

Update on Climate Emergency Work Streams

Report of the Head of Planning Policy and Economic Development
(Portfolio: Environment)

Recommended:

That OSCOM endorse the scoping document for each Climate Emergency Work Stream as set out in Annex 1

SUMMARY:

- This report provides an update on the climate emergency work streams and confirms the scope of each work stream

1 Introduction

- 1.1 This report provides an update on the climate emergency work streams, following the verbal update to OSCOM on 13th November 2019. Specifically OSCOM are requested to endorse the scoping document attached at annex 1.

2 Update on progress

- 2.1 In order to deliver the resolution of Council on 4th September 2019, OSCOM has been tasked with establishing a cross party working group that will be developing a draft action plan to identify the steps the Council can take to achieve carbon neutrality as quickly as possible.

- 2.2 At the OSCOM meeting of 16th October it was agreed that seven work streams, each with their own member and officer working group, would be established. The seven work streams are:-

- 1) Digital and Smart Working
- 2) Working with our Communities and Businesses
- 3) Premises and Asset Management
- 4) Reducing, Reusing and Recycling
- 5) Transport, Fleet and Plant
- 6) Enhancing the Natural Environment
- 7) Infrastructure and the Built Environment

- 2.3 It was agreed that the work streams will progress through a series of phased stages in parallel comprising:

- Confirming the scope of each work stream;
 - Establishing the baseline (e.g. what the Council is already doing) and what the causes of emissions are in the broader context;
 - Identifying what good looks like (including best practice examples from others and examples of positive behaviour change) and reviewing how they relate to the Council and the communities of Test Valley; and
 - Recommending appropriate actions.
- 2.4 At that meeting a draft of the scoping template for the project was presented with the intention that each work stream would meet, review and confirm the scope, the key areas of focus and key milestones.
- 2.5 At the OSCOM meeting of the 13th November each work stream verbally presented their progress and their draft specific work stream scoping reports. At that meeting it was confirmed that each scoping report would be reported back to OSCOM in their final form. Attached at annex 1 is the final version of the scoping reports.
- 2.6 It is encouraging that a number and range of suggested actions have already been put forward. Given the breadth of the topic and work streams there will inevitably be suggested actions which have been identified by a number of groups or overlap one of more work stream. As discussed at the previous OSCOM, officers have looked to place those actions within the most appropriate work stream.
- 2.7 As agreed by Council in September, our response to the Climate Emergency challenge will concentrate on what the Council, as an organisation, can do to achieve a reduction in carbon emissions. Those actions which look external to the Council have been placed within the 'Business and Communities' work stream as their role focuses on the final element of the Council's motion which was to work with our communities and partners to identify opportunities for making the Borough 'carbon neutral'.
- 2.8 The actions that are being discussed highlight a range of opportunities. At this stage they all require further investigation. In some cases it will be necessary to undertake baseline research in order to provide a means to measure future feasibility and success.
- 2.9 OSCOM previously highlighted the need to provide a 'conduit' between the work streams to avoid abortive work and to ensure that a collective direction is maintained. In response it is proposed that the Head of Planning Policy & Economic Development and/or Senior Planning officer will be present at each work stream meeting, wherever possible.
- 2.10 A further point to note is that there remains in some instances a difference in terms of language and style. Officers will be ensuring that there will be consistency as these work streams move forward and the action plan drafted. The frequency of the meetings is for the discretion of each group. They are best placed to understand the work required and how regularly they need to meet.

3 Conclusion

- 3.1 OSCOM are asked to note the progress made and endorse the scoping document for each work stream.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1		
Author:	Graham Smith	Ext:	8141
File Ref:	CE		
Report to:	OSCOM	Date:	11 December 2019

Title of Work Stream: Digital and Smart Working
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1	<p>Lead Member: Councillor Daas</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Daas</td> <td>Alex Rowland</td> </tr> <tr> <td>Cllr Borg-Neal</td> <td>Nicola Everett</td> </tr> <tr> <td>Cllr Lodge</td> <td>Dave Owers</td> </tr> <tr> <td>Cllr Thom</td> <td></td> </tr> <tr> <td>Cllr Cross</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Daas	Alex Rowland	Cllr Borg-Neal	Nicola Everett	Cllr Lodge	Dave Owers	Cllr Thom		Cllr Cross	
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2	<p>Scope of Work Stream</p> <p>To investigate how the Council can make best use of available technology and how this could support the Council to work in a more smart, sustainable and efficient way (taking care not to inadvertently increase carbon emissions).</p> <p>It will do this through education, continuing the Council's digital transformation journey (use of technology to facilitate smarter working) and improving working practices (policies, practices and procedures) and procurement.</p>												
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> • Video conferencing facilities <ul style="list-style-type: none"> • Initially to investigate setting up a facility at Beech Hurst and the FMC to enable meetings to take place with representatives from each end of the borough. This working group will pilot the arrangements and feedback on practical issues as well as any technological limitations. • Future uses of this type of facility could include <ul style="list-style-type: none"> ○ web casting of committee meetings ○ offering online video appointments to residents in addition to face to face ○ investigate legality and practicality of member attendance at meetings via video conferencing • Reduce printing and postage across the Council <ul style="list-style-type: none"> • Offer residents the option to receive any correspondence via email <ul style="list-style-type: none"> ○ First stage is to establish what we can already deliver via email and establish a baseline for take up. Promotion of this can be discussed and a plan drawn up for an effective campaign under the climate emergency banner. • Review areas where we offer printed copies of meeting papers for 												

example for Councillors for Committee meetings.

- Evaluate the effects of the new MFD and printing software i.e. has this reduced printing. Identify areas where there are high volumes of printing and work with services to understand and reduce where possible.
- Opportunities to increase self-service and improve efficiencies of HR and payroll processes with the introduction of the new HR system and managed payroll contract. (reducing printing of forms and payslips)
- **Effective use of technology to enable staff, members and customers to self-serve and increase flexibility and efficiencies and reduce reasons to travel**
 - Undertake a survey of why people visit the Council and look to educate residents to self-serve where possible and reduce need to travel into the Council.
 - Opportunities to reduce on-site customer and visitor officer meetings through use of technology and video meetings
 - Reduce business mileage, eliminate travel except where necessary for performance of role or specific training need.
 - Review of future IT equipment and what is available in the market to enable the Council to equip people with the right tools and kit to enable flexible and sustainable working.
 - Evaluate the potential rollout of mobile devices/tablets within the wider business
- **Raising the awareness of the Climate agenda within the business**
 - Consider adding climate change agenda to decision making documents – e.g. integrate into service planning, policy development and pre-procurement documents including the review of ‘green clauses’ within contracts.
 - Awareness training for staff and members and sharing best practice across the Council.
- **Understanding what best practice looks like and measuring internal Carbon footprint and emissions**
 - Research best practice
 - Establish what measurements are being used by other organisations to measure internal carbon footprint and emissions.
 - If possible create a baseline and targets for reduction (understand some things won’t be measurable such as reduction in carbon emissions by reducing customer visits to the Council)
 - Look for some easy wins, such as turning off equipment over night (measuring overnight energy usage) and reducing business mileage.

4

Key Milestones

To investigate the practise of other organisations with regards to the areas of focus above

To explore the opportunities to make best use of technology for the Council to do its business.

To explore ways to raise awareness within the Council's business

Title of Work Stream: Working with our Communities and Businesses

<p>1</p>	<p>Lead Member: Councillor Hamilton Panel members/officers</p> <table border="1" data-bbox="252 472 981 663"> <thead> <tr> <th data-bbox="252 472 628 510">Members</th> <th data-bbox="628 472 981 510">Officers</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 510 628 548">Cllr Hamilton</td> <td data-bbox="628 510 981 548">James Moody</td> </tr> <tr> <td data-bbox="252 548 628 586">Cllr Drew</td> <td data-bbox="628 548 981 586">David Growcott</td> </tr> <tr> <td data-bbox="252 586 628 624">Cllr Parker</td> <td data-bbox="628 586 981 624">David Cleave</td> </tr> <tr> <td data-bbox="252 624 628 663">Cllr Ecclestone</td> <td data-bbox="628 624 981 663"></td> </tr> </tbody> </table>	Members	Officers	Cllr Hamilton	James Moody	Cllr Drew	David Growcott	Cllr Parker	David Cleave	Cllr Ecclestone	
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<p>2</p>	<p>Scope of Work Stream</p> <p>To work with business and local communities to share best practice on how people are playing their part to tackle climate change within Test Valley.</p>										
<p>3</p>	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> - Undertake a local mapping exercise of what is currently happening out there at a community level. This will include: <ul style="list-style-type: none"> o A session with the Association of Parish & Town Councils o A follow up survey to all parishes o Work with Unity to tap into the network of community organisations o A survey to local businesses working through existing networks - Undertake a high level mapping exercise of what other areas outside of Test Valley are doing. We will work with: <ul style="list-style-type: none"> o Local Government Association to identify a couple of areas o Towns that Test Valley is twinned with - Test Valley Borough Council to join the HIOW Sustainable Business Network - Explore further opportunities for how businesses can access support and grants from a variety of providers. - Hold an event for Parish Councils and Community Groups to share best practice - Hold a business showcase event to disseminate best practice - Play our part in Andover Vision and Romsey Future climate change initiatives such as the Andover climate change day of action in Spring 2020. - Look at ways to influence a change in behaviour with regards to reducing and recycling domestic waste 										

4

Key Milestones

Next steps:

- To produce a detailed plan setting out who the group will make contact with, when this will happen and how we are proposing to do it.
- To agree a draft survey to be circulated to all parishes
- As a result of a conversation with the LGA we will identify two councils outside of Test Valley who we can speak to about the work going on in their local communities
- Review the outcomes of the recent Test Valley Association of Parish and Town Councils climate change session
- Engage with the Science Park about the opportunities to host a business event.

Title of Work Stream: Premises and Asset Management

<p>1</p>	<p>Lead Member: Councillor Brooks</p> <p>Panel members/officers</p> <table border="1" data-bbox="252 539 983 692"> <thead> <tr> <th data-bbox="252 539 628 577">Members</th> <th data-bbox="628 539 983 577">Officers</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 577 628 616">Cllr Brooks</td> <td data-bbox="628 577 983 616">Simon Ellis</td> </tr> <tr> <td data-bbox="252 616 628 654">Cllr Baverstock</td> <td data-bbox="628 616 983 654">Simon Skeates</td> </tr> <tr> <td data-bbox="252 654 628 692">Cllr Gidley</td> <td data-bbox="628 654 983 692"></td> </tr> </tbody> </table>	Members	Officers	Cllr Brooks	Simon Ellis	Cllr Baverstock	Simon Skeates	Cllr Gidley	
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<p>2</p>	<p>Scope of Work Stream</p> <p>To investigate What, If and How, TVBC buildings and sites can be even more energy efficient and what steps can be taken to achieve this now and going forward.</p>								
<p>3</p>	<p>Key Areas of Focus</p> <p>The focus will be based around TVBC owner occupied sites and buildings; with specific focus on the following topic heads:</p> <ul style="list-style-type: none"> • Delivery to date; • Making buildings more efficient; • Energy usage on site and in buildings; • Possible outcome and actions to explore and deliver; • Consideration to be given regarding existing building design and fabric. <p>In co-operation with the Reducing, Reusing & Recycling work stream to establish the different types of waste produced by the Council and how its is dealt with.</p>								
<p>4</p>	<p>Key Milestones</p> <p>To produce a detailed plan identifying the existing energy usage of the Council offices and depots and identify options for making improvements, where possible.</p>								

Title of Work Stream: Reducing, Reusing and Recycling

1 Lead Member: Councillor Johnston

Panel members/officers

Members	Officers
Cllr Johnston	Paul Wykes
Cllr Andersen	Hollie French
Cllr Lodge	Vanessa Cheung
Cllr Gwynne	
Cllr Watts	

2 Scope of Work Stream

To investigate how the Council can improve its approach to dealing with its own waste across the organisation by focusing more on reducing, reusing and recycling.

3 Key Areas of Focus

- To establish the list of buildings within scope i.e. operated and used by the council for delivering its functions.
- To establish the different types of waste produced by the Council.
- To establish how all waste is dealt with at source i.e. the current practices within offices, depots and buildings.
- To carry out an audit of existing waste collection arrangements including the destination of waste i.e. treatment and disposal.
- To publish the Council's total waste arising and the overall recycling rate.
- To identify areas of best practice within the organisation as well as within other organisations.
- To identify areas of poor practice.
- To review existing behavioural change work with our own staff and align that with what we do within our communities.

Whilst not directly within in scope of this work stream there is an acknowledgement that some of this work crosses over into other climate change work streams. In addition, whilst the focus of this work stream is about how the organisation deals with its own waste, the Council does collect domestic waste from 55,000 properties. The services provided are broadly in line with those provided by other Hampshire LAs and is in the process of a fundamental review at regional and national level.

4

Key Milestones

- To request that the Property and Asset Management Service undertake relevant work relating to the key areas of focus listed above.
- To conduct a best practice review across other organisations and local businesses (Cllrs Andersen and Lodge) and report back at the next meeting.

Title of Work Stream: Transport, Fleet and Plant

1	<p>Lead Member: Councillor Johnston</p> <p>Panel members/officers</p> <table border="1" data-bbox="252 506 983 658"><thead><tr><th data-bbox="252 506 628 539">Members</th><th data-bbox="633 506 983 539">Officers</th></tr></thead><tbody><tr><td data-bbox="252 546 628 580">Cllr Johnston</td><td data-bbox="633 546 983 580">Paul Wykes</td></tr><tr><td data-bbox="252 586 628 620">Cllr Burley</td><td data-bbox="633 586 983 620">Konrad Firth</td></tr><tr><td data-bbox="252 627 628 658">Cllr Coole</td><td data-bbox="633 627 983 658">Steve Raw</td></tr></tbody></table>	Members	Officers	Cllr Johnston	Paul Wykes	Cllr Burley	Konrad Firth	Cllr Coole	Steve Raw
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2	<p>Scope of Work Stream</p> <p>To improve fuel efficiency and move towards lower emission fuel sources</p>								
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none">• To establish our baseline, acknowledging previously introduced initiatives that relate directly to this work stream.• To describe the current procurement approach taken by the Council and to detail the state of developments within the market, using the following list of vehicles and plant, categorised by type:<ul style="list-style-type: none">○ Heavy Goods Vehicles○ Large Vans○ Small Vans○ Large Plant○ Small Plant○ Handheld Plant• Consider disposal route for old vehicles.• To identify areas of best practice within the organisation as well as within other organisations.• To identify areas of poor practice.• To review our vehicle and plant replacement policy to consider introducing more carbon friendly alternatives.• Acknowledging the work of other work streams will consider potential offsetting activities								
4	<p>Key Milestones</p> <p>To request that the Environmental Service undertake the data capture relating to the key areas of focus listed above.</p> <p>For the members of the work stream to meet again early to mid-December to review progress on the areas of focus.</p>								

Title of Work Stream: Enhancing the Natural Environment
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1	<p>Lead Member: Councillor Rowles</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Rowles</td> <td>Dave Tasker</td> </tr> <tr> <td>Cllr Donnelly</td> <td>Kevin Harrington</td> </tr> <tr> <td>Cllr C Dowden</td> <td>Pete Legg</td> </tr> <tr> <td>Cllr Gwynne</td> <td></td> </tr> <tr> <td>Cllr A Dowden</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Rowles	Dave Tasker	Cllr Donnelly	Kevin Harrington	Cllr C Dowden	Pete Legg	Cllr Gwynne		Cllr A Dowden	
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2	<p>Scope of Work Stream</p> <p>To promote sustainable management of the Council's land.</p>												
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> • Establish baseline, including what we do currently and impact of working practices, as well as baseline for ecological net gain • Setting aspirations of what we want to achieve and understand Hampshire County Council's aspirations for 'highway verges' in the context of climate change • Ensure the emerging Green Space Strategy sets out ambitions and actions in relation to climate change, resilience landscapes and a focus on 'where we can do less to do more' • Review opportunities' in site management plans to further contribute positively to carbon neutrality • Review impact of mass wildflower planting and future opportunities including the feasibility of increasing scale of planting and connectivity of sites • Identify opportunities for land acquisition as mitigation • Scope the development of a tree management strategy. This will include an approach to all future planting to ensure a resilient tree stock 												
4	<p>Key Milestones</p> <p>To audit the existing roles and approaches to the management of Council green space</p> <p>To identify existing site management plans and a review their scope for benefits to achieving carbon neutrality</p>												

Title of Work Stream: Infrastructure and Built Environment

1	<p>Lead Member: Councillor Burley</p> <p>Panel members/officers</p> <table border="1"> <thead> <tr> <th>Members</th> <th>Officers</th> </tr> </thead> <tbody> <tr> <td>Cllr Burley</td> <td>Paul Jackson</td> </tr> <tr> <td>Cllr Burnage</td> <td>Graham Smith</td> </tr> <tr> <td>Cllr Cooper</td> <td>Phil Turner</td> </tr> <tr> <td>Cllr Warnes</td> <td></td> </tr> </tbody> </table>	Members	Officers	Cllr Burley	Paul Jackson	Cllr Burnage	Graham Smith	Cllr Cooper	Phil Turner	Cllr Warnes	
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Cllr Warnes											
2	<p>Scope of Work Stream</p> <p>To put into place measures to help facilitate and promote the change towards lower carbon living that will improve the quality of life for our existing and future residents</p> <p>To deliver through the planning system development which maximises the opportunity for energy efficiency, renewable energy and opportunities which allow for more sustainable lifestyle choices.</p>										
3	<p>Key Areas of Focus</p> <ul style="list-style-type: none"> • To investigate the ability of the policies of the future local plan to require higher standards of energy conservation from new development. • To review the policies from other local authorities to identify best practice. • How to deliver the infrastructure needed to facilitate a lower carbon living and raise awareness of its availability. • To explore the role Building Regulations has in maximise energy efficiency and what can be done at a local level to influence legislation. • To promote the content of the Home Energy Conservation Act (HECA) Action Plan 										
4	<p>Key Milestones</p> <p>To investigate how others authorities local plan policies and review their evidence to help influence the future local plan.</p> <p>To investigate the different types of renewable and low carbon energy technologies that may be suitable for the Borough and what potential opportunities there are for development to draw its energy from decentralised, renewable or low carbon energy systems</p> <p>To investigate ways that the actions within the HECA action plan can be promoted</p>										