

## Appendix 2 - Sustainability Officer Group Action Plan 2018/19 - Quarter 1 Status

Ref.	Performance Target	Indicator Measures	Actions	Responsibility	Timescale	Status R/A/G	Progress Update
<b>Strategic Aim 1 - Embed sustainability at a strategic level within the organisation</b>							
1.1	<b>A sustainable impact assessment process has been put in place for major decisions, policies and strategies</b>	All executive decisions to be subject to a sustainability impact assessment.		Alice Ellis	On-going	AMBER	Introduction of the Fit For the Future (FFF) table in the report templates and construction of supporting guidance to authors on how to complete the Clean, Green and Safe element in draft. All since introduction of the new report format. New policies and strategies to include sustainability considerations. Since the introduction, 85 reports at Council or Executive have had to consider their green impact, with a whole host of other reports at other committees also being assessed.
1.2	<b>All of our staff and elected members have received relevant information and training and plans are in place for the ongoing identification of training needs</b>	Percentage of staff and elected members receiving relevant information and training.	Update intranet pages regarding the Sustainability Officer Group and other information.	Alice Ellis	On-going	GREEN	A SOG page is set-up including SOG meeting documents and further content will be added on an on-going basis.
			New starters online metacompliance training to be developed for all staff and Members.	Alice Ellis and Karen Weatherburn	July/August 2018	AMBER	Members were updated on the Sustainability Approach strategic aims in Sept. 2017 in conjunction with a Community Partnership Team update. Members attended National Energy Action fuel poverty training in November and March. Met with KW to discuss developing metacompliance training; this has been included in the HR training plan for launch in the Autumn. KW will require the information by end of August.
<b>Strategic Aim 2 - Address our own impacts relating to sustainability and ensure our physical assets and operations remain resilient in the face of a changing climate</b>							
2.1	<b>Have produced a sustainable travel plan</b>	Number of staff walking, cycling and car sharing to work. (Baseline data to be established).	Set-up a sub-group on sustainable travel to i) Review the Green Travel Plan for Riverside House and ii) Link this to the Green Travel Plan for the office relocation.	Graham Folkes-Skinner and Alice Ellis	End June 2018	AMBER	Two meetings with GFS and AE have taken place to review the current Green Travel Plan. GFS is progressing with cycling actions through the Bicycle User Group. The main challenge is obtaining staff travel to work data - have been unable to do this through the upcoming staff survey. Will need a separate survey that can comply with GDPR.
			Complete a review of the usage of the pool cars to seek approval from SMT for the renewal of these.	Alice Ellis, Ian Rourke and Zoe Court		GREEN	Leasing of 5 electric vehicles for staff use. SMT have agreed to continue with the 5 electric / hybrid pool vehicles. These are being ordered, with a lead in time of 3 months. An electric pest control van is also being considered and a van for Neighbourhood Services.
2.2	<b>Produced a sustainability procurement toolkit.</b>	Sustainable procurement requirements are fully complied with.	Include sustainability considerations in the procurement policy.	Alice Ellis and John Roberts	End March 2018	GREEN	Sustainable procurement policy in place. Consideration of using local suppliers. Sustainability included in procurement activities. Social Value Policy is in place. Plastics Statement is being developed.

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2.3	<b>Identified and assessed the viability of additional energy and resource efficiency measures</b>	Consumption of electricity (kWh), gas (KWh), LPG (m <sup>3</sup> ), biomass (tonnes)	Data on energy use available for 2016/17. Data on biomass to be obtained.	Daljeet Matharu	On-going	AMBER	Energy consumption data is available and work on greenhouse gas emissions reporting is underway.
		Water consumption (m <sup>3</sup> ) (establish baseline data)	Calculate water consumption per head for Riverside House. Assess if any quick wins can be achieved e.g. to report and repair leaks.	Daljeet Matharu	End June 2018	AMBER	Meter reading on 17/12/2016 was 21,384m <sup>3</sup> . The reading on 22/12/2017 was 26,267m <sup>3</sup> . Therefore during this period of just over a calendar year 4,883 m <sup>3</sup> of water was used. Based on 350 staff this is 54 litres water used per person /day (4883,000 (m <sup>3</sup> x litres) / 91,000 (350 staff x 260 days)). A typical office average is 50 litres water per person / day.
		Display Energy Certificates (DECs) and Energy Performance Certificates (EPCs) are up-to-date and all buildings fall within A to E rated.	Assess if more can be done in relation to WDC's other buildings based on EPC information.	Daljeet Matharu	End March 2019	AMBER	There are 1,748 EPCs out of 5,500 properties which is about 25% of the housing stock of which only 16 were rated E, F or G. Improvement works are carried out only in the void period for any property at E, F or G to work towards a rating of D. DM to consider an action to get to a position where there are details of properties below D and plans to improve. In the private sector private landlords are no longer able to let a property rated below E. Private sector housing have sent out advice to landlords on this in relation to F and G rated properties where EPCs are registered.
2.4	<b>Assessed the viability of renewable energy schemes</b>	District Heating scheme is delivered for Warwick District.	District Heating tender exercise. View applications for consideration. Further actions to be agreed.	Marianne Rolfe and Alice Ellis	On-going long-term project	AMBER	Tender awarded to Encraft who have now started work to deliver District Heating schemes within Myton Gardens and Leamington Spa Town Centre. Myton looks most feasible. Biomass options may be more favourable. Phase 1 report review has taken place with initial comments provided.

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<b>Strategic Aim 1 - Embed sustainability at a strategic level within the organisation</b>							
2.5	<b>Our carbon footprint has reduced from our buildings and mileage</b>	Reduction of carbon footprint by 18% against 2009/10 (based on 2018/19 data). Reduce 2018/19 mileage by 20% against 2014.	1. Switch off and energy awareness days to be promoted. 2. New HQ building - consider installing a Building Management System. 3. Identify further actions to take regarding energy efficiency on buildings. 4. Report for SMT in relation to pool vehicles and renewal. 5. Consider an electric pool vehicle for the Environmental Health pest control team. 6. Obtain the most recent electricity and gas information along with CO2.	1. All SOG 2. Duncan Elliott and Alice Ellis 3. Daljeet Matharu and SOG Members. 4. & 5. Alice Ellis. 6. Daljeet Matharu / Ryan	End March 2019	AMBER	There has been a CO2 reduction of 16% since 2009/10 based on 2015/16 data. 150Kw Biomass boiler at Sayer Court (carbon emissions 25% less than minimum standard). New HQ is aiming to be at least BREEAM (Building Research Establishment Environmental Assessment Method)'very good' and an initial assessment based on plans showed BREEAM 'Excellent'. Other progress includes: Forced air cooling in data centre to reduce reliance on air conditioning for cooling (reduced power consumption). Use of server virtualisation has reduced number of physical servers from 120 to 5. Desk top PCs replaced with thin clients has reduced power consumption. Pool vehicles and electric charging points at Riverside House and Acorn Court. PC Switch off promotion via the intranet took place to advise staff of an annual £5k saving from switching off PCs and monitors at the end of the day - this took place in September 2017. Use of agile working technology reduces the need for travel (home & on site working). Invested money in super broadband which allows agile working of persons within the district (reducing travel). Using Electric and Electric Hybrid cars. 21,597 miles travelled in vehicles. SPA Centre - LED lighting improvements being investigated along with solar PV, the latter could be installed the same time as the roof is being repaired. More recent carbon saving data is being obtained with potential to include CCTV.
2.6	<b>Climate risks assessed and measures in place to mitigate risks where practicable</b>	Climate Local actions are considered.	Review the Climate Local actions and report on progress.	Marianne Rolfe and Alice Ellis	31st August 2018	GREEN	Climate Local agreement and the Sustainability approach are one and the same on the Climate Local website. Agreed that no further action is required as climate mitigation actions are covered in the SOG action plan and adaptation 'weather impact' measures are included in contingency / emergency plans.

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2.7	<b>Paper use has reduced</b>	Reduction of paper use by 10% against 2016/17. (0.3 million sheets in 2016/17)	Obtain paper copy/printed data from the new multi-function devices and establish departmental usage.	Alice Ellis	End April 2018	AMBER	Progress and achievements: Forms used to replace 30 page hard copy benefit claim forms. Reduced distribution of budget books to reduce use of paper. Encouraging the use of Direct debits and online payments rather than paper bills or paper mandates. No longer printing large licensing information and application packets. Reduction in mass leafleting. Increased use of social media and website. Increase of 0.3 million sheets of paper (9.6%) against previous year caused by the number of elections in 2016/17. All Paper is 80% recycled material. Monthly data on print and copy numbers and costs by team is being obtained in relation to the multi-function devices since they were installed. Historical data on paper ordered and costs has been obtained. To then be discussed at the next SOG.
			Run a campaign for reducing paper use by employees.	All SOG	End March 2019		
			Consider if there could be an electronic 'opt-in' printing scheme for committee papers.	Graham Leach	End March 2019		
2.8	<b>Additional targets related to Neighbourhood Services</b>	Monitoring in place regarding greenspace management work and other areas including biodiversity, litter and recycling.	Gather information on good work that is happening in Neighbourhood Services and other teams.	Dave Anderson	On-going	AMBER	<p>Reduced annual bedding and not replaced in certain areas or replaced with sustainable planting (self seeding)</p> <p>Reduced the amount of peat being used.</p> <p>Reduced the amount of watering required.</p> <p>Use of drought tolerant plant species.</p> <p>Reduced mowing regimes</p> <p>Introduced meadows which are easier to maintain.</p> <p>Planting and management of trees and woodlands and replace those trees that are lost where appropriate</p> <p>Source FSC certified timber products</p> <p>Reuse timber from tree/forestry products</p> <p>Waste in Riverside recycled</p> <p>Range of recycling options provided through waste collection.</p> <p>Recycling green waste which can be composted or as mulch.</p> <p>Recycling litters collected in parks</p> <p>Supporting volunteers who use more environmentally friendly methods of maintenance.</p>

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<b>Strategic Aim 1 - Embed sustainability at a strategic level within the organisation</b>							
<b>Strategic Aim 3 - Promote and enable sustainability and climate change resilience in the wider district</b>							
3.1	<b>Have completed our housing stock condition survey and produced an investment strategy to improve our energy efficiency</b>	Act on Energy partnership in place.	1. Review the Act on Energy Service Level Agreement. 2. Promote Act on Energy to all residents.	Alice Ellis	On-going	GREEN	Act on Energy SLA reviewed and revised in November 2018 to year end. Promotion of Act of Energy on-going via media team and actions below. Two 'Save in Summer. Be Warm in Winter' energy 'drop-in' events have been completed at Brunswick Hub and Packmores and a further one planned for Sydni.
		Housing stock condition survey is completed.	Update required on the survey and potential areas of work.	Daljeet Matharu	End December 2018	AMBER	Programme of improvement in own housing stock including 393 energy efficient boilers installed, loft insulation, cavity wall insulation installed.
		Average Energy Performance Certificate (EPC) rating of housing stock is known.	Obtain EPC data for housing stock.	Daljeet Matharu	On-going	AMBER	Average property SAP 2015-17 D (40.2%), 39% properties fall into A-C. There are 1,748 EPCs out of 5,500 properties (25% of the housing stock) of which only 16 were rated E, F or G. Improvement works are undertaken in the void period for any property at E, F or G to work towards a rating of D. There is a need for an action to get to a position where we have full details of properties below D and plans to rectify this.
		Landlord compliance with EPC requirements	1. Complete a mail out to private sector landlords or inefficient properties advising of the new EPC Regulation requirements from 1st April 2018. 2. Review progress with mailout in January 2018.	Paul Hughes and Alice Ellis	End March 2018	GREEN	In partnership with Act on Energy, a mailout to 150 landlords in ownership of 'F' and 'G' rated properties has been undertaken. 20 landlords have contacted the Private Sector Housing Team so far for advice. Further promotion of ECO Flex is needed to help residents living in rented properties. Further work to be undertaken linking EPCs to Council Tax data.
		Third parties engaged with	Consider actions to engage with third sector.	Alice Ellis and Liz Young	End September 2018	AMBER	NEA fuel poverty training took place in November 17 and was delivered to some third sector organisations. As part of the energy drop-in sessions, the plan is to widen the scope of partners involved for the Autumn/ Winter events to include Age UK, Citizens Advice and others.
3.2	<b>Have produced a district wide fuel poverty strategy</b>	Fuel Poverty Strategy in place.	Work with a range of partners to develop the Strategy.	Alice Ellis, Simon Brooke, and Paul Hughes	End March 2019	AMBER	Actions contained within the Health and Wellbeing strategy. Fuel poverty is a new priority of the Countywide Financial Inclusion Group. Countywide Health & Wellbeing Steering Group have a specific focus on fuel poverty, health and grant funding. Support with the Strategy to come from placement students at the University of Warwick during the Summer.

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3.3	<b>All of our tenants have been provided with energy advice and or assistance as required relating to reducing fuel bills</b>	WDC tenants have received energy advice and assistance.	1. Create energy efficiency messages and include in tenant information packs and via social media. 2. Target 70 high rise properties to offer pre-payment fuel switching information.	Daljeet Matharu, Jaz Kundi, and Alice Ellis	End March 2019	AMBER	Progress so far: 650 households provided with energy information in St John Kenilworth during 2016/17. High-rise properties mailout completed in February. A meeting has taken place with Act on Energy and Sustaining Tenancies Team to develop a plan to help lower electricity costs for tenants in the blocks; this has included opportunities to provide further advice on energy switching and storage heater controls. Smart meter opportunities will come later in the year with the Generation 2 meters roll-out. Act on Energy advised that upgrading to more efficient storage heaters would be a better energy saving option for tenants option than electric boilers.
3.4	<b>Rates of fuel poverty in the district have reduced</b>	Fuel poverty levels are reduced.	1. Explore options for a Collective Energy Switching Scheme working with WCC. 2. Ensure information is available on the website to help residents in this area. 3. Consider if the WDC Affordable Warmth Group needs re-energising. 3. Project being investigated to advise 70 residents in high rise flats on better pre-payment meter tariffs.	Paul Hughes, Alice Ellis and John Gallagher	End March 2019	AMBER	Initiatives to reduce fuel poverty are being achieved through the County Warm and Well Steering Group, WDC Financial Inclusion Group and regular Act on Energy consortium meetings. Frontline training on fuel poverty took place in November to 35 staff, organised by NEA. Actions also contained within the Health and Wellbeing strategy, Health and Wellbeing Board 2017-18 and the County Financial Inclusion Group. Fuel poverty levels in Warwick District are as follows. 2013 11.1%, 2014 12.1% and 2015 13.6% (Note: the data was last published by BEIS in 2017 and is always two years behind). Cabinet paper approved to run an iChoosr collective energy switching scheme across the County along with funding. A WCC led soft launch has taken place across the County - further work is needed on the flyer which WCC produced to clarify the scheme for residents.

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3.5	<b>Cleaner Buses and Taxis operational in the District</b>	Electric buses and taxi opportunities are explored	<p>1. Work with local bus companies to apply for funding for new battery electric buses. Explore partnerships with Volvo and University of Warwick.</p> <p>2. Explore taxi contribution to air quality and a low emission lease arrangement project that would enable taxi companies to lease vehicles from WDC.</p>	Marianne Rolfe, Matthew Shirley and Alice Ellis	Ongoing. 2018/19	AMBER	Meeting with Stagecoach has taken place to consider low emission buses; there are potential opportunities for the new development at Kenilworth. Meeting also with Warwick University. Supportive of electric buses 60% of the university fleet is electric and they are aiming for charge points at a rate of 1 to 6 spaces. They will be installing a rapid charger on the taxi rank. EOI submitted to and approved by to the Ultra-Low Emission Bus Scheme to have electric buses and charging infrastructure on Route 67. The EOI has been submitted by a consortium of the following: WDC, Volvo, Stagecoach Midlands, WCC, SDC and Greenwatt Technology. Full application for grant funding in draft to be submitted by deadline extended until 16th July 2018
3.6	<b>Additional electric vehicle charging infrastructure in place</b>	Provision of electric vehicle chargepoints across the District (establish current numbers)	1. In line with WCC Electric Vehicle Strategy, pursue areas suitable for on-street charging.	Alice Ellis, Matthew Shirley and Paul Garrison	Ongoing. 2018/19	AMBER	Discussions have taken place with WCC on increasing electric charging provision. A number car parks look set to have chargepoints including Cape Road, Barrack Street and Saltisford. Joint bid with WCC to be worked up for £100k EST funding for these and additional car parks near residential areas.
			2. Review Office of Low Emission Vehicle (OLEV) funding and other funding sources available.	Alice Ellis	Ongoing. 2018/19	GREEN	The main funding is outlined above and is being administered by EST. This will provide 75% of funding for electric chargepoints. Midcounties Cooperative are keen to do work in this area.

Date Last Revised: 13/06/2018

R/A/G Status Key: RED - No plan in place and/or target not met. AMBER - Plan in place and on target to achieve. GREEN - Near completed or completed.