

Appendix 3. Sustainability Officer Group Action Plan 2019/20 - Quarter 1 Status

Date Last Revised: 19/06/2019

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.

Ref.	Performance Target	Indicator Measures	Actions	Responsibility	Timescale	Status R/A/G	Progress Update
Strategic Aim 1 - Embed sustainability at a strategic level within the organisation							
1.1	A sustainable impact assessment process has been put in place for major decisions, policies and strategies	All executive decisions to be subject to a sustainability impact assessment.	Embed sustainability in Committee templates.	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.
1.2	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	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 has been developed including SOG meeting documents and further content now added. 'Green Travel' page being developed along with 'doing our bit' and 'greener communities' information. 'Plastics Policy' button also added.
			New starters online metacompliance training to be developed for all staff and Members. Form a sub-group to develop content.	Alice Ellis and Karen Weatherburn	July/August 2019	AMBER	Members attended National Energy Action fuel poverty training in November '18 and March '19. Members were updated on the Sustainability Approach strategic aims in June 2018. Sub-group of the SOG formed to develop the content and first meeting will be early July. Fuel Poverty awareness for Members possibly to be delivered in July or Autumn and further staff 'frontline' training to be delivered in the Autumn.
1.3	Single use plastics are minimised. Staff are aware and encouraged to actively seek alternatives.	Number of single-use plastics avoided.	Adopt a Plastics Policy and implement the commitments. See Strategic Aim 3 for further actions. Develop plastics animation for staff.	Alice Ellis	On-going	GREEN	Plastics Policy approved. Plastics Register in place and to be communicated with the Plastics animation. Crisp packet recycling and office consumables recycling in place and Recycling Guide updated. Plastics Register Intranet Big Button communication planned for June / July.

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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							
2.1	Have produced a sustainable travel plan	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	Graham Folkes-Skinner , Paul Garrison and Alice Ellis	End June 2018	GREEN	Several meetings have taken place. Briefing note developed on the short-term actions for CMT and focus on that so travel plan is on hold. Green Travel page developed and information on the staff travel survey and new opportunities added.
			1. Complete a review of the use of the pool cars to seek approval from SMT for the renewal of these	Alice Ellis, Ian Rourke and Zoe Court	Mar-18	GREEN	Complete. Leasing of 5 electric vehicles for staff use. SMT agreed to continue with the 5 electric / hybrid pool vehicles.

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			2. Complete a business case for a electric pest control van . Agree to procure.	Alice Ellis, Jayne Bailey and Pete Cutts	Oct-18	AMBER	Pest control van - Business case done. A test drive to be organised and all being well, van to be ordered. Simple 3-pin electric chargepoint to be installed by Assets Team for over-night charging - no cost. Nissan Van low cost and 200 mile range. Neighbourhood services now have a new Nissan electric van. Agreed to procure van for pest control with additional electric chargepoint to be installed. Obtaining quotes from Electric Zoo on the chargepoint.
			3. Develop and launch the Staff Travel Survey. Analyse results.	Graham Folkes-Skinner, Paul Garrison and Alice Ellis	Oct-18	GREEN	Complete. Top level results analysed and shared on Intranet.
			4. 1. Investigate the feasibility of launching a car share scheme. 2. Launch scheme.	Alice Ellis and Paul Garrison	1. October 2018 2. July 2019	AMBER	1. Complete. Postcode mapping feasibility exercise completed. Scheme could work well if supported by car share spaces and other incentives. 2. Establishing if IT can develop something in-house at lower cost.
			5. Promote Cycling To Work	Graham Folkes-Skinner / BUG	On-going	GREEN	Bike to Work scheme promoted further. 5 people have take up the scheme (is there a more recent figure?) GFS is progressing with cycling actions through the Bicycle User Group.
			6. Staff Incentives. Stagecoach Membership. 'Ditch the Car Scheme'. Promote Green Travel to Work Days including Liftshare Week (October) and National Walk to work Day (April).	Graham Folkes-Skinner, Paul Garrison and Alice Ellis	On-going	GREEN	Betterpoints green travel reward scheme is being launched in July.

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3.1	Produce a sustainability procurement toolkit.	Sustainable procurement requirements are fully complied with.	Include sustainability considerations in the procurement policy. Include plastics requirements in tender bids. Review sustainability procurement guidance.	Alice Ellis and Rebecca Reading	On-going	AMBER	Sustainable procurement policy in place and in need of review, unsure when this is required? Consideration of using local suppliers. Sustainability included in procurement activities. Social Value Policy is in place.
3.2	Implemented plastics policy objective into tender process	Plastics policy is identified as a corporate objective for procurement.	The plastics policy is recognised as a corporate objective within the PID document, as well as the tender information document; and an optional question on supplier commitment to the policy is included in relevant procurement projects.	Alice Ellis and Rebecca Reading	Dec-19	GREEN	A prompt on the application of the plastics policy to a project has been added to the PID document. A disclaimer has been added to the tender information document to advise bidders of the council's commitment to reducing single use plastics. A pass/fail question has been added to the commercial response template as part of the technical and professional criteria for all procurements over £25k. To be used for relevant contracts as a pass/fail criteria. Monitoring of this commitment will be undertaken by contract managers. Ensuring this is monitored will be investigated as part of the contract management review.

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3.3	Produce a Corporate social responsibility policy for procurement	A policy regarding corporate social responsibility is publicised and aligned to in all procurements	Update the Corporate responsible procurement policy to reflect current requirements and align with modern approach to CSR.	Alice Ellis and Rebecca Reading	Dec-19	AMBER	The current corporate responsible procurement policy was last updated in 2010. Since then there has been a shift in procurement to focus on wider corporate responsibilities to include social value. Corporate Social Responsibility (CSR) has become a central focus within procurement over the last 5 years and as such we need to adapt out policy to align with this new objective. To do this, the current policy will be amended so that it is aligned to current standards for CSR. This will also enable WDC to promote our CSR standards to suppliers and provide a platform for scoring social value.
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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							
4.1	Identified and assessed the viability of additional energy and resource efficiency measures	Consumption of electricity (kWh), gas (KWh), LPG (m ³), biomass (tonnes)	Data on energy use available for 2018/19. Data on biomass to be obtained.	Ryan Johnston and Alice Ellis	On-going	RED	Energy consumption data and greenhouse gas emissions reporting to be completed.
		Water consumption (m ³) (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. Should any new or on-going water actions be included?	Ryan Johnston	End June 2018	AMBER	Complete. Meter reading on 17/12/2016 was 21,384m ³ . The reading on 22/12/2017 was 26,267m ³ . Therefore during this period of just over a calendar year 4,883 m ³ of water was used. Based on 350 staff this is 54 litres water used per person /day (4883,000 (m3 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.	Steve Partner	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.
4.2	Assessed the viability of renewable energy schemes	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. Meeting held with Encraft on 23rd May to establish next steps.
4.3	Our carbon footprint has	Reduction of carbon footprint by 18%	1. Switch off and energy awareness days to be promoted.	1. All SOG 2. Alice Ellis 3. Steve Partner and SOG	End March 2019		There has been a CO2 reduction of 16% since 2009/10 based on 2015/16 data. 150Kw Biomass boiler at Sayer Court (carbon

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	reduced from our buildings and mileage	against 2009/10 (based on 2018/19 data). Reduce 2018/19 mileage by 20% against 2014.	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.	Members. 4. & 5. Alice Ellis. 6. Steve Partner and Ryan Johnston		RED	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. The UN One Carbon World Scheme being investigated that would help assess our carbon baseline and link to an off-set scheme to enable us to be carbon neutral. Climate Emergency Motion is being put to Full Council.
4.4	Climate risks assessed and measures in place to mitigate risks where practicable	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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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							
5.1	Paper use has reduced	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 <u>departmental use</u> . Run a campaign for reducing <u>paper use by employees</u> .	Alice Ellis All SOG	End April 2018 End March 2019		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 leafletting. Increased use of social media and

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			Paperless committee papers	Graham Leach	End March 2019	AMBER	Reduction in paper use. 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, which shows a 15% reduction in paper use. Historical data on paper ordered and costs has been obtained. Data shared at Managers Forum - to agree follow-up work. Woodland Trust unbleached recycled paper could be an option. Corporate Support getting quotes. Paperless Committee papers trial has begun with the introduction of the new Council. All Councillors are being set up to use the relevant App with a view that by August 2019 all will be operational and will be able to convert to not having paper agendas.
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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							
6.1	Additional targets related to Neighbourhood Services	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. Include information in the Greenspaces Newsletter.	Dave Anderson	On-going	GREEN	<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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Strategic Aim 3 - Promote and enable sustainability and climate change resilience in the wider district							
7.1	Have completed our housing stock condition survey and produced an investment strategy to improve our energy efficiency	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 to run until September 2019 in line with the County Warm & Well scheme. 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 completed for Sydni. 2018 Winter Campaign complete which included Flu Clinics, Dementia Cafes, Women's Groups and other community events. Developed a promotional postcard to promote Act on Energy to residents with a specific Tenant postcard developed also and provided to all Tenants. HECA Report drafted for comment. 2019 Winter Campaign is being developed by Act on Energy which will include promotion of grant support available.
		Housing stock condition survey is completed.	Update required on the survey and potential areas of work.	Ryan Johnston	End December 2018	RED	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.	Ryan Johnston	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. Lisa Barker leading on an internal Sustainable Housing Board to look at improving the energy efficiency of existing social housing stock and for new tenant properties to reach high sustainability standards.
		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	On-going	Complete for now until Government has determined new landlord requirements. 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 has started linking EPCs to Council Tax data.
		Third parties engaged with	Consider actions to engage with third sector.	Alice Ellis and Liz Young	On-going	GREEN	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
7.2	Have produced a district wide fuel poverty strategy	Fuel Poverty Strategy in place.	Work with a range of partners to develop the Strategy.	Alice Ellis, Paul Hughes and Caroline Russell.	Summer 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 has been provided from placement students at the University of Warwick during the Summer.

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7.3	All of our tenants have been provided with energy advice and or assistance as required relating to reducing fuel bills	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.	Jaz Kundi and Alice Ellis	End March 2019	GREEN	Progress so far: 650 households provided with energy information in St John Kenilworth during 2016/17. High-rise properties mailout completed in February 2018. 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. Engagement Day completed with Sustaining Tenancies Team to target the blocks at Crown. Small postcards promoting Act on Energy and signposting to repair team for boilers completed to all Tenants. New FISO role in place at Southern Court.
7.4	Rates of fuel poverty in the district have reduced	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.	Paul Hughes and Alice Ellis	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% 2016 11.1% (Note: the data was last published by BEIS in 2018 and is always two years behind). iChoosr collective energy switching scheme launched across the County with a number of switch days taking place at libraries in the District.

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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							
8.1	Cleaner Buses and Taxis operational in the District	Electric buses and taxi opportunities are explored	1. Work with local bus companies to apply for funding for new battery electric buses. Explore partnerships with Volvo and University of Warwick. 2. Explore taxi contribution to air quality and a low emission lease arrangement project that would enable taxi companies to lease vehicles from WDC.	Marianne Rolfe, Lorna Hudson and Alice Ellis	Ongoing.	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. ULEBS bid submitted by a consortium of the following: WDC, Volvo, Stagecoach Midlands, WCC, SDC and Greenwatt Technology but unsuccessful. The organisation Electric Blue can help comprehensively assess the impact taxis have on air quality and support the transition to electric taxi fleets operating in the District. Lorna Hudson has set-up a meeting with Electric Blue and DOF with local taxi companies to get them on board.

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8.2	Additional electric vehicle charging infrastructure in place	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 and Paul Garrison	Ongoing.	AMBER	Joint bid submitted to OLEV under the ORCS to install more public electric chargepoints. Included in the bid are 8 dual chargepoints (16 points in total) in Warwick District along with some on-street charging. Locations to install the chargepoints include the following Warwick District Council owned car parks: Abbey End in Kenilworth, Abbey Fields in Kenilworth, St Mary's Land 2 in Warwick, West Rock in Warwick and Bath Place in Leamington Spa. On-street charging areas include Northgate Street in Warwick, Market Square in Warwick and Kenilworth Road in Leamington Spa. Waiting to hear if bid is successful.
			2. Review Office of Low Emission Vehicle (OLEV) funding and other funding sources available.	Alice Ellis	Ongoing.	GREEN	The main funding is outlined above and is being administered by EST and OLEV. This will provide 75% of funding for electric chargepoints.

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9.1	Bike Share Scheme is explored.	A bike share scheme is launched in Leamington/ Warwick.	Establish locations for geo-fencing. Support WCC on finding a suitable provider. Deliver the scheme.	Alice Ellis	Summer 2019	AMBER	WCC market-testing held in October. A Leamington / Warwick scheme has strong potential compared to other sites in the County. Concession scheme looking unlikely, capital funding will be required to support infrastructure and partly docked scheme with some electric. Meeting has happened with Nextbike and a further one being planned. WDC to now lead on this and a Steering Group has been set-up to help bring relevant partners together. Procurement options to be considered.
9.2	Co-Wheels Scheme is operating in the District	Assess the feasibility of launching a Co-Wheels scheme for staff travel and community use.	Establish how this could be cost-effective for WDC as well as having environmental benefits.	Alice Ellis and Paul Garrison	Summer 2019	RED	There is already a scheme operating at the Union - of two vehicles, but installed by the Developer not successful, low take-up, not promoted, vehicles difficult to access. Have looked into relocating the vehicles but Developer has not confirmed they want to do this.

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10.1	There is large-scale solar electricity generation in the District.	Explore the potential of a large-scale solar farm at land near Bishop's Tachbrook and possibly other sites.	Contact solar installers to discuss potential.	Chris Elliott and Alice Ellis	On-going	AMBER	There is huge potential through power purchase agreements and land rental arrangements. Need to ensure there is a nearby grid connection and capacity. Low grade land, no visual impact. WDC do not own the land, would need to purchase and ensure income generation is good. Solar Consulting have forwarded their proposal. Help is being provided from the Nottingham Energy Hub to assess the proposal.

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11.1	Plastic Free Town Status achieved.	Communities achieve plastic free status.	Partner with the Leamington & Warwick Plastic Free Group to work towards becoming achieving 'Plastic Free' town status.	Alice Ellis	On-going	AMBER	Alice sits on the Plastic Free Steering Group as a WDC representative. Have supported developing their Action Plan. WDC will be required to put forward a report to Executive to pass a 'resolution' to decide for the town to achieve 'Plastic Free' status. Report planned for July Exec.
11.2	Drinking Water Fountains are available to residents	A drinking water fountain is installed in the District.	Contact Severn Trent Water to establish if a drinking water fountain could be funded for the town.	To be agreed. Alice and other Officers.	On-going	RED	Severn Trent Water can support drinking water fountain installs. Leamington & Warwick Plastic Free Group are spear-heading the National refill scheme for Leamington and Warwick. To discuss further with Members under the new Administration.