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Table 3.4 Transport & Highways

Ref	Group	Project	Lead	Capital Cost	Revenue Cost	Financial (Gross) Annual Savings (yr 1)	tCO2	Pay back (yrs)	% of Target	Implementation Year	Related Capital Scheme
E3	ESFTG	Street Light program to change over to 6800 LED, 3200 gone in...	Paul Dillon	£3,500,000	£0	£150,000	550	23.3	8.5%	2013	CRP
C24	ESFTG	Street light electrocic Ballast driver exchange	Paul Dillon	£60,010	£0	£15,907	65	3.8	1.0%	2013	Revenue
C9	ESFTG	Conversion of zebra crossing beacons to LED. Pilot	Paul Dillon	£21,400	£0	£4,035	20	5.3	0.3%	2011	Revenue
C24	ESFTG	Street light electrocic Ballast driver exchange	Paul Dillon	£60,010	£0	£15,907	65	3.8	1.0%	2013	Revenue
R3	ESFTG	LED illuminated external signs	Paul Dillon	£93,000	£0	£15,737	78	5.9	1.2%	2013	Capital
R4	ESFTG	De-illumination of signs (where allowed)	Paul Dillon	£18,000	£0	£6,759	34	2.7	0.5%	2013	Capital
R5	ESFTG	LED illuminated box signs	Paul Dillon	£315,000	£0	£27,237	135	11.6	2.1%	2014	Capital
R6	ESFTG	Sign lights fitted with PV cells	Paul Dillon	£44,000	£0	£17,452	87	2.5	1.3%	2015	Capital
R7	ESFTG	LED Lighting Trial – Beddington Park Footpaths ~35% energy reduction.	Paul Dillon	£15,000	£0	£807	4	18.6	0.1%	2015	Capital
P1	ESFTG	Remote and Dynamic Monitoring of Street lighting to Improve Efficiency of Use	Paul Dillon	£1,700,000	£0	£125,289	500	13.6	7.8%	2016	Capital

		Deleted Projects	£0	£0	£0		0.00	0		
		Existing Project Total	£3,560,010	£0	£165,907	615	21.5	9.5%		
		Completed	£81,410	£0	£19,942	85	4.1	1.3%		
		Re-Fit	£0	£0	£0	0	0.0	0.0%		
		Planned/Funded Projects Total	£0	£0	£0	0	#DIV/0!	0.0%		
		Planned Projects Requiring Funding Total	£485,000	£0	£67,992	337	7.1	5.2%		
		Potential Future Projects Requiring Funding	£1,700,000	£0	£125,289	500	13.6	7.8%		

Total (excluding deleted)	£5,826,420	£0	£379,130	1537	15.4
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Table 3.5 Facilities Management

Ref	Group	Project	Lead	Capital Cost	Revenue Cost	Financial (Gross) Annual Savings (yr 1)	tCO2	Pay back (yrs)	% of Target	Implementation Year	Related Capital Scheme
D1	RG	Replacement of Civic Centre Burners with Digital versions - Within re-fit	Tony Edmonds	£36,000	£0	£5,102	32	7.1		2011	CRP
C22	ESFTG	Brighton Road MSCP T8 to T5 replacement	Tony Edmonds	£30,000	£0	£6,053	30	5.0	0.5%	2011	CRP
C23	RG	Introduce more energy efficient hand driers – 100 no. driers	Tony Edmonds	£25,000	£0	£3,228	16	7.7	0.2%	2012	CRP
C24	ESFTG	Wallington Public Hall replacement boilers	Tony Edmonds	£50,000	£0	£2,267	14	22.1	0.2%	2013	CRP

		Deleted Projects		£36,000	£0	£5,102	31.5	7.1	0		
		Existing Project Total		£0	£0	£0	0	0.0	0.0%		
		Completed		£105,000	£0	£11,548	60	9.1	0.9%		
		Re-Fit		£0	£0	£0	0	0.0	0.0%		
		Planned/Funded Projects Total		£0	£0	£0	0	0.0	0.0%		
		Planned Projects Requiring Funding Total		£0	£0	£0	0	0.0	0.0%		
		Potential Future Projects Requiring Funding		£0	£0	£0	0	0.0	0.0%		

Total (excluding deleted)				£105,000	£0	£11,548	60	9.1			
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Table 3.6 Sustainability

Ref	Group	Project	Lead	Capital Cost	Revenue Cost	Financial (Gross) Annual Savings (yr 1)	tCO2	Pay back (yrs)	% of Target	Implementation Year	Related Capital Scheme
E2	ESFTG	Behaviour awareness campaign across 7 No. offices	Jean Roberts	£0	£10,000	£19,066	95	0.5	1.5%	2011	Revenue
R2	ESFTG	Continuation of Behaviour Awareness Campaign	Jean Roberts	£0	£10,000	£8,474	42	1.2	0.7%	2012	Revenue

		Deleted Projects							0		
		Existing Project Total		£0	£10,000	£19,066	95	0.5	1.5%		
		Completed		£0	£0	£0	0	0.0	0.0%		
		Re-Fit		£0	£0	£0	0	0.0	0.0%		
		Planned/Funded Projects Total		£0	£0	£0	0	0.0	0.0%		
		Planned Projects Requiring Funding Total		£0	£10,000	£8,474	42	1.2	0.7%		
		Potential Future Projects Requiring Funding		£0	£0	£0	0	0.0	0.0%		

Total (excluding deleted)	£0	£20,000	£27,540	137	0.7
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Table 3.7 Park, Biodiversity and Street Management

Ref	Group	Project	Lead	Capital Cost	Revenue Cost	Financial (Gross) Annual Savings (yr 1)	tCO2	Pay back (yrs)	% of Target	Implementation Year	Related Capital Scheme
E4	ESFTG	Demolish Cuddington Cemetery	Mark Dalzell	£3,500		£2,000	10	1.8	0.2%	2015	Revenue
C15	ESFTG	Demolish Mellows Park Pavilion	Mark Dalzell	£0	£0	£7,350	40	0.0	0.6%	2011	Revenue

		Deleted Projects		£0	£0	£0		0.00	0		
		Existing Project Total		£3,500	£0	£2,000	10	1.8	0.2%		
		Completed		£0	£0	£7,350	40	0.0	0.6%		
		Re-Fit		£0	£0	£0	0	0.0	0.0%		
		Planned/Funded Projects Total		£0	£0	£0	0	0.0	0.0%		
		Planned Projects Requiring Funding Total		£0	£0	£0	0	0.0	0.0%		
		Potential Future Projects Requiring Funding		£0	£0	£0	0	0.0	0.0%		

Total (excluding deleted)				£3,500	£0	£9,350	50	0.4			
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Table 3.8 Waste Management & Fleet Services

Ref	Group	Project	Lead	Capital Cost	Revenue Cost	Financial (Gross) Annual Savings (yr 1)	tCO2	Pay back (yrs)	% of Target	Implementation Year	Related Capital Scheme
C16	ESFTG	Use synthetic engine oil in Fleet vehicles	Matt Clubb	£0	£0	£13,361	30	0.0	0.5%	2011	Revenue
C17	ESFTG	Computerised vehicle routing system.	Matt Clubb	£38,000	£1,200	£60,569	136	0.6	2.1%	2012	Revenue
C18	ESFTG	Check tyre pressure of all council fleet vehicles regularly.	Matt Clubb	£0	£0	£8,907	20	0.0	0.3%	2012	Revenue
C19	ESFTG	Procuring stop/start vehicles, as part of small mixed fleet (In Tender for 2012/13)	Matt Clubb	£0	£0	£19,150	43	0.0	0.7%	2013	Revenue
F1	ESFTG	Use fuel efficient tyres	Matt Clubb	£0	£0	£6,012	14	0.0	0.2%	2012	Revenue

		Deleted Projects		£0	£0	£0		0.00	0		
		Existing Project Total		£0	£0	£0	0	0.0	0.0%		
		Completed		£38,000	£1,200	£101,987	229	0.4	3.6%		
		Re-Fit		£0	£0	£0	0	0.0	0.0%		
		Planned/Funded Projects Total		£0	£0	£6,012	14	0.0	0.2%		
		Planned Projects Requiring Funding Total		£0	£0	£0	0	0.0	0.0%		



Working
with



		Potential Future Projects Requiring Funding	£0	£0	£0	0	0.0	0.0%		
Total (excluding deleted)			£38,000	£1,200	£107,999	243	0.4			

Table 3.9 Programme & Project Management

Ref	Group	Project	Lead	Capital Cost	Revenue Cost	Financial (Gross) Annual Savings (yr 1)	tCO2	Pay back (yrs)	% of Target	Implementation Year	Related Capital Scheme
D3	ESFTG	Whitehall Replacement of Central Heating Boiler	Paul Algeo	£5,500	£0	£1,620	10	3.4		2013	CRP
C20	ESFTG	Westcroft Leisure Centre: Boilers, ventilation and lighting replacement and fabric improvements	Paul Algeo	£244,000	£0	£30,263	150	8.1	2.3%	2012	Westcroft Scheme
C21	RG	Civic Offices - Replace Fluorescent Tubes	Paul Algeo	£50,000	£0	£5,447	27	9.2	0.4%	2013	CRP
F2	ESFTG	Beddington Pavillion & Hannibal Way Mechanical and Electrical Upgrades	Paul Algeo	£50,000	£0	£1,816	9	27.5	0.1%	2013	CRP
P3	ESFTG	Westcroft Leisure Centre with De-centralised Energy	Paul Algeo	£130,000	£0	£38,871	240	3.3	3.7%	2016	Capital
P4	RG	Investment in Residual Office Accommodation/Alternative Office Provision	Paul Algeo	£3,970,000	£0	£94,086	477	42.2	7.4%	2016	Capital

		Deleted Projects		£5,500	£0	1,620.0	10.0	3.40	0		
		Existing Project Total		£0	£0	£0	0	0.0	0.0%		
		Completed		£294,000	£0	£35,710	177	8.2	2.7%		
		Re-Fit		£0	£0	£0	0	0.0	0.0%		



Working
with



		Planned/Funded Projects Total	£50,000	£0	£1,816	9	27.5	0.1%		
		Planned Projects Requiring Funding Total	£0	£0	£0	0	0.0	0.0%		
		Potential Future Projects Requiring Funding	£4,100,000	£0	£132,957	717	30.8	11.1%		

		Total (excluding deleted)	£4,444,000	£0	£170,483	903	26.1		
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Table 3.10 Energy Management

Ref	Group	Project	Lead	Capital Cost	Revenue Cost	Annual Savings (yr 1)	tCO2	Pay back (yrs)	Net Present Cost (£)	% of Target	Implementation Year	Related Capital Scheme
D2	ESFTG	Cheam Leisure Centre Boiler Replacement- transfered to Projects	Hash Patel	£60,000	£0	£13,119	81	4.6			2013	CRP
D4	ESFTG	Gibson Road MSCP Voltage Optimisation	Hash Patel									Salix
E6	ESFTG	Whitehall Heating, change over to night storage	Hash Patel	£16,000	£0	£3,500	10	4.6		0.2%	2015	Revenue
E7	ESFTG	Denmark Road, Raditors Flush	Hash Patel	£10,000	£0	£2,800	66	3.6		1.0%	2015	Revenue
E8	ESFTG	The Quad Centre LED Lighting replacement	Hash Patel	£5,190	£0	£1,040	5	5.0		0.1%	2015	Revenue
C10	ESFTG	Gibson Road MSCP Emergency Lighting System Replacement	Hash Patel	£35,000	£0	£123,170	611	0.3		9.5%	2011	CRP
C11	ESFTG	Replacement of WAH with Gas Radiant at Therapia Lane Depot	Hash Patel	£25,000	£0	£13,280	80	1.9		1.2%	2012	Salix
C14	ESFTG	Wallington Public Hall Draught Proofing	Hash Patel	£1,800	£0	£1,377	8.5	1.3		0.1%	2013	CRP
C23	ESFTG	Sutton Youth Centre LED conversion	Hash Patel	£17,250	£0	£4,365	18	4.0	0	0.3%	2015	CRP
R8	ESFTG	LED install David Weir Centre	Hash Patel	£77,970	£0	£21,886	44	3.6		0.7%	2015	Salix

R9	ESFTG	LED Panel Fit Ground Floor - Civic Offices	Hash Patel	£50,000	£0	£10,000	33	5.0		0.5%	2015	Salix
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		Deleted Projects		£60,000	£0	£13,119	81.0	4.6		0		
		Existing Project Total		£31,190	£0	£7,340	81	4.2		1.3%		
		Completed		£79,050	£0	£142,192	717	1		11.1%		
		Re-Fit		£952,456	£0	£138,973	832	6.9		0.0%		
		Planned/Funded Projects Total		£0	£0	£0	0	0.0		0.0%		
		Planned Projects Requiring Funding Total		£127,970	£0	£31,886	77	4.0		0.0%		
		Potential Future Projects Requiring Funding		£0	£0	£0	0	0.0		0.0%		

Total (excluding deleted)		£1,190,666	£0	£320,391	1707	3.7						
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Table 3.11 Information, Communication & Technology

Ref	Group	Project	Lead	Capital Capital Cost	Revenue Revenue Cost	Financial (Gross) Annual Savings (yr 1)	tCO2	Pay back (yrs)	% of Target	Implementation Year	Related Capital Scheme
R1	ESFTG	Power down of PCs and connected equipment	ICT	£26,500	£0	£13,114	65	2.0	1.0%	2012	Capital
P2	RG	Thin Client PCs for 2,500 PCs	ICT	£0	£0	£62,745	311	0.0	4.8%	2016	Capital

		Deleted Projects		£0	£0	£0	0	0.00	0		
		Existing Project Total		£0	£0	£0	0	0.0	0.0%		
		Completed		£0	£0	£0	0	0.0	0.0%		
		Re-Fit		£0	£0	£0	0	0.0	0.0%		
		Planned/Funded Projects Total		£0	£0	£0	0	0.0	0.0%		
		Planned Projects Requiring Funding Total		£26,500	£0	£13,114	65	2.0	1.0%		
		Potential Future Projects Requiring Funding		£0	£0	£62,745	311	0.0	4.8%		

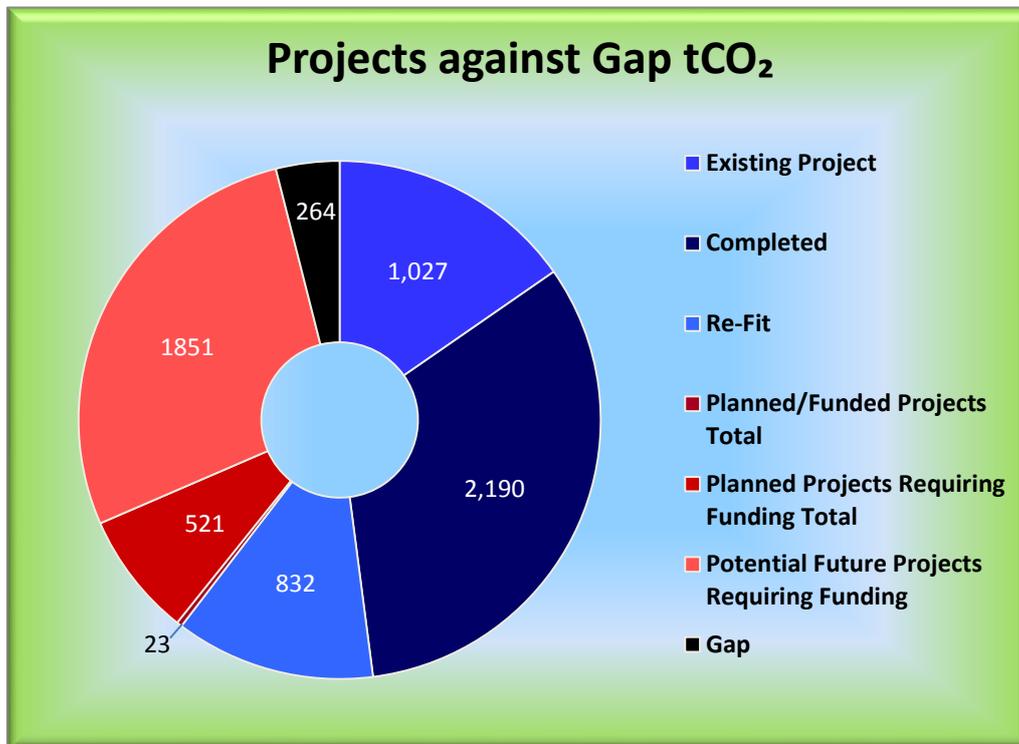
Total (excluding deleted)				£26,500	£0	£75,859	376	0.3		
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Table 3.12 Re-Fit Programme (These figures are within table 3.10)

Project	Lead	Capital Cost	Revenue Cost	Annual Savings (yr 1)	tCO ₂	Pay back (yrs)	% of Target	Implementation Year
Re-Fit	Hash Patel	£952,456	£0	£138,973	832	6.9	12.9%	2014

4. Projected achievement towards target

Figure below diagrammatically shows the extent to which the projects so far identified contribute towards the 50% target. This shows that that we should achieve up to 96% of the target savings if we implement all the projects. The remaining gap representing 264 tonnes will be closed through an ongoing focus on carbon management. We see this CMP as a dynamic document that will be updated every year to track and monitor our performance on the targets.



4.1 Carbon Management Plan Financing

The main sources of capital funding for the projects and described as planned projects would be from the council's capital budgets or from grant-funded loans fund. These are projects that have either been identified for funding under the council 3-year rolling capital programme for building and highway works or are included in service plans.

The Council operates its own “**Invest-to-Save**” budget for projects that have a **payback of 5 years or less**. The savings from these projects are recycled back into the Council's overall budget. Projects that fall into this category can also be funded from external granted funded loans schemes, e.g. Salix Finance, which the council has successfully operated since 2004.

The Council has taken advantage of RE:FIT programme that is sponsored by the Mayor of London. The RE:FIT project has utilised the Council invest to save fund and spent approximately £1million with a payback calculated below 7 years. The Council is also able to fund its capital investment projects through prudential borrowing. Projects that require capital investment and have payback periods longer than 5 years could be funded from the Council's own capital budgets if it can be established that there are valid operational reasons and they can establish their precedence over other Council priorities.

Table 4.2 shows the annual savings, capital and revenue costs which could be achieved from all the projects listed in section 3. The number of tonnes CO₂ reduction and the length of time for break even payback period.

	Capital	Revenue	Financial (Gross)		
Project	Capital Cost	Revenue Cost	Annual Savings	tCO ₂	Pay back (yrs)
Total	£11,799,359	£81,200	£1,397,925	6443	8.5

5. Change Management Action Plan

We recognise that implementing physical measures that reduce carbon emissions to our buildings, highway assets and transport fleet will not in themselves ensure that as an organisation we do not emit more CO₂ than is necessary. This section therefore sets out the actions we are planning to undertake to embed carbon reduction in Sutton.

5.1 Corporate Strategy – embedding carbon reduction across the council

The actions set out below makes visible the high-level commitment to this carbon management plan and its high degree of congruity with our vision for the borough and of the way the Council carries out its business.

Ref	Change Action	Owner	When complete
CM/1	Obtain approval of the Executive of Carbon Management Plan and targets	Ade Adebayo	Completed
CM/2	Publication of Carbon Management Plan – website and intranet	Hash Patel	On intranet but not on the Web
CM/3	One Planet Sutton plan revised to reflect CO ₂ reductions	Mary Morrissey	Completed

5.2 Responsibility – being clear that saving carbon is everyone’s job

The actions set out below are designed to turn carbon reduction activity into a mainstream function for all managers and staff.

Ref	Change Action	Owner	When complete
CM/8	Re-focus the functions of the EMAS team as One Planet Living champions.	Katrina Lloyd	Completed
CM/9	Incorporate CO ₂ reduction responsibilities into facilities managers job descriptions, and appraisal targets	Tony Edmonds	Completed

5.3 Monitoring and reporting

One Planet Sutton has a dedicated programme board to monitor delivery of its ten themes of which Zero Carbon is one. Progress on this CMP will be reported to the Board which meets monthly. Delivery and management of each project will be responsibility of the owners identified in this plan. As emissions reduction targets are aggregated at a service group level, each Group’s Strategic Director will be accountable to the One Planet Sutton Board for the delivery of the projects and achievement the targets within their Group.

Energy consumption targets for buildings will continue to be centrally captured through the corporate energy purchase agreement and maintained on its dedicated database. The Heads of Fleet Services and Transport Services will be responsible for capturing data regarding fleet usage and consumption from highway assets. Energy use data from all sources will continue to be maintained for annual publication for CRC reporting and Green House Gas Emissions reporting by the Data & Information Manager in Property & Procurement.

Ref	Change Action	Owner	When complete
CM/11	Annual review and publication of carbon management progress report	Ade Adebayo	Ongoing
CM/13	Progress updates to the One Planet Sutton Board (As Zero carbon Work stream)	Ade Adebayo	Ongoing
CM/14	Monitor buildings energy use and report annually	Hash Patel	Ongoing
CM/15	Monitor Highway Assets energy use and report twice a year	Steve Shew	Ongoing
CM/16	Provide annual consolidated progress report on carbon reductions against the CMP	Hash Patel	July (each year)

5.4 Communication and training – ensuring everyone is aware

This Carbon Management Plan includes a funded project for raising and maintaining staff awareness and knowledge on carbon reduction.

Ref	Change Action	Owner	When complete
CM/17	Develop and include CO ₂ reduction training material in staff induction process.	Kim Brown / Andrea Crump	Completed
CM/18	Implement themed monthly Council-wide carbon reduction initiatives involving all staff – using the Low Carbon Workplace 12-month campaign templates	Katrina Lloyd / Paul Middleton/Jean Roberts	Ongoing
CM/20	Introduce training for all council vehicle drivers on safe and fuel efficient driving	Matt Clubb	Completed

5.5 Engagement of our stakeholders – leading by example

There are actions the Council could take to improve its overall carbon performance that are relatively straightforward to implement through specification and contractual requirements without incurring additional cost. The actions set out in this section detail actions that the Council plans to introduce to achieve carbon savings working in partnership with its suppliers.

Ref	Change Action	Owner	When complete
CM/23	Update Procurement Guidance on website to include Council requirements on carbon reductions and how it would be included in supplier procurement processes	Mark Brewer	Completed

5.6 Policy Alignment – saving CO₂ across our operations

There are changes set out below capture day to day business activities that could improve the council's carbon efficiency. Without affecting the delivery of business objectives and, in some cases, actually making delivery more efficient, changes can be made to the way the council uses its buildings, the way it meets its printing and copying needs and the way it procures goods and services.

Ref	Change Action	Owner	When complete
CM/26	Provide guidance for sustainable procurement to support new Procurement Strategy	Mark Brewer	Completed
CM/29	Introduce a requirement for use of only energy efficient equipment in building maintenance contracts	Tony Edmonds	Completed
CM/30	Migrate all staff to MFD printers and introduce monitoring arrangements including consideration of printing credits	Nicky Wilkins	Completed
CM/32	Investigate use of video/teleconferencing and webinars to reduce mileage Transfer To Google, use Cloud base working platform	ICT	Ongoing

6. Corporate Governance

Carbon management in Sutton is a fundamental part of its commitment to One Planet Living with Zero Carbon as one of the 10 themes in the corporate plan for turning Sutton into a zero carbon-enabled borough by 2025. Carbon emissions reduction projects are therefore managed within the framework used for delivering our OPS plan which sets out the actions that the council will undertake in meeting its One Planet Living aspirations. The proposed governance structure for the carbon management plan is set out in the chart below which, shows its inclusion within the overall governance structure our One Planet Sutton plan.

6.1 The Programme Board – strategic ownership and oversight

The strategic ownership and oversight of the Carbon Management Plan sits with the OPS Board.

There are four new boards designed as the primary means for leading areas of council business that are about major change and require corporate oversight.

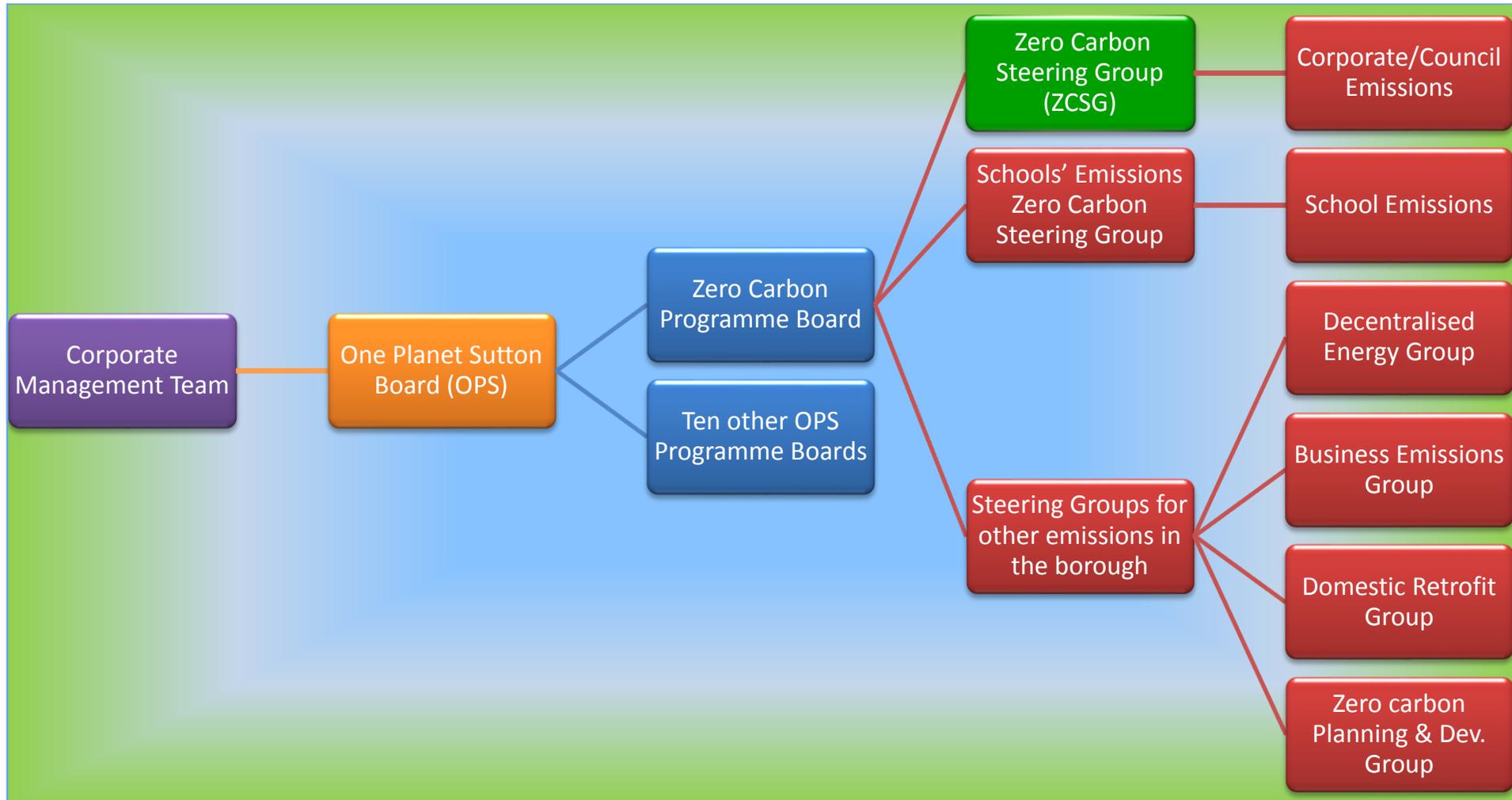
The Board is chaired by the Strategic Director of Environment & Leisure who is also the Sponsor for OPS. Membership is drawn from senior management level across the council and comprises; Executive Head of Property & Procurement who is the project sponsor for the carbon management plan; Executive Head of Education, Learning and Intervention; Executive Head of Leisure and Libraries; Executive Head of Street Scene Services; Executive Head of Promoting Independence & Providers Services (adult social services); Executive Head with responsibility for special programmes and projects.

Between them, members on the programme board have responsibility for all corporate buildings, highways assets and the transport fleet, which are the three areas of council services with the highest carbon emissions. The programme board will meet monthly.

The terms of reference for the OPS Board include the following that are relevant to the carbon management plan:

- Advise the Corporate Management Team and the Executive on the short, medium and long term targets for the OPS Action plan and of progress of the programme and of the key risks, issues and dependencies

- Undertake an analysis of each of the ten themes of OPS Action plan and agree projects/workstreams that are required to achieve targets
- Advise on allocation of funds and resources
- Review progress and spend, focusing on exception reporting, agreeing actions, risk mitigation and issues management
- Review and monitor project/workstream outcomes/benefits



The chart above shows the strategic ownership and oversight of the Carbon Management Plan sits with the One Planet Sutton Board.

6.2 The Carbon Management Team – doing the projects

The team responsible for delivering the planned carbon reductions is the Zero Carbon Steering Group. Membership of the group is drawn from all teams and sections in the Council that have responsibility for Council functions that generate carbon emissions and also from teams that provide corporate services.

The members are:

Ade Adebayo	Executive Head of Asset Planning, Management and Capital Delivery
Alex Fitzgerald	Head of Asset Management
Andrea Crump	Sustainability Manager
Andrew Chinneck	Employee Relations Manager
Davina Millership	Head of Transport and Highways
Tony Edmonds	Head of Facilities
Jon Ward - Angela Fletcher	Head of Libraries
Judith Blackett	Facility Manager
Jean Roberts	Sustainability Officer
Lyndsey Gamble	Head of Financial Strategy and Planning
Marissa Barlett	Head of Human Resources
Mark Dalzell	Head of Parks, Biodiversity and Street Cleansing
Mark Ford	Regional Technical Manager (Everyone Active)
Matt Clubb	Head of Waste Management and Fleet Services
Paul Algeo	Head of Programme & Project Management
Ray Figg	Head of Leisure and Heritage
Shaun Morrison	Operation Manager MITIE TFM
Stephen Baker	Housing Enabling Officer
Tony Cooke	Principal Accountant - Capital Monitoring
Harshvaden Patel	Energy Manager (LEAD)

The key aim of the steering group is to co-ordinate the implementation of policies and actions that achieve net zero carbon emissions from council buildings, highway lighting and transport. In pursuing this aim, the group adopted the following objectives:

- Identify gaps, projects and resources to be undertaken to reach targets.
- Develop carbon management action plan and implement carbon reduction projects.
- Champion zero carbon initiatives within the Council and with external partners.

- Influence design of new buildings, and maintenance of existing buildings to achieve the council's ambitions for zero carbon emissions
- To develop the Council's strategy for the Carbon Reduction Commitment Energy Efficiency Scheme and arrangements for its implementation.

The Group meets every 6 months, but can meet more frequently in preparation of a Carbon Management Plan.

A schedule of projects that are being planned and underway is maintained together with a broad assessment of the overall level of carbon reductions that would be achieved. A key reason for signing up to Carbon Trust's - Carbon Management Programme was to have access to the well-established methodology for quantifying costs, benefits and CO₂ reduction that are generated through projects.

The progress overall with OPS will be reported annually to the Councillors and then published on the Council's website.

The overall risks to the Carbon Management Plan are:

- ***Capacity to manage and implement the programme and projects***
- ***Access to funding in the difficult financial environment***
- ***Sustaining the commitment, enthusiasm and drive of programme board members in period of significant change***

6.3 Succession planning

The Carbon Management Plan is being delivered within corporate project management arrangements that are designed to ensure that projects are adequately resourced, managed and delivered. It is a key part of Sutton's driving ambition of becoming a One Planet Living borough. This plan is now tied into the target set by OPS.

In the event of the Project Sponsor stepping down or being unable to continue, responsibility for the Carbon Management Plan will be taken up by his direct line manager, the Strategic Director of Resources until a more permanent person is identified for the role. The main Project Leader for the CMP will be the Energy Manager.

It is vital that these roles continue for the duration of the Carbon Management Programme. Should current post holders not be able to continue with their role, handover arrangements to find a suitable replacement will be organised so that there is no loss of momentum to the Programme and

associated projects. In any transition to a new Sponsor or project leader, an appropriate handover will be ensured. This will be crucial particularly for the role and will include:

- Detailed briefing by the outgoing Project Leader.
- Meeting with the Sponsor to clarify objectives and expectations.
- Assurance and handover of all relevant documentation and contact details of carbon management team members.
- E-mail to all team members and key stakeholders informing of the change.
- Introduction to key carbon management team members, if necessary.

It is the responsibility of the Programme Board to make sure that succession planning happens and that the roles of the Carbon Management Team are delivered.

Key information on the CMP is kept on a shared network drive that is accessible to other officers in Property & Procurement. The measures included in CMP are designed to turn carbon reduction a mainstream consideration in all of the Council's activity and the prominence of One Planet Sutton as a key corporate objective will ensure that the CMP is kept relevant and up to date.

6.4 Routine and annual reporting

Progress with the CMP will be regularly reported to the OPS Board by the CMP project sponsor. OPS has been identified as one of the Council's most significant projects and this requires it to be monitored and reported monthly. Monthly reports on Red/Amber/Green (RAG) basis will be reported to the Board against Cost, Time, Benefits, Risks and Overall Progress. There is a requirement to identify key issues that require the input of the Board to resolve. The OPL Board has a Steering Group of senior Councillors who receive monthly updates and provide political guidance and direction. The annual review and report on progress with the Carbon Management Plan will form part of the review and reporting process for One Planet Sutton. This is reported annually to council members and published on the council's website. Consideration will be given to use of the HM Treasury's sustainability reporting guidance in producing and presenting the review. The CMP Project Sponsor – the Executive Head of Property & Procurement will be responsible for the annual review of the Plan, and responsibility for reporting will be with the One Planet Sutton Project Sponsor – the Strategic Director of Environment & Leisure.

The council's existing network of EMAS representatives who are to be renamed OPS champions will remain the primary means of communicating and engaging with staff on the CMP. This draws membership from all teams across the council has proved a well-tested and effective means of communicating environmental sustainability issues. In addition, a monthly fun-based activity requires staff participation with all staff is included as one of the change management actions and communications for it will be planned with the council's communications team and will include the use of posters and the intranet.

Acronyms' used:

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CRAFT

CLIMATE RISK AND ADAPTATION FRAMEWORK AND TAXONOMY

CRAFT is a standardized reporting framework that enables cities to perform robust and consistent reporting of local climate hazards and impacts, risk and vulnerability assessment, and adaptation planning and implementation as part of their compliance with the Compact of Mayors. CRAFT was developed for cities by cities, their networks, and the organizations that serve them.

City Climate Adaptation Planning

Climate change impacts are being felt in cities around the world. The success of climate adaptation in cities depends on both an appropriate planning process and effective implementation.

However, it remains challenging to assess the status and degree to which cities have progressed in adaptation planning and the specific barriers they face in completing planning and implementation activities.

CRAFT is a reporting standard integrated into the CDP Cities and carbonn Climate Registry reporting platforms which allows cities to share the status of their climate adaptation planning efforts. It establishes a platform for city officials to report the unique conditions their cities face and their planning responses.

The data collected through CRAFT can provide city officials and their partners with insights into city adaptation planning processes and the translation of those efforts into adaptation actions. CRAFT is accompanied by supporting guidance and training materials to assist cities in their reporting. As data is collected we aim to develop further tools and resources to enhance the user experience, such as real-time data analytics and comparative outputs. Ultimately, CRAFT can increase knowledge sharing and collaboration at the local level by improving, accelerating, and transforming the development and implementation of urban adaptation strategies.

CRAFT Provides

- a framework for cities to perform robust and consistent reporting of climate hazards and associated adaptation planning and implementation that is required by the Compact of Mayors;
- a means to monitor and evaluate adaptation planning progress to help cities improve adaptation efforts by enhancing knowledge of best practices;
- a means for cities to identify priorities and target advocacy for climate adaptation resources;
- the data to improve the ability for cities and their partners to identify peers and aspirational examples to help inform their own adaptation planning process and implementation.

CRAFT in Detail

Cities can access the CRAFT reporting framework through CDP Cities and the carbonn Climate Registry.

The CRAFT reporting framework is comprised of three reporting modules.



Profile the City:

This module collects city data on general characteristics that influence city resilience and adaptation planning. This information can support shared learning and inform adaptation planning at the local level.



Understand the Problem:

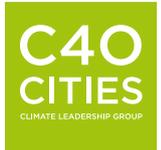
This module asks the city to report on their vulnerability assessment process, the climate risk and vulnerability faced now and in the future, and the underlying factors within a city that can enhance or challenge a city's ability to adapt.



Plan, Respond and Monitor:

This module is focused on the climate adaptation planning process undertaken by cities and how cities evaluate the outcomes of their adaptation efforts. Reporting fields relate to adaptation planning, adaptation goals and actions, and adaptation barriers and opportunities.

CRAFT creates a comprehensive, streamlined reporting process for cities to report on and evaluate their climate adaptation planning and its outcomes, helping to answer the questions: “are we doing the right things?” and “are they working?”



ARUP

Support from:



