



**Prosperous Communities  
Committee**

**Tuesday, 3 May 2022**

**Subject: Climate, Environment and Sustainability: Update Report**

Report by:

Head of Policy and Strategy

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Purpose / Summary:

This report provides an update on the Climate, Environment and Sustainability Programme and delivery arrangements.

**RECOMMENDATION(S):**

1. That the proposed approach to reporting on Climate, Environment and Sustainability action plan annually in September, and associated reporting and governance mechanisms be approved.
2. That the trial of a 'climate, environment and sustainability impact assessment (CESIA) tool' to be applied to all reports from June 2022. If approved, this would be reviewed in December 2022, in line with Paragraph 3.8.
3. That the updated Membership for the Climate, Environment and Sustainability Working Group be approved as per paragraph 4.14, to include Cllr Boles and Cllr Summers
4. That delegated authority be granted to the Head of Policy Strategy in consultation with the Chairs of The Prosperous Communities and Corporate Policy and Resources Committees to undertake housekeeping amendments to the Strategy document, Action Plan and CESIA tool.

## IMPLICATIONS

**Legal:** In May 2019, the UK Government declared a non-legally binding Climate Change Emergency declaration and the Committee on Climate Change recommended a new emissions target for the UK: net-zero greenhouse gases by 2050. This was made a statutory target in June through the Climate Change Act (2050 Target Amendment) Order 2019.

The Environment Act 2021 was passed in November 2021 with an aim to improve air and water quality, tackle waste, improve biodiversity and make other environmental improvements.

This Environment Act 2021 has two main functions:

1. To give a legal framework for environmental governance in the UK.
2. To bring in measures for improvement of the environment in relation to waste, resource efficiency, air quality, water, nature and biodiversity, and conservation.

The vast majority of this Act does not make any immediate changes for organisations other than regulators. Changes to duties for Local Authorities and others are expected in subsequent legislation made under this Act.

There will be significant implications for a number of areas of this work. A brief summary of this and other legal changes are provided as an appendix to the paper (to follow.)

**Financial: FIN/22/23/PC No new implications as a result of this report.**

1 FTE officer now appointed, supported by departmental resources identified and agreed through WLDC Officer group and MT. Agreement to use APSE consultancy call off contract for identified project work.

£500k earmarked to support delivery of the Carbon Management Plan, (with a recognition that other funding solutions are needed to support this) The capital programme 2021-22 to 2025-26 included for £260K of carbon reduction initiatives. All projects brought forward will be subject to Business Cases and funding strategies will be developed as appropriate.

**Staffing:** Staffing and skills requirements to deliver the strategy will be continually reviewed and monitored. A training and induction programme is being developed, overseen by HR representative on Climate, Environment & Sustainability Officer group

**Equality and Diversity including Human Rights:** The Council's ambition is to ensure that neither the effects of climate change, nor the costs of reducing emissions, disproportionately affect any residents of the District.

The action plan will reap many co-benefits that have the potential to increase equality and community cohesion. These include improving health and wellbeing through more active travel, improving air quality with reduced vehicle use, increasing social inclusion through community activities and reducing fuel poverty by insulating homes and installing on-site renewable energy.

In practice the actions are too high-level and long term to undertake a meaningful equality assessment on the Council's Strategy and Action Plan. Individual equality assessments are undertaken as actions are developed.

**Data Protection Implications: None**

**Climate Related Risks and Opportunities:** The Carbon Management Plan, Climate Strategy and Action Plan contain proposals aimed at reducing the Council's carbon emission to a net-zero position by 2050 and achieve the same across the District of West Lindsey within the same timescale.

A carbon management update and details of proposed reporting mechanisms are contained within this report. Section 3 proposes a change to how climate change and environmental impacts are considered in all Council decision making, policies, strategies and as part of project development.

Climate related risks are inherent. The risk of not delivering the strategy and its aims and objectives could lead to the Council contributing to irreversible temperature rises and subsequent damage to the climate and natural environments. Additionally, sudden and unexpected changes in global temperatures which result in the forecasts of the IPCC, upon which our work is predicated, being no longer valid, would require an even more urgent response to climate challenges.

**Section 17 Crime and Disorder Considerations: N/A**

**Health Implications:** Health and wellbeing are strongly linked and interwoven into the aims of the strategy as co-benefits of taking positive action to address climate change and enhance the environment and sustainability.

**Title and Location of any Background Papers used in the preparation of this report :**

[The Council's Carbon Management Plan and draft Sustainability, Climate and Environment Strategy and action plan](#)

**Risk Assessment :**

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**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

*i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)*

**Yes**

**No**

**Key Decision:**

*A matter which affects two or more wards, or has significant financial implications*

**Yes**

**No**

**Executive Summary**

This report provides an update on the Climate, Environment and Sustainability Programme and delivery arrangements. It asks Members to note the progress in establishing the programme management approach and improved communication efforts – as recognised by a recent audit - and overall progress since the strategy was adopted at Council on 28 June 2021.

Members are reminded of the scale of the challenge ahead in reaching net-zero CO2 emissions, and as such, are asked to endorse a new decision-making tool that will begin to ensure that climate, environment and sustainability considerations are properly considered and reflected in policies and projects across the council and in reports that come to Committee.

**Summary of progress since Summer 2021**

The vision laid out in the Climate, Environment and Sustainability (CES) Strategy and Action plan is ambitious and long term and it was important that clear and achievable actions were identified in order to marshal the Council’s resources to make positive progress, accepting that everything will not be achieved overnight. Below is a summary of actions and successes since that time. A progress summary report will be attached as appendix to the final Prosperous Communities Committee Report

- Regular monthly meetings of internal officer/member CES groups to develop policies & projects, & then moving to monitoring mechanisms to oversee the CES Action Plan.
- Proposals and guidance developed to Include CES impact on Committee reports. Work being undertaken to ensure it is recognised in business planning cycles and systematically throughout project methodology.
- Worked with Net-Zero East Midlands to produce a Carbon Footprint and Reduction Opportunities report for WLDC assets. Development of further grant funding proposals.
- Solar PV and battery storage operational at new waste depot utilising Public Sector Decarbonisation Fund (PSDF) monies. Electric charging points installed, new electric vans being procured, electrification of fleet being investigated.

- Separate Paper & Card Collections for residents and businesses introduced to improve environmental impact of WLDC waste management operations
- Operation and promotion of electric vehicle charge points at WLDC car park in Gainsborough and Market Rasen Leisure Centre.
- Programme to upgrade all of the Council managed streetlights to LEDs in place and being accelerated.
- Approved allocation of GHG Local Authority Delivery of £560k to off gas grid properties.
- Sustainable Warmth Grant of Up to £840,000 has been allocated to West Lindsey District Council in January 2022 - intended that these grants from the Department for Business, Energy and Industrial Strategy (BEIS) will be used to carry out a range of improvements on homes owned by low-income families in the district.
- Greenhouse Gas Emission reports published in August 2021.
- Annual reporting of progress.
- Climate change training session delivered to 40 staff / Members. Featured twice at corporate update. Plan for wider rollout of carbon literacy training.
- Working with the Central Lincolnshire Local Plan to develop Energy, Climate and Flood Policies. New Internal Flood Management Strategy Board Established.
- CES indicators incorporated into new policies and strategies e.g. housing, and economic recovery.
- Communication Strategy Developed. Action plan being refined and rolled out.

## **Background**

West Lindsey District Council's Climate, Environment and Sustainability (CES) Strategy and Action Plan was unanimously approved by Council on 28 June 2021 and published on the Council's [website](#) along with the new [carbon management plan](#) (CMP.) The focus is now on delivery of the Strategy, the CMP and the actions within.

At a same meeting, the Council supported the [terms of reference](#) and continued operation of the cross-party, Climate and Sustainability Member Working Group and delegated authority to the Head of Policy Strategy and Sustainable Environment in conjunction with the Chairs of The Prosperous Communities and Corporate Policy and Resources Committees to undertake housekeeping amendments to the Strategy document. The terms of reference request that the Prosperous Communities Committee receives monitoring reports against the progress of the Strategy and Action Plan. This report provides an update on these points and reflects upon a change in the staffing structure of the council following the departure of the above referenced Officer, and a change in make-up of the Member Working group.

The interim governance arrangements are described, and following a review by internal audit, there is a recommendation that that they are formally recognised and adopted here.

## **Carbon Management Update**

1.1 In November 2019 the Council recognised the UK Government's Climate Emergency Declaration and pledged to make the authority 'net zero carbon' by 2050 at the latest (with a commitment to work to achieve the same position across the whole district in a similar timescale.) The aforementioned CMP sets out a potential pathway to achieving net zero in terms of direct emissions from council operations. The pathway to net zero, identified in the [CMP](#), listed a number of priority actions including:

- Energy efficiency improvements to existing facilities;
- Building Management systems and performance reporting;
- Electrification of heating and inventory review at key facilities;
- Installation of roof mounted solar PV at key facilities;
- Review of travel related policies;
- Electrification of the Council's vehicle fleet and driver training.

1.2 Full details are in the [CMP](#) which outlines in broad terms the level of investment needed. The Council's Carbon Management Action Plan investment cost is estimated at £6,458k, which would equate to £67.50 per head of population. It is important to note that this is an interim plan and not reflective of full costs that would be required to meet net zero. The CMP makes suggestions as to the period over which that investment would need to be made and Council have previously noted the need to obtain funding to undertake the program of works required.

1.3 One of the actions from the CES Strategy that is actively being worked on is to identify savings and sources of funding. This is part of the remit of the new Policy and Strategy - Environment and Sustainability Officer and there are a number of options being explored, with some success already. Whilst Council has earmarked £500k to support delivery of the Carbon Management Plan, this isn't enough and won't get us close to net-zero in the required timescale. Business Cases must be accelerated and funding strategies are being developed as appropriate.

- 1.4 The CMP included a baseline measurement of Council scope 1, 2 and some scope 3 emissions for 2019-20 of 2089t CO<sub>2</sub>e. It was agreed that the Council's emissions be measured and reported on an ongoing annual basis.
- 1.5 In fact, the council has been reporting emissions annually since 2010 through the publication of our annual [Greenhouse Gas Emissions reports](#). These are non-statutory, but WLDC Officers report following previous Department of Energy Food and Rural Affairs (Defra) guidance: this is the same guidance that other organisation's follow which means the councils emissions can be compared to other organisations both locally and nationally. Reports are published annually to our website when data becomes available, but not always formally reported to council or given wider publicity that their importance would merit. **It is recommended that this becomes part of the annual reporting cycle in September (see section 1.12)**
- 1.6 The Council's 2020-21 scope 1, 2 and some scope 3 emissions were reported in August 2021 as shown at [Greenhouse Gas Emissions reports](#). Although it is important to note some differences in methodology between the CMP and the GHG measures, (the latter don't include employee commuting mileage to a regular workplace) there is an established, consistent approach to GHG reporting. In 20/21, WLDC saw our CO<sub>2</sub>e emissions increase by 65t from 19/20 levels to 1355t – the first increase since 2014/15.
- 1.7 Whilst it may raise concern that there has been an increase in CO<sub>2</sub>, particularly during the pandemic where our office buildings have seen a reduction in occupation. The rise in emissions can be explained easily, relating to an overall increase in our property portfolio.
- 1.8 Lea Fields Crematorium opened in January 2020 and despite covid conditions, increased energy usage has resulted from full year of operation. Market Rasen Leisure centre opened in June 2020 also resulting in increases in gas and electricity consumption. Predictably Covid lockdowns have resulted in some decreases in our carbon footprint across our other buildings, with the reductions in the usage in the public facilities and the buildings that WLDC staff operate out of.
- 1.9 Other notable increases in emissions come from the fleet operations which are on an upward trajectory due to growth of housing stock and increased waste collection volumes.

- 1.10 However, on a positive note, there has been a significant decrease in WLDC's Carbon Footprint in relation to employee and councillor mileage which has dropped from a combined total of 290,619KM in 19/20 to 43,090KM in 20/21, resulted in a reduction of 44.1 tonnes of Co2 this is a large decrease and has been supported by our 'digital first' approach by using online rather than in person meetings. As the country and the organisation continues a move back to 'normality', it is important that some of the working practices and approaches developed during the pandemic are established and supported. Working with the People and Democratic Services team on future policy development will be key to embedding the digital first approach developing a more Climate aware workforce.
- 1.11 This mileage figure does not include travel to and from a regular place of work – which would of course have shown a very significant reduction if measured during lockdown.
- 1.12 2021/22 Carbon emission figures are not yet available at the time of writing this report. Collecting the data is completed internally on a regular basis and whilst the process is becoming more streamlined as the necessary data sources and associated contacts/owners become familiar with the process and adopt best practice data management, there is a 'lag' of around 3 months in collation and verification.
- 1.13 Not only does the footprint need to be monitored at least annually but progress with implementing carbon reduction opportunities must be actively monitored too, including implementation year, energy reduction and cost savings. In this way, successful projects can be reported in a quantitative as well as a qualitative way. This can help to drive momentum and support the securing of budget for future measures. This is now being picked up by the Officer and Member working groups (section 4 of this report.)
- 1.14 In addition to monitoring the footprint itself, officers should understand, challenge and monitor how strategies and policies will impact on the Council's footprint and affect the ability of the Council to reach its carbon reduction targets and sustainability goals. This will help WLDC to identify other potential carbon reduction opportunities and ensure that any carbon reduction co-benefits of specific policies and actions can be delivered (section 3 of this report.)
- 1.15 To bring everything together, and in order to all to allow timely collection of data and analysis of council activity it is recommended that the annual update is programmed to be reported annually to Prosperous Communities in September, alongside an annual progress report on the

Climate, Environment and Sustainability Action Plan. This will allow sufficient time for all data to be collated, analysed and presented as a completed picture as well as ensuring appropriate communication with relevant stakeholders.

## **2 Climate, Environment and Sustainability Strategy and Action Plan**

- 2.1 Members will be aware that a detailed action plan is in place to support the CES Strategy and Carbon Management Plan. There are currently over 50 actions over 10 priority themes that are being assigned to a number of Service Areas across the Council. Each action has been provided a priority score which considers its impact on carbon, ease of implementation and related health, economic and equity benefits. All actions have been allocated to an individual lead and assigned a timescale of 'Short' (6 – 12 months), 'Medium' (up to 2yrs) or 'Long' (more than 2yrs).
- 2.2 In order to robustly monitor and measure progress, a detailed programme-level SMART (specific, measurable, attainable, relevant, and time-based) Action Plan is being developed. Essentially, it is a more refined and developed version of the initial plan, drilling down further on the cost and carbon impact of each action, the level of complexity, who is responsible for the delivery, timescales, status and review of progress against the required output or outcome.
- 2.3 The Action Plan focusses on the priority actions, that are likely to have the biggest positive impact on emissions reduction, and /or environmental benefit and those which require the most immediate action and implementation.
- 2.4 Over time, other projects and initiatives may be identified and launched, which are not currently listed in the Strategy or current plans. These will be added to the Action Plan and monitored accordingly.
- 2.5 The Action Plan will be given a 'light touch' review and updated in on a quarterly basis and reported to the Member Working Group as per the terms of reference of the Officer group. A more detailed review will take place annually, prior to the plan being presented to Prosperous Communities Committee in September.
- 2.6 It is recommended that delegated authority be granted to the Head of Policy Strategy in conjunction with the Chairs of The Prosperous Communities and Corporate Policy and Resources Committees to undertake housekeeping amendments to the Strategy document and Action Plan.
- 2.7 An executive summary of progress against key actions within the action plan so far is detailed at the start of this paper. A progress summary

report will be attached as an appendix to the final Prosperous Communities Committee Report and it is proposed that a full update on progress will be provided annually in September.

### **3 Decision Making Tool (Climate, Environment and Sustainability Impact Assessment (CESIA))**

3.1 The action plan recognises that as well as projects that tackle existing emissions, it is equally as important that climate change and environmental impacts are considered in all Council decision making, policies, strategies and as part of project development. This is so that the impacts, and benefits can be understood, catalogued and where appropriate mitigated. In response to this requirement, it is proposed that officers undertake a climate, environment and sustainability impact assessments (CESIA) when developing or changing a policy or proposing a project or function to Council.

3.2 A CESIA is similar to a risk assessment, or an equalities impact assessment. It is a structured report showing:

- What impacts Council activities have on the climate and wider environment and what we are doing to reduce these impacts;
- What impacts a changing climate may have on our services and functions and what actions we will take to become more resilient and less vulnerable.

3.3 The chosen approach to undertake this assessment is an excel-based decision support tool. This assessment will be completed by officers, generating a climate environment and sustainability impact score and a red amber green (RAG) rated graphic which will be attached to reports. This provides a quick visual summary (as shown in figure below in figure one). This tool has been adapted from one developed by Chesterfield Borough Council and is being trialed by several other authorities and is considered to be both flexible and effective for the purpose.

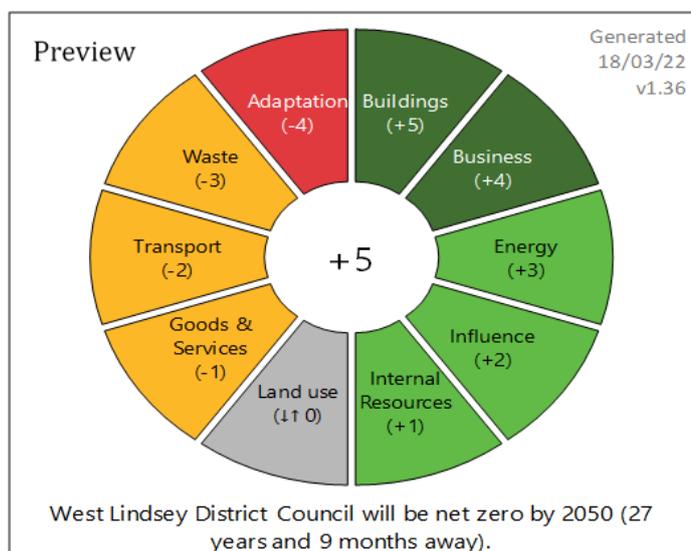
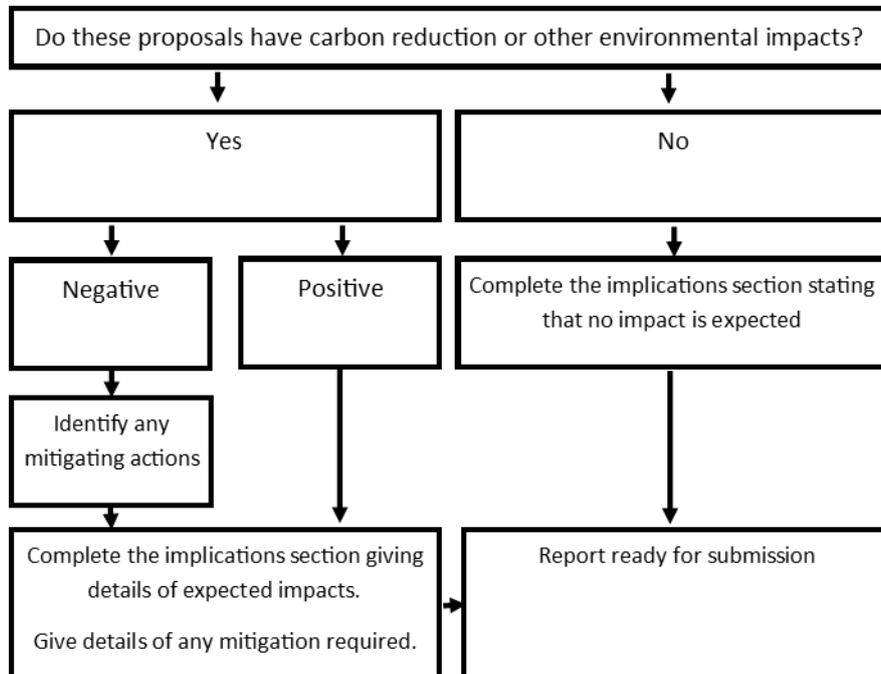


Figure 1 – example of the output from a CESIA

- 3.4 A RAG graphic like the one shown in fig. 1 would be accompanied by a paragraph explaining the key costs and benefits associated with the project or activity in terms of the climate. The supporting paragraph should also acknowledge the relationship between high social and/or economic value and impacts on the environment. Assessment and justification should be included where decisions or projects are proposed that may negatively impact on environmental issues but deliver fundamental economic or social benefits. It should also include recommendations for what improvements could be made including an estimation of costs associated with mitigating any impacts.
- 3.5 The tool does not attempt to quantify the climate impact of the decision or project but instead provides a consistent method of assessment which should not prove too onerous for officers to complete and should be clear and transparent for Members and the public reading the reports.
- 3.6 Training on how to apply the tool will be provided for officers and ongoing support provided by the Environment and Sustainability Officer through the trial period. Full guidance notes (Appendix 2) have been developed for officers and a series of training videos will be made to supplement the in-person training that will take place.
- 3.7 Member guidance will also be provided (Appendix 1) with a training video and workshop anticipated, to provide all of the help needed to interpret reports and ask questions of them and the report authors. The tool has been brought to the CES Member working group previously and was the preferred assessment tool of several that were looked at.
- 3.8 This is an evolving area and 6-monthly reviews are proposed, reporting back to Management Team and the Member Working Group in Dec 2022 and June 2023 and a report coming back to PCC in September 2023 with recommendations for future applications. Contact will also be made with other Authorities trialing the tool to share feedback, best practice and improvements. It is widely acknowledged that this area of work is one that is developing at pace and the need to remain flexible and adapt this fundamental to the success of this broad programme of work.
- 3.9 It is important to note that whilst every report and project should consider its potential impact on the climate change and environmental and sustainability aspirations of the Council, the majority will not require detailed assessments. The following flow diagram illustrates how this should be considered:



The report should be assessed to determine whether it will have any impact – either positive **or** negative. This should be detailed in the report and where a negative impact is foreseen, appropriate mitigation should be identified.

#### **4 Governance and Engagement**

- 4.1 Governance and engagement was recognised as a high priority in the CES strategy and Action plan as well as the CMP.
- 4.2 In order to manage the implementation of a carbon reduction and environment and sustainability programme of this scale, it is important that organisational procedures and resources are put in place to maintain a focus on carbon reduction over time.
- 4.3 To achieve the carbon reduction target, and environment and sustainability objectives, Officers have put in place robust yet dynamic organisational structures to ensure that we remain flexible in the approaches being taken to tackle climate change through time.
- 4.4 The effectiveness and appropriateness of the governance and structures for embedding this programme of work have recently been subject to external audit and has confirmed substantial assurance, commenting that high assurance can be achieved following implementation.
- 4.5 **Officer working group**
- 4.6 Key to embedding the CES and action plan is the formation of the Climate, Environmental and Sustainability Officers Group (the 'Officers Group') has been set up and is 'responsible for the delivery of WLDC's Sustainability, Climate Change and Environment Strategy Action Plan'.

The Officers Group brings together senior stakeholders from across a number of key Service Areas, and Teams to help deliver the actions set out within the CES action plan.

4.7 Key functions of the Officer group across the Council include:

- Gaining senior endorsement and visibility for actions in the CES plan.
- Providing regular and ongoing oversight and monitoring of progress towards achieving WLDC's Net Zero target across key delivery teams and to the Member working group
- Ensuring that CES stays on the strategic agenda across WLDC, including at senior management level and among the elected members
- Managing the expectations of key stakeholders and recognising achievements across the organisation

4.8 The group met for the first time in July 2021, In September 2021 a new Policy and Strategy Team was formed and a new Environment and Sustainability Project Officer was appointed within.

4.9 This Officer now Chairs the group, which has been monthly since December 2021 and will continue to do so, in line with the terms of reference of the group, to provide support in assessing and delivering the recommendations of the Council's Climate Change Strategy and Action Plan and approved reporting schedule below:

- **Member Working Group (quarterly)**
- **Management Team (six-monthly)**
- **Prosperous Communities Committee (annually, September)**

4.10 Individual members of the Group will also report periodically to the Member Working Group on work underway within their particular area of expertise. The Member Working Group directs this work.

4.11 **Member Working Group**

4.12 Councillors will be aware that a Climate, Environmental and Sustainability Members Group (the 'Members Group') has also been set up and are responsible for overseeing *'the delivery of the Council's Sustainability, Climate Change and Environment Strategy and action plan'*. The Members Group is made up of six Councillors and meet monthly to scrutinise and monitor delivery against the Strategy. The Chair, Cllr Tracey Coulson, also meets with the Policy and Strategy Officer – Environment and Sustainability and Head of Policy and Strategy more regularly to discuss progress.

4.13 The group currently consists of;

- Councillor Tracey Coulson (Chairman)
- Councillor Stephen Bunney,
- Councillor Lesley Rollings,
- Councillor Steve England; and
- Councillor Caralyne Grimble

4.14 Having received a resignation, the Group have been carrying a vacancy since the autumn. Cllr Boles and Cllr Summers have attended group meetings in an informal capacity following an invitation from the Chair, due to their level of expertise and interest in this area. A call out was previously made to all qualifying Members to ascertain interest.

4.15 According to the terms of reference, other elected Members may attend the Working Group, but their level of contribution will be at the discretion of the Chairman. Change in representation by this means will be recommended to the Prosperous Communities Committee for approval.

4.16 It now is recommended that, Councillor Boles and Councillor Summers are formally welcomed to the Member working group as full representatives.

4.17 Going forward, on a quarterly basis, it is intended that the Member working group will receive a report that sets out the priority CES actions that are on track, or otherwise in terms of both timescales and outcome, as per the TOR of the Officer group.

4.18 This member group provides an invaluable role both as advocates for an extremely important programme of work externally as well overseeing the organisations own response to Climate Change, including monitoring actions within the CES action plan, challenging performance against those a that are not on track, why, and the mitigation being carried out to get the action back on track. Officers will establish a high-level summary of progress and any risks or issues or legal changes to the Member Working Group each quarter.

## **5 Climate Change, Environment and Sustainability Communication Plan**

5.1 Another key action has been to establish A Climate, Environment and Sustainability Communications *Strategy*., This sets out how the Council will engage with its stakeholders to establish and agree delivery mechanisms and communicate crucial climate messages and information to WLDC's residents and businesses.

- 5.2 *A Communication Plan* to support the Communication Strategy is also in place and focuses on communicating achievements and successes to key stakeholders including the Council's Management Team and staff, Members, residents, young people, businesses and Parish / Town Councils. A recent audit said "We were able to evidence good communication to the public of environmental achievements and successes in recent months through channels such as the Council's Facebook page which has over 8,000 followers."
- 5.3 The Plan was presented to the Member Working Group in November 2021, where support for its implementation was expressed.
- 5.4 For each of the relevant actions set out in the CES plan, the Council will engage with identified stakeholders. Prior to the commencement of each engagement activity, a simple engagement plan will be prepared setting out the mechanisms and tactics for engaging stakeholders.
- 5.5 Engagement plans for an initial small set of relevant actions from the CES plan have been carried out are being developed for implementation during the first quarter of 2022, with further relevant actions being delivered on a rolling basis as part of delivery of the CES Plan. Projects will be reviewed with lessons learnt from each engagement activity applied to future work.

## **6 Training and resources**

- 6.1 For all of the above, staff resources pertaining to capacity and capability have also been considered. An immediate action has been the creation of, the Environment and Sustainability Role in the new Policy and Strategy Team.
- 6.2 However, as detailed, the breadth of work is broad and, in some cases, very deep. The subject matter is fast-moving with regular policy, technology and initiative announcements to keep abreast of. It can also be technical and complex, requiring a high level of understanding of key terms and concepts and an ability to transfer the theory and apply it to the context of the organisation; thereby ensuring that climate related considerations are accurately reflected and reported and decision-making processes fully contain related information.
- 6.3 Officers believe that, if adopted, the 'climate, environment and sustainability change impact assessment tool' applied to all reports will help and will raise awareness.
- 6.4 However, with this, and the broader CES programme, comes the need on-going training and awareness packages on sustainability, climate and environment issues for staff and Members. This will play a key role in increasing general knowledge. APSE have again been approached to

provide another bank of carbon literacy training, starting in the next few weeks.

6.5 But while awareness and understanding of the subject matter has increased among a small cohort of enthusiastic officers over the past year or so, the Council does not currently possess any real technical expertise in some areas.

6.6 Options have been explored as to how best remedy this and provide capacity alongside the CES Officer group, for the action plan to gain traction.

Potential solutions include:

- The commitment to support any current staff member(s) who may be interested in obtaining professional accreditation in the subject matter.
- Secure expert/technical support on a retained contract(s) to draw on at appropriate times for project development and delivery.

6.7 WLDC have recently joined APSE energy, who offer training courses and seminars and have consultancy staff available for WLDC to draw upon through an agreed contract mechanism.

6.8 Expertise also is being leveraged by working on joint projects with Lincolnshire Officers such as the Countywide Sustainability group, and through resources secured through funding such as the Public Sector Decarbonisation fund.

## **7 Monitoring and Reporting**

7.1 Ensuring effective and timely delivery of the Strategy is central to the successful delivery of the Council's net zero and broader sustainability ambitions. The following section sets out a recommended approach for monitoring and reporting on progress going forward.

## **8 Annual Progress Report to Prosperous Communities Committee**

8.1 As per the terms of reference of the Officer group, an annual progress report will be presented to Prosperous Communities, summarising progress in delivery of the Strategy and the Council's net zero targets, as well as outcomes of the annual review of the need to refresh and update the Strategy. This report will be presented to Members in the September of each year, starting in 2022.

8.2 The report will summarise progress against the Council's target of net zero by 2050, or sooner, split by the areas currently measured and reported by the Council: It will aim to provide an updated emission reduction trajectory and projections, or commentary based on trends at

that time and taking into account planned and confirmed actions and activities happening across the Council to reduce emissions. This will identify any issues or areas where particular actions need to be clearer or accelerated.

8.3 The report will also summarise district-wide emissions, sourced from the Department for Business, Energy and Industrial Strategy (BEIS) data, although it should be noted that this data can take up to two years to be published by the UK Government and is provided as calendar years, whereas Council emissions are reported by financial years. This district wide reporting will be against the carbon budget for each area and include a high-level trajectory going forward.

8.4 In addition, the annual report will provide an expected trajectory of further progress for each target set out in the CES Action Plan.

## **9 Deliverables:**

- A Greenhouse gas carbon emissions report from Council property and vehicles, street lighting and scope 3 emissions.
- A district wide emissions report update
- A public facing report, produced and designed in conjunction with the communications team that shows actions and progress against not only WLDC's net zero CO<sub>2</sub>e targets, but also progress and successes in our CES plan

## **10 Measures:**

- Percentage reduction in carbon emissions from Council land and operations from 2010 baseline and progress towards net-zero
- District wide emissions against area 'carbon budget'
- Smart measures to be developed for the CES Action plan

## **11 Strategic Planning Cycle**

It is important for Members to be aware of the scale of the challenge ahead in meeting our net zero and environment and sustainability ambitions. These are cross departmental projects and whole council objectives and teams across the Council will be responsible for progression of projects and activities.

Strategic Planning is the process by which key projects and deliverables are identified to support the delivery of the Council's strategic objectives. Each service area is responsible for producing a three-year Strategic Plan, which forms part of the 'Golden Thread' throughout the organisation – reflecting and delivering our Corporate Plan.

In order for actions in the CES plan to progressed it is important they are prioritised and resourced appropriately. As such, as part of the council's

review of its Strategic Planning process, actions from the CES Action plan will be integrated in to Service Strategic Plans.

The Policy and Strategy Team along with Performance and Programme Team will then work with each of the service areas to integrate these actions and develop an implementation and monitoring plan, which will demonstrate how these will be achieved and over what time period and be reported through existing reporting mechanisms. It is intended that each service area will then provide a high-level summary of activity which can be included in the annual monitoring report for the CES Strategy, presented in September. This is in alongside their contribution to 3 monthly reports to the CES Member Working Group.

It is considered that this will be the most effective way of imbedding the CES Strategy and supporting and encouraging innovation across the Council to support both sustainable and Net Zero ambitions.